

CHICAGO COOK WORKFORCE PARTNERSHIP

REQUEST FOR PROPOSALS FOR

**Consultant: Expanding Utilization of On the
Job Training (OJT) Programs
REISSUED**



**CHICAGO COOK
WORKFORCE
PARTNERSHIP**

**CHICAGO COOK WORKFORCE PARTNERSHIP
69 W. WASHINGTON - SUITE 2860
CHICAGO, IL 60602**

REISSUED April 22, 2015

**RESPONSES DUE:
Friday, May 15 2015
4:00 P.M. (Central Time)**

**Karin M. Norington-Reaves, CEO
Chicago Cook Workforce Partnership**

**Frank Clark, Jr., Co-Chair
Dr. Kenneth Ender, Co-Chair
Chicago Cook Workforce Investment Board**

TABLE OF CONTENTS

SECTION I. INTRODUCTION AND PROJECT SCOPE	3
SECTION II. GENERAL INFORMATION	6
SECTION III. PROPOSAL SUBMISSION PROCESS.....	7
SECTION IV. ORGANIZATION OF THE PROPOSAL.....	9
SECTION V. PROPOSAL REVIEW PROCESS.....	11
SECTION VI. PROTEST PROCEDURES TO RESOLVE PROCUREMENT DISPUTES	12
SECTION VII. LIMITATIONS.....	13
SECTION VIII. MODIFICATION OF CONTRACTS	13
EXHIBITS:	
A – Technical Proposal	
B – Proposal Checklist	
C – Agency Declaration Form	

SECTION I. INTRODUCTION AND PROJECT SCOPE

The Chicago Cook Workforce Partnership

The Chicago Cook Workforce Partnership (The Partnership) has received a grant from the J. P. Morgan Chase Foundation to expand the utilization of On the Job Training (OJT) as a workforce development tool in Cook County.

The Chicago Cook Workforce Partnership (“The Partnership”) is a non-profit organization that oversees \$50M in federal, public and private funding for workforce development programs aimed at assisting job-seekers, businesses, and like organizations throughout the Cook County region. The Partnership administers the Workforce Investment Act (“WIA”), the federal funding for workforce development activities. The Chicago Cook Workforce Investment Board (the “WIB”) oversees The Partnership, has statutory responsibility for the local implementation of WIA and provides a forum for business, labor, education, government, community-based organizations and other stakeholders to work together to develop strategies that can address the supply and demand challenges confronting the local workforce.

Through a network of more than 50 delegate agencies, the Partnership delivers comprehensive workforce development services, including job search assistance and vocational training, to nearly 140,000 adults, dislocated workers and youth on a yearly basis. Although newly formed, the Partnership is composed of workforce development professionals with collectively over a hundred years of experience in the field. We have a deep and broad knowledge of “what works and what doesn’t” when it comes to training individuals and helping them find family sustaining employment.

The Chicago Cook Workforce System comprises six types of organizations:

- **Workforce Centers** are high-capacity centers serving the general job-seeking population as well as businesses. Workforce Centers serve both Adult and Dislocated workers (Youth optional) and have active participation from at least one of the mandated WIA partners.
- **Affiliates** provide services to job seekers and businesses, differing from workforce centers in that they are smaller and may serve a smaller geographic area or special population.
- **Youth Affiliates** provide services to assist youth ages 16-21 in achieving academic and employment success.
- **Business Intermediary** provides services to regional business customers and Adult and Dislocated workers; is responsible for employer-focused employment training services including, but not limited to, customized and on-the-job training services.
- **Workforce Centers for Business (aka Sector Centers)** are business service hubs concentrating on business and job seeker services related to a specific industry sector, such as manufacturing, and responsible for educating the other WIA delegate agencies on aspects of the given sector.
- **Bridge Programs** prepare residents with limited academic or limited English skills to enter and succeed in credit-bearing postsecondary education and training leading to career-path employment in high- demand, middle- and high-skilled occupations.

These six types of organizations together form a collaborative network for delivering the full range of workforce development services to our business and jobseeker customers.

