



Chicago Cook Workforce Partnership

*Career Pathways Training
RFP Bidders Conference
August 8, 2016*



Agenda

- Welcome
 - Introductions
 - Overview of The Partnership
- Career Pathways
 - Career Pathways Definition
 - Occupational Training Programs
 - Bridge Programs
 - Sector-based focus
 - WIOA requirements
 - Job seeker services
 - Employer services
- Career Pathways RFP
 - RFP information
 - Evaluation and selection process
 - Program narrative response
 - Fiscal response and required attachments
 - Submission requirements
- Questions and answers



Overview Of The Partnership

- Nation's 2nd largest Local Workforce Development Area (non-profit administrative agency)
- Oversee network of 53 delegate agencies, 10 One-Stops, 8 satellite centers, 4 sector centers
- Nearly 30,000 placements since 2012 reconfiguration
- Serve 140,000 people per year, approximately 15,000 trainees
- \$60M budget
- \$30M in leveraged funding over 3 years



Vision & Mission

Vision

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

Mission

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



Career Pathways Overview

RFP Purpose

To identify innovative proposals for the delivery of Career Pathways Training in high growth and high demand sectors. The training will equip job seekers with the needed educational and vocational skills necessary to secure career pathway employment



Focus Industry Sectors

We train for Chicagoland's most in demand occupations



Business and Professional Services



Healthcare



Hospitality/Culinary



Retail



Information Technology



Manufacturing



Transportation, Distribution, and Logistics



Career Pathways

Under WIOA, “Career Pathways” is defined as:

A combination of rigorous and high-quality education, training, and other services that:

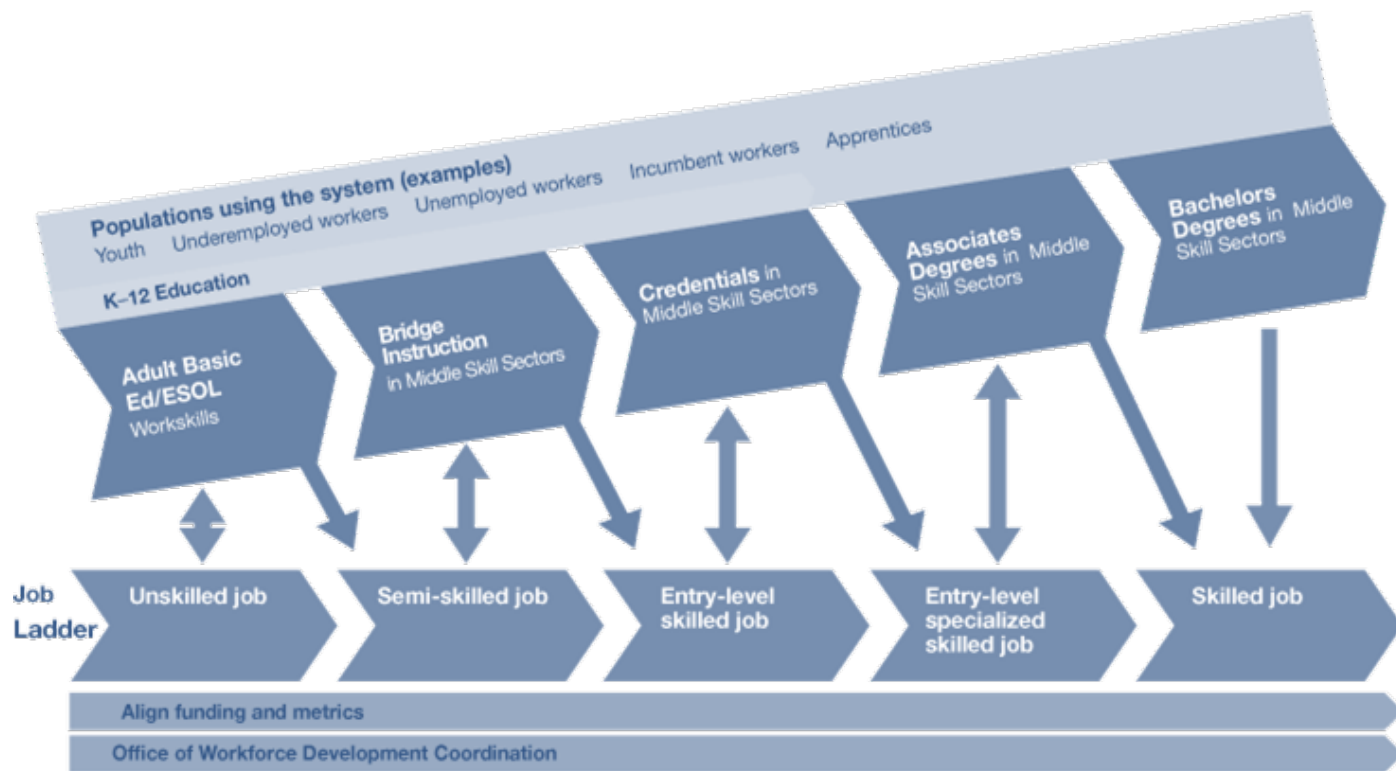
- Aligns with the skill needs of industries in the economy of the State or regional economy involved;
- Prepares an individual to be successful in any of a full range of secondary or postsecondary education options, including registered apprenticeships;
- Includes counseling to support an individual in achieving the individual’s education and career goals;
- Includes, as appropriate, education offered concurrently with and in the same context workforce preparation activities and training for a specific occupation or occupational cluster; and
- Organizes education, training, and other services to meet the particular needs of an individual in a manner that accelerates the educational and career advancement of the individual to the extent practicable.



