CHICAGO COOK WORKFORCE PARTNERSHIP

REQUEST FOR PROPOSALS FOR

Opportunity Youth Instructor Consultant

CHICAGO COOK WORKFORCE PARTNERSHIP

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

RESPONSES DUE:
October 29, 2015 – 4:00 P.M. (Central Time)

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

Frank Clark, Jr., Co-Chair
Dr. Ken Ender, Co-Chair
Chicago Cook Workforce Development Board

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SECTION I. INTRODUCTION

The Chicago Cook Workforce Partnership

In August 2015, the Chicago Cook Workforce Partnership (The Partnership) received a one year grant from the Citi Foundation for innovative projects that place low-income young adults on a path towards college and career success. Working in collaboration with LeadersUp, The Partnership seeks to empower youth ages 18-24 to obtain long term employment, reengage in school, prepare for post- secondary education and/or connect to industry-focused education and training programs. The training is a demand-driven program comprised of industry-specific curriculum that combines employer's skill-set needs. For the grant period, this translates to a goal of serving a total of 250 youth in at least 10 companies.

The Partnership administers Title 1 grants from the Workforce Innovation and Opportunity Act ("WIOA"), the federal funding for workforce development activities. The Chicago Cook Workforce Development Board (the "WDB") has statutory responsibility for the local implementation of WIOA Title 1 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.

The Chicago Cook Workforce Partnership system administers funding to six types of programs:

- **Workforce Center** operators 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 one of the mandated WIA partners.
- **Delegate Agencies** 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 Delegate Agencies** (in-school and out-of-school) provide services to assist youth ages 16-24 in achieving academic and employment success.
- **Business Intermediary** provides services to regional business customers and Adult and Dislocated workers; is responsible for connecting businesses to training services including, but not limited to, customized and on-the-job training services.
- **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.

Organizations work together to provide the most effective possible service to our participants. This collaborative system includes multiple entry points for both businesses and job seekers to access the full range of workforce development services and benefits.

In addition, WIOA organizations are expected to work closely with the following partners (as mandated by law) to ensure the highest quality of service:

- Adult Education and Literacy (WIOA Title 2)
- Wagner Peyser (WIOA Title 3)
- Vocational Rehabilitation (WIOA Title 4)
- Perkins Post-Secondary Vocational Education
- Senior Community Service Employment Program
- Trade Adjustment Assistance Act

- Unemployment Insurance
- Veterans Employment
- Job Corps
- TANF Employment and Training Programs
- Food Stamp Employment and Training Programs

The Partnership's Mission 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 needs, and,
- Prepares individuals for, and connects them to, career opportunities

The Partnership envisions a system where all young adults in Cook County are able to easily access a comprehensive and integrated set of education and training supports that increase the number of young adults productively engaged in the workforce, thereby increasing self-sufficiency and reducing poverty. The Partnership seeks to be a leader in empowering "opportunity youth" to obtain employment, re-engage in school, prepare for post-secondary education, and/or connect to industry-focused education and training programs.

The Partnership contracts with delegate agencies to deliver WIOA Title 1 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.

Youth programming, both in-school and out-of-school, is a center focus of WIOA. Annually, The Partnership administers over $16 million (over 35% of the overall WIOA Title 1 funding) of WIOA youth funding to 36 programs across Cook County.

Scope of Work

The Opportunity Youth Instructor Consultant (instructor) will be the primary instructor of the training program. The instructor will be expected to deliver the approved curriculum to a total of 250 Opportunity Youth over a 12 month period beginning early November 2015. In consultation with the Business Relations and Economic Development (BRED) unit of The Partnership, the instructor will assist in the design of each cohort's program schedule.

The program curriculum will consist of:

(1) **"Power Skills:"** Instruction will cover ethical leadership, building a "sense of self-agency," executive function, and goal setting. Youth will be trained in the universal skills required in the workplace, including customer service, workplace etiquette, interpersonal and communication skills. The instructor will also spend time building cross-cultural competencies to facilitate the transition to working in multicultural workplaces. At least 30 hours of instruction will focus on Power Skills. This portion of the curriculum will be consistent among all cohorts.

