

CHICAGO COOK WORKFORCE PARTNERSHIP

REQUEST FOR PROPOSALS FOR

WALMART FOUNDATION NATIONAL RETAIL INITIATIVE EVALUATOR



CHICAGO COOK WORKFORCE PARTNERSHIP

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69 W. WASHINGTON SUITE 2860
CHICAGO, IL 60602

Contacts for this RFP:

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RELEASE DATE:

April 4, 2018

BIDDERS' CONFERENCE:

April 10, 2018

QUESTIONS DUE:

April 13, 2018

RESPONSES DUE:

April 27, 2018

SECTION I. PROJECT OVERVIEW

Walmart Foundation National Retail Initiative

Funded by a \$10.9 million grant from the Walmart Foundation beginning in 2015, the Chicago Cook Workforce Partnership (The Partnership) has led a collaborative of 10 workforce development boards (WDBs), nonprofits, educational institutions, and government agencies across the nation in efforts to expand regional workforce systems' capacity for working in the retail sector.

The 10 workforce boards engaged with employers and community stakeholders and provided vocational training and other workforce services to over 30,000 job seekers and incumbent workers with the following workforce boards: Anne Arundel Workforce Development Corporation, Linthicum, MD; Central Minnesota Jobs & Training Services, Inc., Monticello, MN; City of Los Angeles Economic & Workforce Development Department, Los Angeles, CA; Denver Workforce Board, Denver, CO; Northwest Indiana Workforce Board, Valparaiso, IN; Philadelphia Works, Philadelphia, PA; San Diego Workforce Partnership, San Diego, CA; The WorkPlace, Bridgeport, CT; and Workforce Snohomish, Everett, WA.

Purpose of Evaluation

The purpose of the case study is to synthesize best practices and lessons learned by the 10 participating WDBs and their assessment of the impact of the Walmart Foundation National Retail Initiative on their capacity and strategies for working in the retail sector in their respective markets. The evaluator will gather qualitative and quantitative information from the participating workforce boards and synthesize the information in a report.

SECTION II. EVALUATION SCOPE OF WORK AND DELIVERABLES

Evaluation Scope of Work

The case study will answer the following questions:

- 1) As assessed by the WDBs, which aspects of their implementation of this initiative were successful and which were not?
- 2) Which specific implementation challenges arose and how did the WDBs address these?
- 3) How will best practices and lessons learned from this initiative inform future strategies and practices for working in the retail sector, and for workforce initiatives in general?
- 4) How has participation in this initiative influenced the WDBs' understanding of the retail sector and workforce development opportunities in the retail sector?
- 5) Which lessons learned may help other workforce development boards and agencies across the nation in implementing retail initiatives?

The evaluator will conduct qualitative research activities involving WDB staff and other appropriate participants from all 10 markets where the initiative was implemented: Anne Arundel Workforce Development Corporation, Linthicum, MD; Central Minnesota Jobs & Training Services, Inc., Monticello, MN; City of Los Angeles Economic & Workforce Development Department, Los Angeles, CA; Denver Workforce Board, Denver, CO; Northwest Indiana Workforce Board, Valparaiso, IN; Philadelphia Works, Philadelphia, PA; San Diego Workforce Partnership, San Diego, CA; The WorkPlace, Bridgeport, CT; and Workforce Snohomish, Everett, WA. The evaluator may conduct research activities remotely so long as this does not compromise the quality of the information gathered. The evaluator will work with each of the 10 WDBs to identify appropriate research participants that may include job seekers, employers, educational institutions, WDB staff, Retail Advisory Board members, and other community stakeholders. The WDBs will facilitate contact with external stakeholders as needed.

The evaluator will additionally collect, analyze, and synthesize project documents from the participating WDBs as relevant to the evaluation.

Deliverables

The evaluator will synthesize all findings into one final report. Specific report components will be agreed upon by the evaluator and The Partnership.

SECTION III. FUNDING AND PERFORMANCE PERIOD

The Partnership will award the contract to one entity that best demonstrates an ability to effectively deliver and manage the evaluation services as described herein. All proposals must be comprehensive and address the full scope of services contemplated by this RFP. The evaluator will be deemed an independent consultant for legal purposes.

The Partnership anticipates funding a contract effective June 1, 2018 through September 15, 2018 for an amount not to exceed \$175,000.00.

SECTION IV. PROPOSAL REQUIREMENTS

Eligible Respondents

Respondents must have a track record of applying qualitative evaluation methods to multi-year grant funded programs. Respondents must have conducted (or be in the process of conducting) at least one (1) case study or evaluation of similar scope in the past three years.