WIOA Requirements: Career Pathways

Career Pathways approach to services:

- Align with the skill needs of industries
- Help an individual enter or advance



Source: Adapted from the Center for Law and Social Policy by Nyc.gov



Eligible Respondents

Any governmental, not for profit, educational institution or for profit entity:

- Properly operating in accordance with federal, state and local laws with a minimum of 3 years experience implementing a skills training or bridge program
- **Change: Training program, instructors, and/or agency should be accredited by an accrediting body**
- Bridge Program must be aligned with the ICCB (Contextualized Instruction, Career Development and Transition Services)
- Eligible to do business with the City of Chicago, Cook County and the State of Illinois



Occupational Training

- Cohort-based vocational training program
- Provider, program or instructor, should be certified by an accrediting body
- Responds to high demand targeted sectors
- No need to work with one individual employer
- Works with employers to inform the training curriculum and program design
- Offers industry recognized credentials
- Substitute for Individual Training Accounts (ITAs)
- Place participants in training-related jobs
- Track job retention for up to one year after placement



Bridge Programs

- Transitions low-skilled individuals to either advanced education or training, or entry-level jobs.

- Targets participants with basic skills deficiencies in literacy and numeracy, (i.e., those whose test scores are between 6.0 and 7.9 grade levels), and advance participants to an 8.0 grade level or above.

- Participants may choose pursue a job right after the bridge program.
 - Provides contextualized adult education curriculum to a specific industry and occupation that is aligned with The Partnership's priority sectors;
 - Provides transition services to advanced training at either a community college or a vocational training institution; and
 - Provides job placement assistance in training-related jobs



Bridge Programs

- Must track and offer instruction in literacy *and* numeracy
- Must offer a contextualized curriculum and embed an entry-level credential that is aligned with one of the seven industries
- Must transition participants to advanced education or training (if an ITA is requested, must show proof that other funding streams were sought, such as Pell or MAP Grants)
- Must offer participants with informed choice of both vocational training programs and those programs offered through community colleges
- Must provide letters of support (MOUs preferred) from at least 1 training provider and 1 community college. Letters from employers are also required.
- Must be aligned with current “Bridge Program Definitions” used by the Illinois Department of Commerce and the Illinois Community College Board



Customer Flow and Services

Basic Services

- Recruiting and Orientation
- Assessment and Screening
- WIOA Eligibility Determination

Individualized Services

- Career Coaching and Planning
- Comprehensive Assessment
- IEP Development
- Supportive Services

Training

- Bridge Training
- Occupational Training
- Work Experience
- On the Job Training
- Customized Training
- Individualized Training Accounts (Bridge Only)

Placement and Follow Up

- Employer Services
- Placement within field of training
- 12 Month of follow up
- Retention and Advancement



WIOA Performance Outcomes

Once a customer is enrolled into WIOA, s/he is counted in performance.