Our WIA organizations are also expected to work closely with the following WIA partners (as mandated by law) to ensure the highest quality of service:

- Adult Education and Literacy
- Youth Education and Literacy
- Perkins Post-Secondary Vocational Education
- Senior Community Service Employment Program
- Trade Adjustment Assistance Act
- Unemployment Insurance
- Veterans Employment
- Vocational Rehabilitation
- Wagner Peyser
- Job Corps
- TANF Employment and Training Programs
- Food Stamp Employment and Training Programs

The Partnership's Mission, Vision, and Goals

Mission: The Partnership's mission is to create, promote, and effectively manage a network of workforce development organizations that:

- Designs innovative solutions to address business human capital needs; and,
- Prepares individuals for, and connects them to, career opportunities.

Vision: Every person has the opportunity to build a career; every business has the talent to grow and compete in a global economy.

The Partnership contracts with delegate agencies to deliver WIA services that will achieve the following goals:

- **Increase Skill and Educational Attainment for Customers to Find and Retain Employment.** In today's challenging economic climate, it is critical that our community members have the skills they need to compete in the workforce; that they can find and keep jobs; and that local businesses can access the skilled labor they need. The Secretary of Labor has issued a High Priority Performance Goal to increase credential attainment by participants of the public workforce system. Regardless of where they are starting, there needs to be a path to credentials for all residents. The public workforce system should help individuals achieve long-term self-sufficiency through career pathway models that articulate the connections between education and employment.
- **Support Economic Growth.** The public workforce system provides resources to help businesses grow. The main avenue for accomplishing this growth is assisting businesses in accessing the skilled labor they need. The Partnership identifies growing industries and addresses the local workforce's skills gaps to meet the needs of employers in those industries. The public workforce system helps businesses to find the skilled labor they need and to create opportunities for achieving economic self-sufficiency for employees.

On the Job Training

Since our creation in 2012, The Partnership has consistently promoted “earn and learn” models as a promising practice in workforce development. Earn and learn strategies benefit employers, who can address skill shortages by training new workers in job-specific skills and protocols while receiving partial reimbursement for employee wages. Employers are able to hire employees based on fit and attitude, and provide training to impart the required job skills. Earn and learn models benefit job seekers, who are able to earn a wage while completing training. And importantly, these models benefit the public, whose tax dollars are put to use in a way that guarantees a positive societal return. Despite myriad benefits, however, these models continue to be underutilized.

Multiple factors contribute to this underutilization. In our experience, public awareness of these models is low. Those who are aware of them – even many workforce professionals - often have a limited understanding of how the models work. Some employers may be deterred by administrative “paperwork,” confused by the legal standing of these workers, or wary of participating in a “government program.” These matters will need to be addressed to open broader markets for OJTs.

Individuals in our system – jobseekers, case managers, job developers, and employers – are used to the “traditional” process in which employers have job openings, qualified applicants submit resumes, and employers screen for skills and qualifications, conduct interviews, and make offers of employment. Earn and Learn strategies do not follow this traditional sequence, which can be a barrier to implementation. It is hard for workforce agencies to implement a new and unfamiliar model – even if that model allows the job seeker and employer to share in a customized training experience that is tailor made to the job in question - at little cost to either party.

The Partnership has prioritized the expansion of one earn and learn strategy in particular: On the Job Training, or “OJT.” This model is designed to impact skill shortages in an expedited manner, by helping the the employer build the capacity to train employees. The Partnership placed more than 500 individuals in OJT experiences at over 100 different companies across industries ranging from hospitality to manufacturing to healthcare over two years. The bulk of the placements have been brokered by our network of delegate agencies located in communities throughout Cook County, though The Partnership’s Business Relations and Economic Development (BRED) unit staff have managed placements as well. The BRED team has done a significant amount of work toward standardizing the OJT process, but variability still exists among our agencies.

