



# Chicago Cook Workforce Partnership

WIOA Delegate Agency  
RFP Bidders Conference  
August 8, 2016



# Agenda

- Welcome and Overview
- Purpose, Funding and Schedule
  - Delegate Agency
  - Targeted Geographic Community/Special Populations
  - Available Funding
  - Eligible Respondents
- WIOA Requirements
  - Job Seeker Services
  - Employer Services
  - Performance Measures
- Evaluation and Selection Process
- Submittal Procedures
  - Program
  - Fiscal
- Questions and Answers

***Please submit all questions on index cards.***



# *Overview of The Partnership*

- Nation's 2<sup>nd</sup> largest Local Workforce Development Area (non-profit administrative agency)
- Oversee network of 53 delegate agencies, 10 One-Stops, 3 Sector Centers (IT, Hospitality/Retail and Healthcare), 1 Business Intermediary
- 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

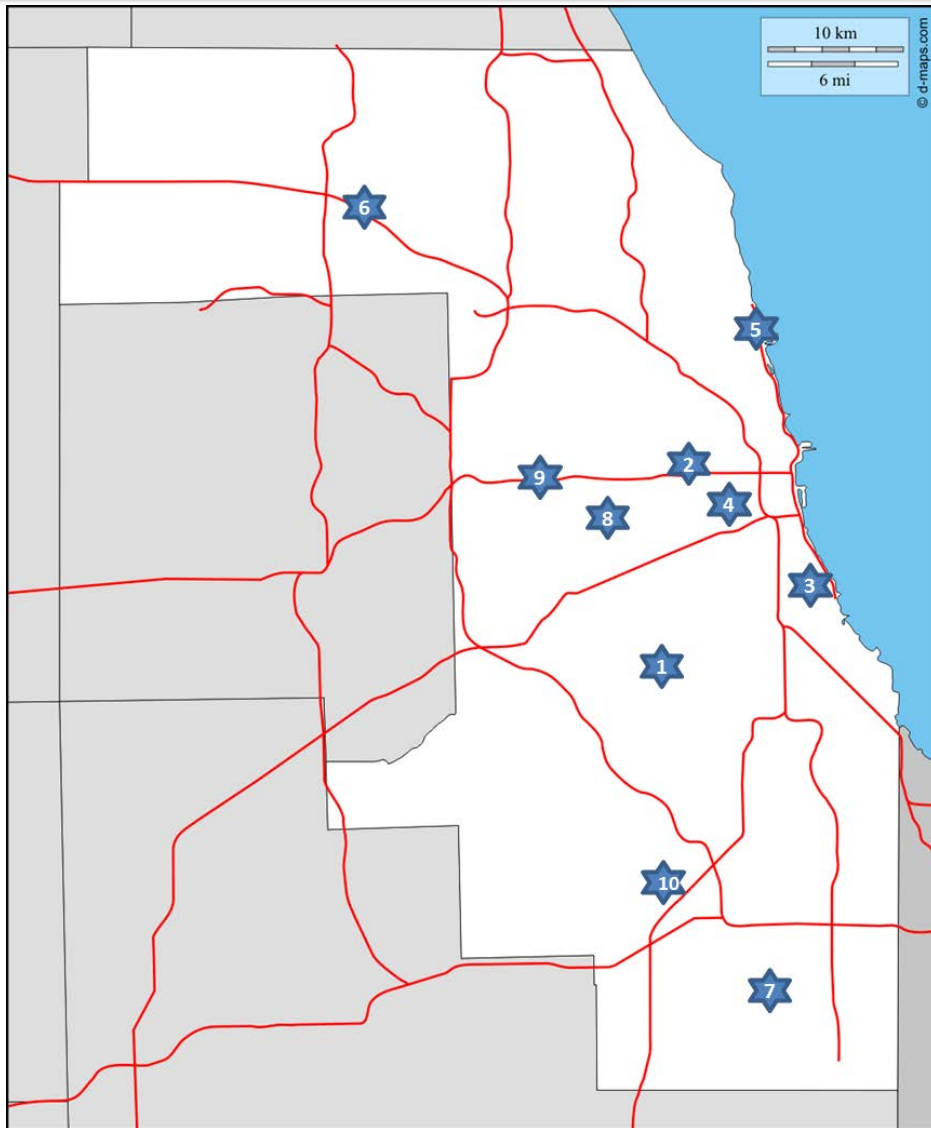


# *Purpose*

To identify and fund qualified respondents that will provide career and training services under WIOA Title I Adult and Dislocated Worker within high need geographic communities of Cook County (including the City of Chicago) and/or targeting high need populations