<i>WIOA Performance Measure</i>	<i>Definition</i>
Entered Employment	Participants in unsubsidized employment during the 2 nd qtr. after exit
Employment Retention	Participants in unsubsidized employment in the 4 th qtr. after exit
Median Earnings	Median (middle) earnings amount of participants in the 2 nd qtr. after exit
Credentials	Participants who obtained recognized credential w/in 1 year of exit
Skills Gains	Participants in an education/training program who demonstrate achievements/progress in skills during the program year.
Business Services	Effectiveness of serving businesses



Career Pathway Training RFP Information

Contract Term

October 1 2016 – September 30, 2017

Up to 2 one year extensions based on achievement of benchmarks

Contract Type

Cost-reimbursement

Important Dates

RFP Release	July 25, 2016
Bidders Conference	August 8, 2016
Extended Deadline to Submit Questions	August 10, 2016
Questions and Answers Posted	August 15, 2016
Proposal Deadline	August 19, 2016
Service Delivery Committee Approval	Sept 20, 2016
Chicago Cook Workforce Development Board Approval	Sept 26, 2016
Anticipated Contract Start Date	Oct 1, 2016



Evaluation and Selection Process



<i>CRITERIA</i>	<i>POINT VALUE</i>
Organizational Structure and Capacity	15
Staffing Plan	10
Program Description	45
Demonstrated Effectiveness and Planned Outcomes	15
Financial Structure and Fiscal Plan	15