(2) **Intro to High-growth Industries and Career Pathways:** The instructor will introduce youth to high-growth and high-demand industries in the area and potential career and educational opportunities to pursue those occupations therein. This portion of the training will cover an industry overview, terminology, regional growth prospects, and career pathways, including any opportunities for "stackable credentials" that can be obtained through educational partners while working to facilitate career advancement. The curriculum will be customized according to the industry by which the company that is hiring is in. For example, if the training is for jobs available at a supply chain logistics company, this portion of the curriculum would focus on careers in the Transportation, Distribution, and Logistics industry sector. At least 15 hours of instruction will focus on introduction to high-growth Industries and career pathways. Sector-based instruction will be consistent across all cohorts.

(3) **Brief Customized Training**: Each cohort will include a brief customized training tailored to the immediate technical needs of the companies. In collaboration with the Business Relations and Economic Development (BRED) unit of The Partnership, this portion of the curriculum will be customized for all cohorts. At least 15 hours of instruction will focus on Brief Customized Training.

PROGRAM SERVICES/ DELIVERABLES

a. Provide instruction to a total of 250 participants ages 18-24.
b. Customize instruction and curriculum for each cohort based upon identified employer need.
c. Follow-up with participants to track job retention and progress.

Consultant Responsibilities

Instructional:

- Provides classroom instruction for young adults ages 18-24.
- Maintains and develops course syllabus and daily lesson plans that are appropriate to the objectives of the course, and submit lesson plans to the BRED unit.
- Ensure participants successfully complete program and provide assistance to overcome barriers.

Administrative:

- Assists in outreach, orientation, testing assessment, and attendance tracking to support student retention and success.
- Assists with program planning, coordination, and delivery of services to ensure that program outcomes are achieved.
- Provides relevant information and data, including client intake and program progress.
- Maintains and submits attendance records weekly and assist with the documentation of student outcomes.
- Assists in the curriculum and program development and customize training accordingly to the company hiring needs.
- Follows-up with program participants after program completion to document job retention and other job-related progress
- Other duties as reasonable and appropriate.

Minimum Qualifications and Requirements for Instructor(s)

- Bachelor's degree in Education, Social Work, Human Resources, or related field and a minimum of two years' experience in social services or the equivalent training and practical experience. Master's Degree preferred.
- Demonstrated success working with target population.
- Experience in working with Human Resource departments and developing (and delivering) personnel training preferred.
- Ability to pass criminal background check and drug test if granted an award.

SECTION II. GENERAL INFORMATION

This Request for Proposals (RFP) is the final step in a competitive process to select the consultant. The Partnership may interview respondents as part of the evaluation process.

Eligible Respondents

Respondents may be an individual or company and 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 Opportunity Youth Instructor Consultant contract to one entity or individual 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 early November 2015 for an amount not to exceed $75,000.

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.

The Contractor and The Partnership may or may not choose to negotiate insurance obligations as part of their budget negotiations post-award based on the balance of other costs and deliverables. 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 October 29, 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 10 pages excluding the Appendices
- Copy of the instructor(s) resume(s)
- 8 1/2 x 11 letter size paper
- Double-sided printing
- Bound on the left side
- One inch margins
- Double-spaced
- 12-point font, Times New Roman

In addition, proposals must be submitted on a USB flash drive 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. (Appendices may be combined in one electronic document.)

Both the paper files and USB flash drive must be submitted together. The outside of each envelope or package should be labeled using the following guide:

RFP for Opportunity Youth Instructor
Date of Submission:
Name of Respondent:
Package ___ of ___

Delivered to:

Chicago Cook Workforce Partnership
69 W. Washington
Suite 2860
Chicago, IL 60602
ATTN: Oswaldo Alvarez

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 youthinstructor@workforceboard.org. The **deadline for questions is October 25, 2015 at 4:00pm CST.**

Schedule of Events

Release of RFP	October 15, 2015
Deadline for Questions	October 22, 2015
Proposals Due to The Partnership	October 29, 2015
Announcement of Awards	November 3, 2015
Contract Period Begins	Early November 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;
- Change and amend as necessary the timeframes indicated in the Schedule of Events; and
- 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, including relevant resumes
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 10 pages (Double-spaced, New Times Roman, 12-point size font)**. Spell out acronyms for technical terms upon first use in the narrative. Attach the resume(s) of the instructor(s) that will be involved in this project.

