



Workforce Investment Board of Will County
116 N. Chicago Street, Suite 101 | Joliet, IL 60432
815-727-5670 | willcountyworkforceboard.org

**REQUEST FOR PROPOSAL
GED PREPARATION / ATTAINMENT AND OCCUPATIONAL SKILL TRAINING
PROGRAMS FOR YOUTH
PY18**

Release Date: January 3, 2018

Due Date: February 22, 2018

Submission:

Proposals will be due by 4:00 pm on 02/22/2018 to the Workforce Investment Board of Will County via email to cportlock@willcountyillinois.com. A receipt will be emailed when a proposal is received. If proposers do not receive an email receipt it is their responsibility to contact the Workforce Investment Board to verify receipt of the proposal.

Contact:

All questions regarding this RFP must be submitted in writing via e-mail to Caroline Portlock at: cportlock@willcountyillinois.com by 4:00 pm on 01/17/18. No questions will be accepted after this date. Responses to all questions will be posted on the Workforce Investment Board of Will County website www.willcountyworkforceboard.com by 4:00 pm on 01/27/18.

Evaluation and Review:

Proposals will be evaluated according to the criteria attached in this packet and only in accordance with the written material submitted in the proposal.

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BACKGROUND INFORMATION

The Workforce Investment Board of Will County (Board) oversees and is the policy maker, in partnership with the Will County Executive, for workforce development programs in Will County. The Board makes decisions regarding the type and mix of workforce development services offered in Will County and the use of federal and state funds available for workforce activities.

The Workforce Innovation and Opportunity Act (Act) 2014, HR 803, <https://www.congress.gov/113/bills/hr803/BILLS-113hr803enr.pdf> establishes special eligibility requirements for youth served with funds made available under the Act. This request for proposals is for contracted services for WIOA eligible youth. For purposes of this Request for Proposals the targeted population to be served is out-of-school youth from Will County that are between the ages of 17 and 24 years old and meet the Workforce Innovation and Opportunity Act eligibility criteria.

It is the purpose of the Act to establish programs that improve the long-term employability of youth, enhance the educational and occupational skills of youth, encourage school completion, increase the employment and earnings of youth, reduce welfare dependency, and assist youth in addressing problems that impair the ability of youth to make successful transitions from school to work, apprenticeship, the military, or post-secondary education and training.

Though the youth unemployment rate remains high nationally, many jobs requiring skill training go unfilled every year because employers can't find the talent they need. The overall goal of this program is to address the job specific skill gaps of youth in the Will County workforce. The Workforce Investment Board of Will County is committed to implementing programs that facilitate the learning of both soft skills and job specific skills and produce a qualified work-ready candidate for local employers.

To be considered for funding, providers must place an emphasis on achieving success in attainment of a GED and/or occupational skill training which leads to credential attainment and improving the employment success of youth enrolled in the program. Occupational skill training must focus on the demands of local employers, especially in high-growth industries and occupations.

The U.S. Department of Labor also has additional information on youth programs at: www.doleta.gov/youth_services/.

YOUTH PROGRAM OVERVIEW

This Request for Proposals (RFP) is designed to solicit bids for a Contractor to implement the GED preparation/attainment and Occupational Skill Training youth programs under Title I of the Workforce Innovation and Opportunity Act for youth activities. All components of this program must be offered year-round on an open-entry open-exit basis.

It is understood that ultimately, recruitment, intake, assessment (TABE Testing), eligibility determination, case management, employment assistance, and follow-up of participants for the youth program is the responsibility of the Workforce Services Division of Will County (WSD). WSD may require onsite space to conduct this activity. Proposals should include space consideration.

Proposers should submit proposals that include both a GED preparation/attainment program and an Occupational Skill Training program for out-of-school youth between the ages of 17 and 24 years old who are Will County residents.

All youth enrolled in Workforce Innovation Opportunity Act (WIOA) programs are required to attend work readiness/leadership training. Additional requirements, including the National Career Readiness Certification (NCRC) assessment, may be required.

The overall goal of the work readiness program is to address the skill gaps related to “soft skills” in the Will County workforce. The Workforce Investment Board of Will County is committed to implementing programs that facilitate the learning of soft skills and produce a recognized work-readiness credential for participants.

Youth participating in these programs may need additional supports to ensure that they are successful in completing the program and becoming gainfully employed. Supportive services may be provided to youth as needed.

In addition, the Contractor will be required to conduct a student orientation prior to the start of GED preparation and/or Occupational training. The orientation must include:

1. Guidelines - criteria for participating in the program
2. Program overview
3. Career Exploration
4. Making arrangements for the class - Transportation, Childcare, etc.

It is intended that this program will be based on a foundation of strict guidelines that result in a highly structured program that promotes the success of the enrolled individuals.

TARGET GROUPS - ELIGIBILITY

Individuals eligible for services under the Youth Title for LWIA 10 - Will County must be Will County residents; not attending any school (as defined under State law); and not younger than age 17 or older than age 24 at time of eligibility determination.