# 10 One-Stop Centers



1	Southwest Workforce Center	7500 S. Pulaski Rd. Chicago
2	Garfield Workforce Center	10 S. Kedzie Chicago
3	Mid South Workforce Center	4314 S. Cottage Grove Chicago
4	Pilsen Workforce Center	1700 W. 18th St. Chicago
5	Northside Workforce Center	5060 N Broadway Chicago
6	Arlington Heights Workforce Center	723 W Algonquin Rd. Arlington Heights
7	Chicago Heights Workforce Center at Prairie State College	202 S. Halsted Chicago Heights
8	Cicero Workforce Center	2138 S. 61st Court Cicero
9	Maywood Workforce Center	1701 South 1st Ave. Maywood
10	Oak Forest Illinois Workforce Center	15900 S. Cicero Ave. Oak Forest



# *Delegate Agencies*

**A**

High Need Communities

**B**

High Need Target Population

**C**

Washington Heights Location

**D**

Compelling case for alternative site



# *High Need Communities*

- 30% of households in community area or municipality earning poverty income or
- Located within identified high need community area (page 3, 4, and 5); or
- Serving a preponderance of customers who reside from community area (must show evidence) or
- Make compelling case for location using research and data





# *High Need Populations*

- Dislocated workers (can also request adult funds)
- Returning citizens (individuals with criminal records)
- Persons with disabilities
- Individuals who are homeless
- Residents of public housing
- Make compelling case for target group using research and data



# *Washington Heights Location*

- Partnership holds lease and pays the rent at 10325 S. Halsted which includes trash removal and exterior maintenance
- Respondent must be willing to go into current space- no other options
- Approximate 800 square feet, can accommodate 5 staff members on site
- Selected respondent must pay utilities, phone and Internet
- All computers and furniture will remain at the location



# Funding and Staffing Requirements

## Contract Structure

- Term: October 1, 2016-September 30, 2017 With 2 One Year Renewal Options
- Cost Reimbursement Contract

## Funding

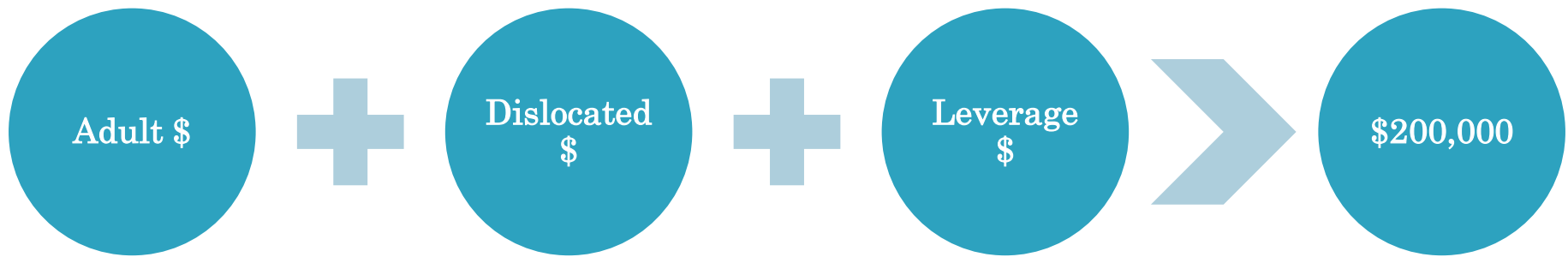
- WIOA Sources: Adult and/or Dislocated Worker
- Minimum Combined level \$200,000
- Leverage Viewed Favorably