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 or OMB requirements.

Proposal Elements

The proposal must include the following elements:

1) Narrative (maximum 8 pages, double spaced, with minimum 11 point font and 1 inch margins)

The narrative must provide specific and detailed information regarding:

- A. The qualifications of the respondent, including previous projects which utilized the same evaluation methodologies that are proposed to be used here.
- B. A plan for completing all activities and producing all deliverables described in Section II: Evaluation Scope of Work and Deliverables. Describe the qualitative methods you will use for collecting and analyzing information.
- C. Strategies for maximizing participation among individuals who may contribute valuable information and perspectives to the evaluation but whose involvement is not mandated. Describe the strategies you will use to maximize participation. Describe your past success with such strategies in similar projects.
- D. Policies and procedures for securing gathered information and protecting the confidentiality of individuals and organizations participating in the evaluation if required.

2) Budget

Provide a detailed line item budget including personnel, travel, materials/supplies, research incentives, etc. Provide a budget narrative that details roles of each personnel and justifies all other costs. Include the resumes of any staff working directly on the project.

3) Organizational Financial Statements

Provide year-end financial statements for your most recent fiscal year and your most recent audited financial statement if applicable. Personal business statements will be accepted in lieu of organizational financial statements where applicable.

SECTION V. PROPOSAL REVIEW

All complete proposals received by the deadline will be reviewed by a committee of workforce development staff at The Partnership and scored out of **40 points** according to the following criteria:

- **Technical (20 points):** The extent to which the applicant is qualified to carry out the evaluation scope of work and proposes a suitable and feasible plan for doing so, as described in the proposal narrative.
- **Budget (10 points):** The extent to which the proposed budget will realistically finance the evaluation scope of work in a cost effective manner, as outlined in the proposal budget and budget narrative.
- **Fiscal Capacity (10 points):** The extent to which the applicant has the fiscal capacity to manage the award, as evidenced by organizational or personal business financial statements.

SECTION VI. PROPOSAL SUBMISSION

Proposal Deadline

THE DUE DATE FOR SUBMISSION OF PROPOSALS, IN RESPONSE TO THIS REQUEST FOR PROPOSALS IS APRIL 27, 2018 at 4:00 p.m. CST. 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 FILE 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 a cover page with original signatures in blue ink signed by the President, CEO or equivalent of the organization marked "Original."
- A maximum of 8 pages excluding budget, financial statements, resumes, and any attachments.
- 8 1/2 x 11 letter size paper
- Single-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 PDF, Microsoft Word or Microsoft Excel files. In the electronic submittal, the Narrative should be provided separately from the Budget and Organizational Financial Statements and in a Microsoft Word format. (Budget, Financial Statements and any attachments 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 Walmart Foundation Retail Initiative Evaluator

Date of Submission:

Name of Respondent:

Package ___ of ___

Delivered to:

Chicago Cook Workforce Partnership

69 W. Washington

Suite 2860

Chicago, IL 60602

ATTN: Illona Sheffey-Rawlings, CAO/General Counsel

Complete proposals will be accepted in person or by mail prior to the due date from 9:00 a.m. to 4:00 p.m. Monday – Friday at the same location. In-person or bonded messenger delivery of proposals is encouraged.

Late or incomplete proposals will not be reviewed.

Questions

Respondents are strongly encouraged to submit all questions and comments related to the RFP via email to **RetailCaseStudy@workforceboard.org**. The deadline for questions is **April 13, 2018 at 4:00 p.m. CST.**

Schedule of Events

<u>Release of RFP</u>	April 4, 2018
<u>Proposals Due to The Partnership</u>	April 27, 2018
<u>Announcement of Awards</u>	May 15, 2018
<u>Contract Period Begins</u>	June 1, 2018

Notice of Award

All respondents will be notified by email as to their award status.

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 in its sole discretion.

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.

Deadline

The due date for submissions in response to this RFP is **April 27, 2018 at 4:00 p.m. CST.**

Questions

Submit all questions to RetailCaseStudy@workforceboard.org by **April 13, 2018 at 4:00 p.m. CST.**

Responses to all questions will be emailed to all RFP recipients and posted to The Partnership's website by **Tuesday, April 17, 2018.**

Bidders Conference

The bidders' conference will be held by webinar on **Tuesday, April 10 at 10:00 a.m. CST.** Attendance is optional.

Register for the webinar at:

<https://attendee.gotowebinar.com/register/4084911486921151490>