Technical Plan

1) Scope of Work – use the questions below to provide a detailed scope:

    a. Describe your experience in (1) the field of workforce development, and (2) delivering instruction to youth who face multiple barriers to employment. Do you have established relationships with specific industries or companies that target Opportunity Youth? Are you familiar with the Workforce Innovation and Opportunity Act? What is your experience in working with youth and equipping them with the skills that employers demand? Provide any data of previous accomplishments in connecting youth to employment?

    Briefly explain your experience with designing and implementing youth training programs and services that incorporate sector-specific instruction.

    b. How will connecting Opportunity Youth to employment benefit local economies? What challenges do Opportunity Youth face to employment? What type of services or programming is needed to bridge the gap between the needs of employers and job-seeking Opportunity Youth? What could the Opportunity Youth Instructor Consultant do to help bridge this gap?

    Describe your methodology for implementing job-readiness training that incorporates industry specific curriculum. Reference any specific experience conducting similar projects. Describe your past experience in engaging employers to inform the curriculum and program development.

    Describe how you would evaluate the effectiveness of your training?

2) 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

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

Budget

1) The maximum grant award is $75,000. 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.

Financial Management Capacity

1) The 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.
2) Describe any history or experience managing grant dollars (public or private) and meeting compliance requirements.
3) Has the organization ever been declared seriously deficient in the operation of a grant or contract with a government agency (federal, state or local)? 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 minority- or women-owned business (MBE/WBE) or Business Enterprises Owned or Operated by People with Disabilities (BEPD):
  - For MBE/WBE/BEPD certified entities, provide proof of certification.
  - For nonprofit organizations, provide a breakdown of board members and senior staff by gender and race/ethnicity.
  - For research institutes at institutions of higher learning, provide a list of board members and senior staff of the research institute, with a breakdown of gender and race/ethnicity. If the research institution does not have its own board, provide a list of board members of the university with a breakdown 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 above.

The Partnership will then select a respondent for recommendation to its Chief Executive Officer, 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 may 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 (50 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 the strategic plan and a reasonable staffing plan for project implementation.

Project Timeline and Deliverables (15 points). The proposed timeline and deliverables achieve the necessary outcomes in the required timeframe.

Budget (10 points). The extent to which the proposed budget will realistically finance the strategic plan's 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.

Financial Management Capacity (15 points). The extent to which the respondent has the resources and expertise to manage a federally funded contract on a cost-reimbursable basis, as evidence by the Financial Management Capacity section of the proposal narrative and in the financial statements (both audited and unaudited) provided.

Proposal Quality (10 points). Proposals should clearly and concisely articulate proposed outcomes and means of accomplishing them.

MBE/WBE/BEPD (5 points). Up to five additional points will be awarded to minority- or women-owned businesses (MBE/WBE) or Business Enterprises Owned or Operated by People with Disabilities (BEPD). Nonprofit agencies and institutions of higher learning will earn points in this category if a majority of their board members and/or senior staff are women or minorities. If your agency qualifies, please highlight it in your application.

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 VII. 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

CHICAGO COOK WORKFORCE PARTNERSHIP

Opportunity Youth Instructor Consultant
PROPOSAL CHECKLIST

Name of Agency (fiscal agent) or individual consultant:____
Year Agency or business was legally established: _____________

State in which the Agency or business is incorporated: _____________________

Proposal submissions should be compiled in the following order:

_______ Completed Checklist

_______ Proposal Narrative (10 pages)

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 USB Flash Drive**

EXHIBIT C
AGENCY DECLARATION FORM

CHICAGO COOK
WORKFORCE
PARTNERSHIP

AGENCY DECLARATION

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):____

Date:_________________________________