Through OJT we offer to partially subsidize the wages of the trainee - the percent of wages covered is calculated using a sliding scale based on the size of the company, up to 50%. Placements have ranged from entry level positions paying \$10 per hour, to more advanced positions that earn \$30 per hour. Our partial wage match is a significant investment, but the outcomes have been very positive. The Partnership plans to increase our funding for OJT, making this model a larger portion of our occupational training funding. We are seeking an experienced consultant to help guide this process.

Scope of Work

The consultant will be charged with completing the following tasks and deliverables in order to help The Partnership expand the utilization of OJT in Cook County.

1. *Best practices research.* The consultant will conduct a review of best practices on OJT and other “earn and learn” strategies nationally. What are some examples of successful OJT projects? What are the tools to successfully scaling up an OJT project? What are the key elements of OJT projects to ensure employer and jobseeker satisfaction and good placement outcomes? (Deliverable: The consultant will deliver a memorandum on research findings).
2. *Current process overview.* The consultant will conduct an assessment of the local workforce system along with regional collar counties and beyond to understand who is providing OJT services. The scan should include the characteristics of agencies that broker successful OJT arrangements, and characteristics of jobseekers and employers that are served well. What current policies and processes have been developed and how do they compare regionally and nationally? What are the current processes that delegate agencies are using? How are jobseekers and employers recruited and assessed? How are wage reimbursements handled? How are the OJT arrangements monitored? What are the steps that lead to the permanent hire of the trainee? What kind of follow up do agencies conduct post-placement? (Deliverable: Survey of staff at Partnership and delegate agencies, summary of survey results, current process maps.)
3. *Stakeholder engagement (employers).* The consultant will survey local employers who are current or former participants in the OJT program, as well as employers who have never participated in OJT, in order to determine the strengths and weaknesses of the program from the employer perspective. (Deliverable: Summary of findings, including any differences that appear related to industry and/or company size, and recommendations for breaking down barriers and increasing OJT utilization on the part of employers.)
4. *Stakeholder engagement (jobseekers).* The consultant will survey current and former OJT trainees, as well as other jobseekers in the WIA program, in order to determine the strengths and weaknesses of the OJT program from a jobseeker perspective. (Deliverable: Summary of findings and recommendations for breaking down barriers and increasing OJT utilization on the part of job seekers)
5. *Policy and materials development.* The consultant will create standardized, streamlined, system-wide policies and procedures, process maps, and materials for Partnership and front line staff to use through every step of the OJT process. (Deliverable: Process and materials that meet compliance guidelines at the state and federal level, customized to different industries as needed.)
6. *Technical assistance.* The consultant will coordinate staff training on the new process and materials. (Deliverable: Training curriculum, leader guide, and/or presentations.)

SECTION II. GENERAL INFORMATION

This Request for Proposals (RFP) is the final step in a competitive process to select the consultant.

Eligible Respondents

Respondents must be eligible to do business with the City of Chicago and Cook County. Entities are **ineligible** if they: 1) are currently barred, suspended, proposed for debarment, declared ineligible or voluntarily

excluded from participation in this transaction by a Federal or State department/agency; 2) have existing grants with any State or County agency that are suspended or otherwise not in good standing; or 3) are not in compliance with the Illinois Department of Revenue or the Federal Internal Revenue Service requirements.

Available Funding and Performance Period

The Partnership will award the consulting contract to one entity that best demonstrates an ability to effectively deliver services as described herein. All proposals must be comprehensive and address the full scope of services contemplated by this RFP.

The Partnership anticipates funding a contract effective June 1, 2015 through October 31, 2015 (exact dates to be determined) for an amount not to exceed \$50,000.

Insurance

Prior to a Contract being executed, the following insurance requirements must be met:

The Contractor should be self-insured and shall maintain the following minimum insurance coverage and limits of liability at all times during the term of the Contract:

- **Workers' Compensation** – Workers' Compensation and Employers' liability as required by law.
- **Commercial General Liability** - Coverage at a minimum shall be \$1,000,000 per occurrence and \$2,000,000 in the aggregate for bodily injury and property damage liability.
- **Business Automotive Liability** - Including coverage for all owned, hired and non-owned vehicles. Coverage shall at a minimum be \$75,000 combined single limit, bodily injury & property damage.