## Minimum Staffing

- Two Full Time Career Coaches
- One Full Time Business Representative



# *Funding and Staffing Structure*



**Not required to have both Adult  
and Dislocated Worker**

**Funding should support:  
2 Career Coaches and  
1 Business Service Rep**



# *Eligible Respondents*

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

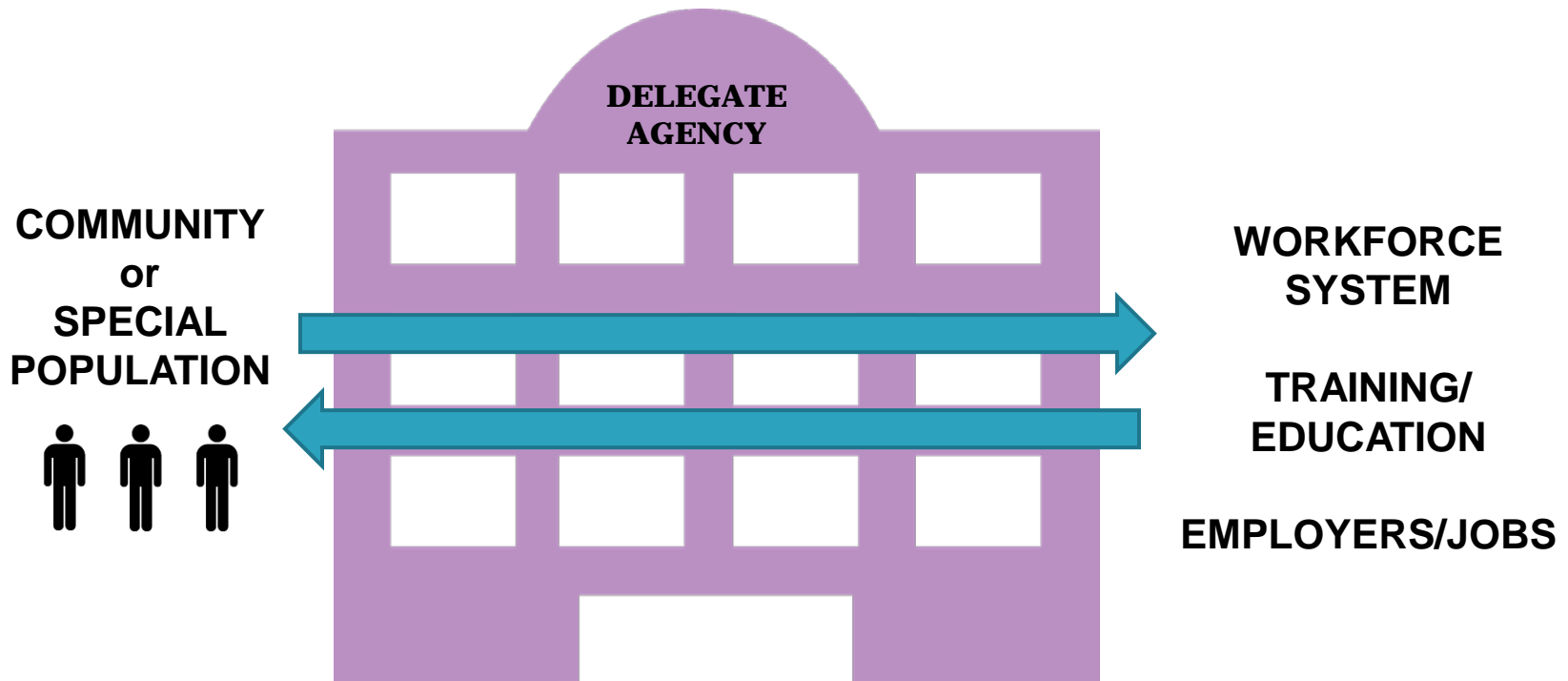
- Properly operating in accordance with federal, state and local law and in business for at least 3 years
- Eligible to do business with the City of Chicago, Cook County and the State of Illinois
- Collaborations must:
  - Identify lead agency
  - State role/responsibilities of each partner
  - Include organizational chart
  - Describe how funds will flow within the collaborative including percentage of funds allocated to each partner
  - Identify fiscal agent



# Delegate Agencies Overview

## RFP Purpose

To identify and fund qualified respondents that will provide career and training services under Title I of WIOA



# *Delegate Agency Roles*



Relationship with  
Community or  
Target Population



Relationship with  
Workforce System



# Job Seeker Services

## Basic Career Services

- \*Resource Room
- \*Outreach/ Intake
  - \*Orientation
  - \*Referrals
  - \*Information
- \*Basic assessment
  - \*Eligibility
- \*Financial aid assistance