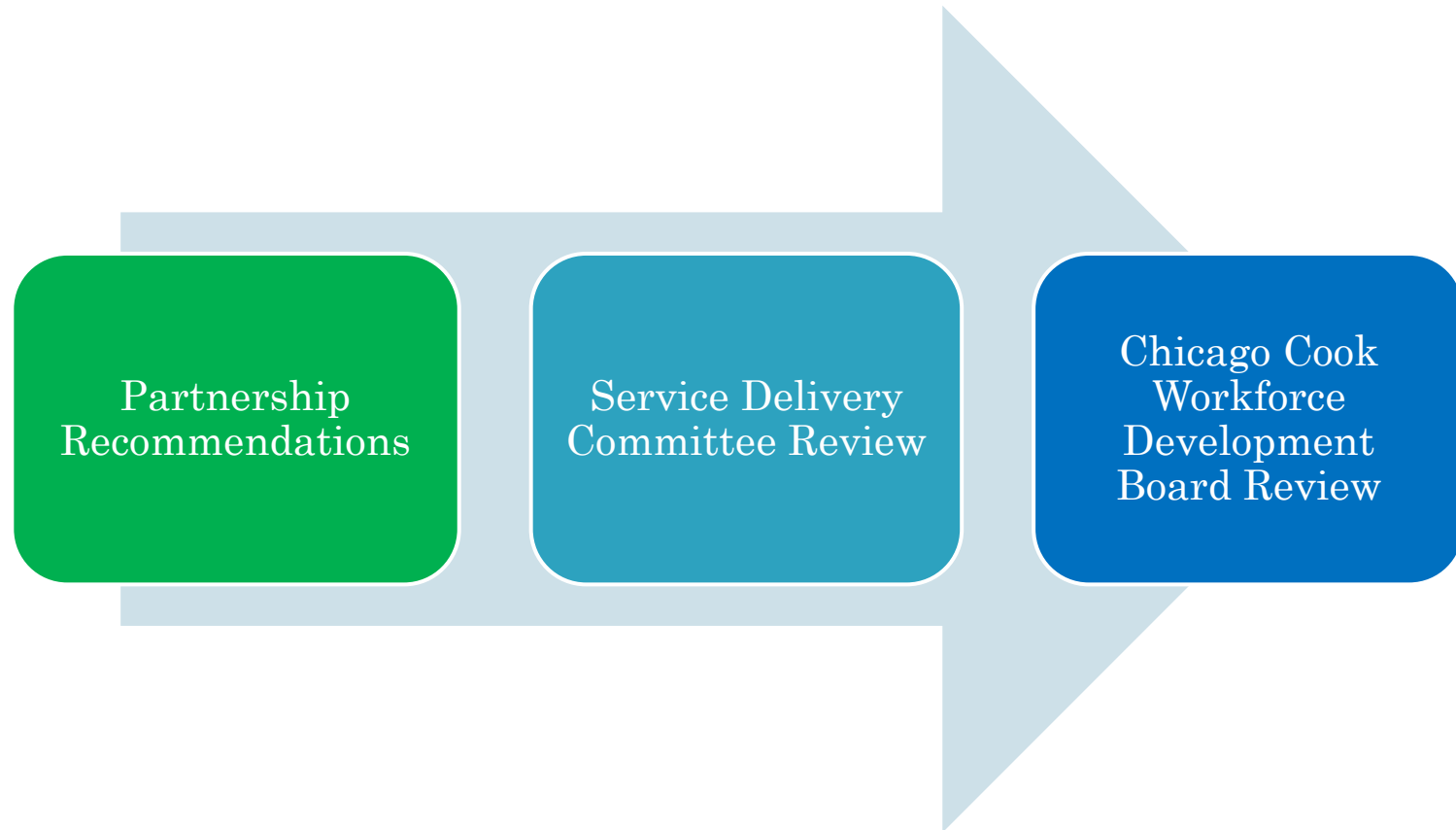


Evaluation and Selection Process

- Organizational Structure and Capacity: Are there organizational structures in place to manage public grants?
- Staffing Plan: Are the proposed staff sufficient and experienced enough to hit the ground running?
- Program Description: Do programs meet the needs of both the job-seekers and the employers?
- Demonstrated Effectiveness and Planned Outcomes: Is the program realistic? Does the organization have a good track record?
- Financial Structure and Fiscal Plan: Is the organization equipped financially, and is the program cost effective?



Evaluation and Selection Process



Proposal Program Response

Executive Summary

- Brief summary
- Must identify formal partnerships
- Identify either Occupational Training or Bridge Program
- Specify the total request dollar amount
- 2 page limit

Program Narrative

- Organizational structure
- Program description (5 key functions)
- Past and planned performance
- 25 page limit for Occupational Training and 30 page limit for Bridge Programs



Fiscal Response and Required Attachments

- Submit the Budget Forms for Each Applicable Funding Stream (Adult and/or Dislocated Worker)
 - Budget Forms –
 - Consists of Budget instructions
 - Budget Summary forms
 - Budget Narrative Detail Forms
 - (Use required forms on the website www.workforceboard.org)
- Note: ITA training or OJT dollars should NOT be included in any Budget submission
- Fiscal Questionnaire (Form to complete)



Fiscal Response and Required Attachments

- Fiscal Narrative Response
- Audits
- Audited Financial Statements, management letter and federal and state tax returns
- Cost Allocation Plans
- Tax Information
- IRS Status (IRS-W9)
- Certificates of Good Standing
- Current Board listing with business address
- Signed Statement of Assurance
- Signed Statement of Compliance



Submission Requirements

All proposals must be submitted in both electronic and paper form:

- One original AND four copies
- One complete proposal containing original signatures in **BLUE INK**
- Program narrative response maximum of 25 pages (30 pages for proposed bridge programs)
- Single-sided printing, double spaced
- Tab attachments
- 12-point font
- Bound on the left side with a 2 hole punch and a sliding clasp
- Proposal and executive summary submitted on USB flash drive saved on MS Word or PDF file
- Fiscal and budget documents saved as an MS Excel file



Submission Requirements: Checklist

- Respondent Information Form (USE FORM PROVIDED)
- Memorandum of Understanding (MOU) with partners if applicable
- Executive Summary
- Program Narrative Response
- Job Titles and Descriptions, Resumes Organized by Job Title
- Curriculum Outline/Syllabus
- Letters of Support
- Reference List
- Training Outcome History
- Planned Outcomes Form
- Budget(s)
- Financial Narrative Response
- Budget Narrative
- Fiscal Questionnaire
- IRS W-9
- Certificate of Good Standing or Tax Exemption Certificate
- Copy of most recent financial audit
- Cost Allocation Plan
- List of Board Members
- Signed Statement of Assurance
- Signed Statement of Compliance

Checklist is located in the attachment section of the RFP



Submittal Packaging

Each package envelope should be labeled as follows:

Proposal for *WIOA Career Pathways Training*

Date of submission

Name of respondent

Package __ of __

Deliver to:

Illona Sheffey-Rawlings, CAO/General Counsel

c/o The Chicago Cook Workforce Partnership

69 W. Washington, Suite 2860

Chicago, IL 60602

Due Date: Friday, August 19, 2016 by 4:00 P.M. CDST



Questions and Answers

- **Staff members are unable to provide technical assistance during the application process.**
Please do NOT contact staff directly with any questions. All questions should be directed to trainingRFP@workforceboard.org.
- Last day to submit questions (extended 2 days)
August 10, 2016
- All Questions and Answers Posted on website
www.workforceboard.org
August 15, 2016



Proposal Due Date

- Completed RFP responses must be submitted by **Friday, August 19, 2016** at 4:00 p.m. CDST.
- **PROPOSALS RECEIVED AFTER THIS DATE AND TIME ARE LATE AND WILL NOT BE ACCEPTED.**



Questions & Answers

Please submit all questions in writing.