If The Partnership determines that the contractor fails to comply with these insurance requirements, the contractor will be placed on a "Suspension" status. No payments will be processed or paid until said Suspension is lifted.

Freedom of Information Act / Confidential Information

Funded proposals may be subject to public disclosure, in response to requests received under provisions of the Freedom of Information Act (5 ILCS 140/1 *et seq.*) Information that could reasonably be considered proprietary, privileged, or confidential commercial or financial information should be identified as such in the proposal. The Partnership will maintain the confidentiality of that information only to the extent permitted by law. If the respondent has a special need to maintain the confidentiality of proprietary or privileged information, a supplemental letter of explanation must be attached to the proposal and all allegedly proprietary or privileged information should be identified as such.

SECTION III. PROPOSAL SUBMISSION PROCESS

Proposal Deadline

THE DUE DATE FOR SUBMISSION OF PROPOSALS, IN RESPONSE TO THIS REQUEST FOR PROPOSALS IS Friday, May 15 , 2015 at 4:00PM CENTRAL TIME. Proposals received after the due date and time may be deemed NON-RESPONSIVE and therefore subject to rejection.

Submittal Procedure

All proposals must be submitted in **both electronic and paper form**, according to the following rules. Paper versions must adhere to all of the following requirements:

- One original and two copies of the full proposal.
- One complete proposal containing original signatures in blue ink signed by the President, CEO or equivalent of the organization marked "Original."
- A maximum of 20 pages excluding the Appendices
- 8 1/2 x 11 letter size paper
- Double-sided printing
- Bound on the left side
- One inch margins
- Double-spaced
- Minimum 11-point font

In addition, proposals must be submitted on a USB flash drive or CD with all documents saved as adobe.pdf, Microsoft Word or Microsoft Excel files. In the electronic submittal, the Narrative should be provided separately from the Appendices and in a Microsoft Word format. (Appendices may be combined in one electronic document.) Both the paper files and USB flash drive or CD must be submitted together. The outside of each envelope or package should be labeled using the following guide:

RFP for OJT CONSULTANT
 Date of Submission:
 Name of Respondent:
 Package ___ of ___

Delivered to:

Chicago Cook Workforce Partnership
 69 W. Washington
 Suite 2860
 Chicago, IL 60602
 ATTN: Marisa Lewis

Complete proposals will be accepted prior to the due date from 9:00 a.m. to 4:00 p.m. Monday – Friday at the same location. Late or incomplete proposals may not be reviewed. In-person or bonded messenger delivery of proposals is encouraged.

Questions

Respondents are strongly encouraged to submit all questions and comments related to the RFP via e-mail to OJTinitiative@workforceboard.org. The **deadline for questions is Wednesday April 29, 2015 at 4:00 pm Central Time.**

Schedule of Events

Release of RFP	Wednesday April 22, 2015
Deadline for Questions	Wednesday April 29, 2015
Proposals Due to The Partnership	Friday May 15, 2015
Announcement of Awards	Monday June 1, 2015
Contract Period	Estimated June – October 2015

Notice of Award

All respondents will be notified as to their award status. Unsuccessful respondents who wish to obtain information on the evaluation of their proposal should submit a written request to this effect to The Partnership's Chief Administrative Officer/General Counsel.

Disclaimers

The issuance of this RFP does not obligate The Partnership to award a contract or to pay any costs incurred in the preparation of a proposal. The Partnership reserves the right to accept or reject any or all proposals received in response to this RFP. The Partnership can cancel or rescind this RFP, in part or in whole, if deemed necessary.

All contract awards by The Partnership, pursuant to this RFP, are contingent upon the availability of funds. Respondents are liable for any and all costs incurred prior to final authorization by and the execution of a contract with The Partnership.