## Individualized Career Services

- \*Comprehensive assessment
- \*Individualized employment plans
- \*Pre-vocational training
- \*Workforce preparation
  - \*Financial literacy
- \*English as a second language
  - \*Training:
    - Individual training account
    - On the Job training
    - Customized training

## Follow up

- \*12 months post-employment
- \*Counseling,
- \*Coaching,
- \*Supportive services

*Contains some examples of career services and is not inclusive of all requirements*





# Employer Service Delivery

## Customized Recruiting and Screening

- \*Advertise openings

- \*Access to space

- \*Customized recruitment

- \*Customized screening

- \*Conduct job fairs

## Information and Technical Assistance

- \*Educate employers

- \*Advise on workforce issues

- \*Layoff aversion, downsizing and outplacement services

- \*Human resource consultation

## Employer Development

- \*Develop/Coordinate training

- \*Develop/Coordinate incumbent worker training

- \*Retention services



# 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 <sup>nd</sup> qtr. after exit
Employment Retention	Participants in unsubsidized employment in the 4 <sup>th</sup> qtr. after exit
Median Earnings	Median (middle) earnings amount of participants in the 2 <sup>nd</sup> 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



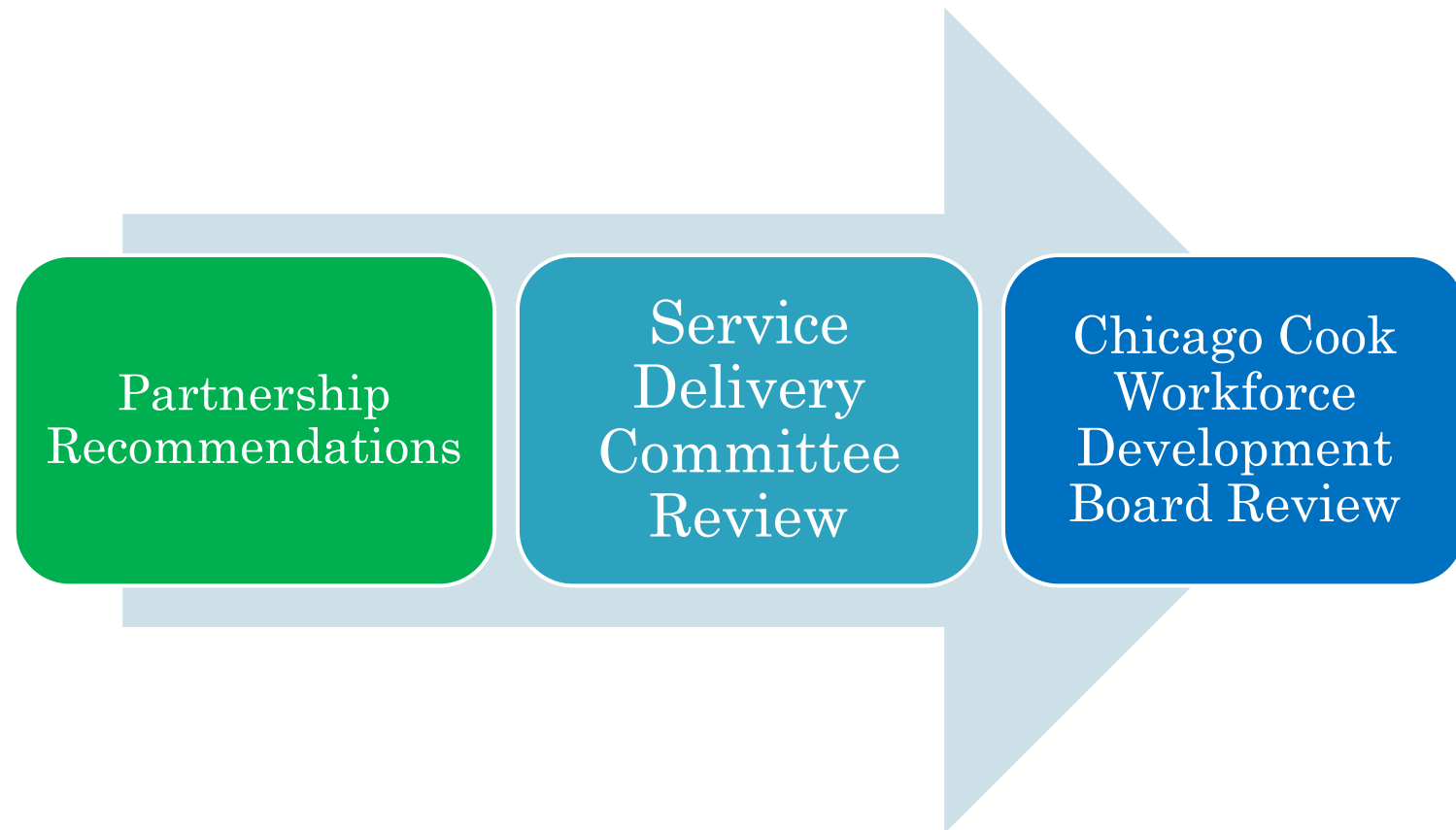
# Evaluation and Selection Process



<i>CRITERIA</i>	<i>POINT VALUE</i>
Organizational Structure and Capacity for Serving Community/Target Population	20
Staffing Plan	10
Program Description	40
Past Performance and Planned Outcomes	15
Financial Structure and Fiscal Plan	15
Total Points Available	100



# *Evaluation and Selection Process*



# *Proposal Response*

## Executive Summary

- Brief Summary
- Identify Target Group/Community
- 2 page Limit

## Program Narrative

- Organizational Structure and Capacity for Serving Community
- Staffing Plan
- Program Description
- Past and Planned Outcomes
- 25 Page Limit

## Fiscal Plan

- Fiscal Narrative Questions
- Tax Information
- Proposed Budget
- Fiscal Questionnaire



# Program Narrative Response

## Organizational Capacity for Serving Community

- Organizational capacity
- Identify target community /or populations
- Make the case for your target group and your experience and ability to serve group

## Staffing Plan

- Identify key staff
- 2 career coaches and 1 business representative
- Highlight special skills
- Attach resumes and/or job descriptions



# Program Narrative Response

## Program Description

- Job seeker services
- If applying for both Adult and Dislocated Worker must address both