The Partnership also reserves the right to:

- Rescind an award and/or reallocate the funding to another applicant should the successful respondent fail to execute its grant agreement in a timely fashion;
- Change and amend as necessary its policies or procedures governing the scope of services described herein;
- Perform an assessment of the risk that any recent, current, or potential litigation, court action, investigation, audit, bankruptcy, receivership, financial insolvency, merger, acquisition, or other event might have on an organization's ability to provide services.

SECTION IV. ORGANIZATION OF THE PROPOSAL

Submission Format

All proposals must be organized and assembled as described in this Section.

1. Completed Checklist (Attached as Exhibit B to this RFP)
2. Proposal Narrative
3. Appendices in the order listed below

Proposal Narrative

The proposal narrative must provide specific detailed responses for the items listed below in a **maximum of 20 pages**. Spell out acronyms for technical terms upon first use in the narrative.

Technical Plan

1. Briefly explain your experience with conducting primary and secondary research, engaging stakeholders, and developing policies and collateral materials. Knowledge of earn and learn models a plus. Consultant must also have a clear understanding of compliance issues related to OJT, and work to ensure that they are used as training subsidies as opposed to hiring subsidies.
2. Scope of Work – use the questions below to provide a detailed strategic planning scope:
 - a. *Best practices research.*
 - b. *Current process overview.*
 - c. *Stakeholder engagement (employers).*

- d. *Stakeholder engagement (jobseekers).*
 - e. *Policy and materials development.*
 - f. *Technical assistance.*
3. What environmental factors, technical issues, areas of uncertainty, and/or possible risks do you anticipate, and how will your plan address those issues if they arise?

Project Timeline & Deliverables

4. Provide a description of project deliverables and a timeline for implementing each element of the scope and deliverables.

Budget and Financial Management Capacity

5. The maximum budget is \$50,000. Provide a budget narrative and overall budget total that is matched to the specific deliverables and timeline described in the Project Timeline and Deliverables section above. The budget should be linked to deliverables and show levels of effort for each staff member by deliverable. No more than 30% of the total work can be subcontracted.
6. The strategic planning contract will be deliverables based whereby the contractor will invoice upon submission of deliverables. Describe your agency's financial capacity to manage this contract on a cost-reimbursement basis.
7. Has the organization ever been declared seriously deficient in the operation of a grant or contract? If so, please describe the circumstances.

Appendices

Please provide the following documents as appendices. Unless otherwise noted, documents should be submitted for the Lead Agency that will serve as fiscal agent for the project. If a document is not applicable, please note this on the Checklist:

- Most recent audited financial statements.
- Unaudited financial statements for the current fiscal year.
- If your agency was subject to OMB A133 audit in the past three years, submit a copy of the most recent A133 audit report.
- A completed IRS W-9 Request for Taxpayer Identification Number & Certification. This form can be emailed upon request or downloaded at www.irs.gov.
- Three references, preferably from projects of similar scope and magnitude as described in this RFP. Include the organization name; contact name, address, phone number and email address; brief description of work performed; project start and end dates; initial and final (or current, if project is in process) contract amount. If your proposal includes multiple agencies or contractors, include at least one reference for each agency/contractor and note which agency/contractor worked on the referenced projects.
- Complete an Agency Declaration Form (attached as Exhibit C to this RFP) for each agency that is proposing to perform work under this RFP.
- **Non-governmental entities MUST also provide the following:**
 - List of current Board Member names, mailing addresses (other than responding agency's address), occupation/affiliation, e-mail address and phone numbers.

- If applicable, submit a *current* letter (within last three years) from the IRS verifying the organization is exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, IRS Department of the Treasury, (877) 829-5500.
- If applicable, submit a copy of the most recently filed IRS Form 990.
- **Illinois Nonprofit Organizations MUST provide the following:**
 - Entities that are incorporated as a not-for-profit under the General Not For Profit Corporation Act of 1986 (805 ILCS 105/101.01 *et seq.*) are required to submit a certificate of good standing from the Illinois Secretary of State's Office, Department of Business Services, (217) 782-7880 or (217) 782-6961 (TDD: (800) 252-2904).
 - Entities that are organized as a Charitable/Not-For-Profit entity in Illinois, which includes any person, individual, group of individuals, association, not-for-profit corporation, or other legal entity under the Charitable Trust Act (760 ILCS 55/1 *et seq.*) are required to submit a letter of good standing from the Charitable Trust Bureau, Office of the Illinois Attorney General, 100 W. Randolph St, 11th floor, Chicago, IL 60601, (312) 814-2595 (TTY: (312) 814-3374).
- To be considered for the 5 additional points for diversity in leadership:
 - For MBE/WBE/BEPD certified entities, provide proof of certification.
 - For other organizations, provide a breakdown of board members and senior staff by gender and race/ethnicity.

SECTION V. PROPOSAL REVIEW PROCESS

Process

A panel of workforce development professionals selected by The Partnership will review and evaluate all proposals based on the criteria outlined below. Panel members may include Partnership staff, foundation officers, and other City and State representatives. The panel will perform an in-depth review of the proposals based on the review criteria.

The Partnership will then select a respondent for recommendation the Workforce Investment Board, which will approve the final selection. The Partnership reserves the right to award contracts on the basis of proposals received without further discussions with respondents. However, The Partnership may conduct post-application investigation prior to awarding grants including the following:

- Request and review further information on respondent's financial situation;
- Interview references from respondent's current or past funders;
- Assess the risk posed by any recent, current or potential litigation, court action, investigation, audit, bankruptcy, receivership, financial insolvency, merger, acquisition or other event that might affect an organization's ability to operate the requested program; and
- Review respondent's performance on any previous and/or existing contracts associated with The Partnership or its antecedent organizations, the Chicago Department of Family and Support Services, the Chicago Department of Community Development, the Mayor's Office of Workforce Development, Cook County Works, the President's Office of Employment and Training, the Chicago Workforce Investment Council and the Workforce Board of Northern Cook County.

Criteria

All proposals will be scored according to the criteria outlined below. The top scoring respondents will be interviewed. Because the final selection will be based on a combination of scores and interviews, The Partnership is not required to contract with the entity receiving the highest raw average score.

Technical Plan (25 points). The extent to which the Technical Plan meets the expectations and requirements outlined in the scope of services. This includes quality and clarity of proposed implementation of each element of the scope, demonstrating a clear understanding of The Partnership's goals for On the Job Training, and a reasonable staffing plan for project implementation.

Project Timeline and Deliverables (10 points). The proposed timeline and deliverables achieve the necessary outcomes in the required timeframe.

Budget and Financial Management Capacity (10 points). The extent to which the proposed budget will realistically finance the project goals and scope. This includes the accuracy of the budget; its applicability to the tasks, timeline and deliverables; and the overall cost effectiveness of the proposed services. Also taken into consideration is the extent to which the respondent has the resources and expertise to manage a contract, as evidence by the Financial Management Capacity section of the proposal narrative and in the financial statements (both audited and unaudited) provided.

Proposal Quality (5 points). Proposals should clearly and concisely articulate proposed outcomes and means of accomplishing them.

Diversity in Leadership (5 points). Up to five additional points will be awarded to organizations with a majority of senior staff and/or board member positions held by minorities or women. For MBE/WBE/BEPD certified entities, provide proof of certification.

SECTION VI. PROTEST PROCEDURES TO RESOLVE PROCUREMENT DISPUTES

All protests to resolve disputes concerning this RFP shall be submitted in writing, must specify in detail the grounds of the protest, the facts and evidence in support thereof, and the remedy sought. The written protest must be delivered to The Partnership (c/o Illona Sheffey-Rawlings, General Counsel) within the time limits provided below. In the absence of a timely and properly submitted written protest, no party responding to this RFP shall be eligible for any remedy. Any applicant desiring to protest a determination concerning this RFP must file a protest, in writing, with The Partnership no later than five (5) calendar days following release of the staff recommendation. The Partnership shall resolve any protest based upon the written protest and any oral and written response thereto provided by The Partnership staff before, or in conjunction with, The Partnership's consideration of the application and the staff recommendation. Resolution of the protest shall be deemed final.