- Business Services
- Response should reflect target community/population

## Past and Planned Outcomes

- Respond to questions and provide additional narrative to explain forms
- Complete Forms:
  - Grant History Form
  - Delegate Reference List
  - Proposed Planned Outcome
- Leverage funds or services



# *Fiscal Response and Required Attachments*

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





# *Fiscal Response and Required Attachments*

- Fiscal Narrative Response (answers to questions)
- Audit
- Audited Financial Statements, Management Letter and Federal and State Tax Returns
- Cost Allocation Plan
- Tax Information
- IRS Status (IRS-W9)
- Certificates of Good Standing
- List of Current Board of Directors
- Signed Statement of Assurance (Located in attachments section)
- Signed Statement of Compliance (Located in attachment section)



# *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**
- **Single-sided printing, double spaced**
- **12-point font**
- **Bound on the left side with a 2 hole punch and a sliding clasp**
- **Tab attachments**
- **Proposal and executive summary submitted on USB flash drive saved on MS Word file**
- **Fiscal and budget documents saved as an MS Excel file**
- **See pages 25-27 of the RFP for more details**



# Checklist and Required Forms

Please use the following checklist to confirm all the documents are included in your packet. Bind the document below using 2 inch Prong Fasteners.

Checklist is located in the attachment section of the RFP and provided as a fillable form

- Respondent Information Form
- Memorandum of Understanding (MOU) with partners if applicable
- Executive Summary
- Delegate Agency Program Narrative Response (max 25 pages)
- Job Titles and Descriptions
- Resumes
- Delegate Agency Grant History Form
- Reference List Form
- Planned Outcomes Form
- Financial Narrative Response
- Budget Forms (excel sheets)
- Budget Narrative
- Fiscal Questionnaire
- IRS W-9 Request for Taxpayer Identification Number and Certifications
- 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 and Certifications
- Signed Statement of Compliance



# *Submittal Packaging*

Each package envelope should be labeled as follows:

Proposal for *WIOA Delegate Agency*

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 Updates

- 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 [delegateRFP@workforceboard.org](mailto:delegateRFP@workforceboard.org).
  - Last day to submit questions: **Extended to August 10, 2016**
  - All questions and answers posted on website [www.workforceboard.org](http://www.workforceboard.org) on **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.***