SECTION VII. LIMITATIONS

The Partnership shall not pay for any costs incurred by the applicant agencies in the completion of this RFP. Submission of an RFP does not, in any way, obligate The Partnership to award a contract. The Partnership reserves the right to accept or reject any applications, to negotiate with all qualified sources, or to cancel in part or in its entirety this RFP, if it is in the best interest of The Partnership to do so. The Partnership may require successful applicants to participate in contract negotiations prior to contract finalization. The Partnership shall reserve the right to terminate, with or without cause, any contract entered into as a result of this RFP process.

SECTION VIII. MODIFICATION OF CONTRACTS

Any contract awarded pursuant to this RFP may be unilaterally modified by The Partnership upon written notice to the contractor under the following circumstances:

- a. Contractor fails to meet performance and service expectations set forth in the contract, or
- b. The federal or state government increases, reduces or withdraws funds allocated to The Partnership, which impact services solicited under this RFP, or
- c. There is a change in federal or state legislation and/or their regulations, local laws, or applicable policies and procedures.

EXHIBIT A
TECHNICAL PROPOSAL

**EXHIBIT B
PROPOSAL CHECKLIST**



Expanding Utilization of On the Job Training (OJT) Programs CONTRACTOR PROPOSAL CHECKLIST

Name of Lead Agency (fiscal agent): _____

Year Lead Agency was legally established: _____

State in which the Lead Agency is incorporated: _____

Proposal submissions should be compiled in the following order:

- _____ Completed Checklist
- _____ Proposal Narrative (20 pages maximum)

APPENDICIES (indicate below if any documents are not applicable)

- _____ Most recent audited financial statements
- _____ Unaudited financial statements for the current fiscal year
- _____ Most recent OMB A133 audit report (if A133 audit was required in any of the past three fiscal years)
- _____ Completed IRS W-9 Request for Taxpayer Identification Number & Certification
- _____ References
- _____ Agency Declaration Form for each entity proposing to perform work under this RFP

For nongovernmental entities only:

- _____ List of Board Members
- _____ Current (within the last three years) IRS letter verifying 501(c)3 status
- _____ Most recently filed IRS Form 990

For Illinois organizations only:

- _____ Certificate of Good Standing from the Illinois Secretary of State
- _____ Letter of good standing from the Office of the Illinois Attorney General

For consideration of additional points for MBE/WBE/BEPD status:

- _____ For-profit entities, proof of MBE/WBE/BEPD certification
- _____ Nonprofit entities and institutions of higher learning, list of board members and senior staff members with a breakdown of gender and race/ethnicity.
- _____ **Electronic copy of proposal and all attachments on a CD or Flash Drive**

EXHIBIT C
AGENCY DECLARATION FORM



CHICAGO COOK
WORKFORCE
PARTNERSHIP

AGENCY DECLARATION
Expanding Utilization of On the
Job Training (OJT) Programs

I understand and acknowledge the requirements for funding as stated in the RFP. I further understand that this RFP does not commit the Chicago Cook Workforce Partnership (The Partnership) to award or pay any costs incurred in the preparation of a proposal.

I also understand that The Partnership is in no way bound to fund this proposal in whole or in part. I understand that The Partnership is not bound to accept the budget, timeline or deliverables proposed, and that all of these may be negotiated if appropriate. If The Partnership awards funds pursuant to this RFP, I also understand that The Partnership may unilaterally de-obligate funds due to underutilization or non-performance.

Is the undersigned agency the subject of current or potential litigation, court action, investigation, audit, bankruptcy, receivership, financial insolvency, merger, acquisition or other event that might affect an organization's ability to operate the requested program?

_____ Yes (explain below)

_____ No

The attached proposal and all appendices and attachments are true and accurate and are being submitted with my permission as the

Title: _____

Name of Organization: _____

Signature (use blue ink): _____

Printed Name: _____

Date: _____