Eligibility under WIOA is further defined at: <https://apps.il-work-net.com/WIOAPolicy/Policy/Index?id=123>

GED PREPARATION / ATTAINMENT

The GED program must include classroom-based instruction designed to prepare youth for successful attainment of a GED. The program must be offered on an open-entry open-exit basis and must be offered year-round (12 months).

Service Providers will be required to conduct academic pre and post testing for all youth receiving services. GED attainment and academic skill improvement programs should include a combination of instructor-led and computer-based instruction.

The Contractor will be responsible for all aspects of the GED preparation courses and the GED attainment activities. These activities include:

1. **Pre-GED testing and assessment.** In order to be successful in the attainment of a GED, youth should be assessed to determine skill deficiencies and specific academic areas to be targeted.
2. **GED/Academic classroom training.** All training must be offered using a combination of instructor-led and computer based modes. Classroom instruction should be individualized to the needs of each student. Classes must be offered on a variety of days and times.
3. **Tutoring and Individualized assistance.** GED preparation must include the provision of individual assistance and tutoring to students who need additional support to be successful in attaining the GED.

OCCUPATIONAL SKILL TRAINING

The Occupational Skill Training program should be an innovative out-of-school youth program that increases the attainment of occupation specific skills and employment of participants in the program. This program must include a strong career awareness component and the attainment of the National Career Readiness Certification (NCRC) prior to enrollment in occupational skill training.

Additional requirements for youth to be eligible for this program is that they must have received a high school diploma or GED and scored at the 7th grade level or above on the Test of Adult Basic Education (TABE) in reading and math.

The model proposed must include the following components to be performed by the Contractor:

1. **Marketing and Recruitment.** Strong marketing and recruitment efforts to ensure that a broad cross-section of out-of-school youth are enrolled in the program. The recruitment efforts must include specific targeting to the Northern (Bolingbrook/Romeoville), Eastern (Crete/Monee/University Park), and Central (Joliet) parts of Will County. Partnerships with local High Schools will be a mandatory component of this program. **Proposals must include a strategy to develop a partnership with at least one High School district in each of the three parts of Will County identified above.**
2. **Assessment.** All youth must be assessed for basic skills in reading and math using the Test of Adult Basic Education (TABE). All participants must score at the 7th grade level or higher in Reading and Math to be enrolled. TABE is the assessment instrument currently used to determine basic skills and is subject to change.
3. **Career Exploration.** This program is intended to focus on high growth-high demand occupations. The Workforce Investment Board has identified the demand occupations that provide the best opportunities for employment. All youth enrolled in these programs will have the opportunity to select one of these occupations for training. In an effort to ensure that there is a good match between the youth's interests and the occupational training, a formal career exploration component is required.
4. **Occupational Training.** Out-of-school youth enrolled in this program will be enrolled in post-secondary occupational training in preparation for an occupation within the identified demand occupations. It is required that the occupational training result in credential for the youth. All occupational training must be in programs that are currently approved on the Illinois WIOA Training Provider List and on the WIB demand occupation list referenced in 3 above.
5. **Case Management/Support Services.** A key component for the success of this program will be strong case management and supportive services to the participants. Supportive service and program incentive strategies must be detailed in the proposal and budget.
6. **Work Experience/Employment.** The goal for all youth who participate in this program is attainment of employment. Paid work experience and work-based learning opportunities are a required part of the program and must be included in the program proposal. The inclusion of an employer liaison will be required of the Contractor for this program. Proposals should include a budget line item for paid work experience and/or internships.
7. **Follow-up Services.** A requirement of the Workforce Innovation and Opportunity Act is that participants are followed for a period of one year after exit. The Contractor will be required to ensure that the youth maintain employment or are provided additional supports to get re-employed in this critical first year after exiting the program.

WORK READINESS

At a minimum the work readiness training component must include the following content areas which tie directly to the WorkKeys[®] NCRC assessment:

- Reading for information
- Computer basics
- Communication skills
- Business writing
- Work habits
- Applied mathematics
- Locating information
- Workplace effectiveness
- Job search skills
- Business etiquette

In addition to these content areas there are three standard behaviors that must be incorporated into all aspects of the program. They are:

- Importance of good attendance
- Appropriate grooming for a work environment
- Interpersonal skills on the job

It is expected that the Work Readiness component will be offered year-round in an open-entry/open-exit fashion for youth participants. Youth will cycle through modules of the component as required by their Individual Service Strategy (ISS) and the recommendations of their Youth Advisor.

This portion of this component of the program should also be enhanced with additional Leadership topics that are relevant to the youth needs such as:

- Career exploration
- Goal setting
- Financial literacy/budgeting
- Healthy relationships
- Drug use/abuse
- Time management
- Stress/anger management

An important component of the Will County work readiness program is preparation and skill building for the National Career Readiness Certificate (NCRC). Applicants will be required to incorporate into their program a component that assists and prepares participants to take the NCRC as well as improve their skill levels on the assessment.

No prescribed curriculum is required and the Workforce Investment Board does not endorse or give preferred consideration to any product. There are several off-the-shelf products that can be incorporated into this component.

This component should be offered in a combination of both classroom and on-line settings depending on the needs of the participants.

PERFORMANCE MEASURES

WIOA includes a set of performance measures that are federally mandated and used to determine the effectiveness of programs. All Contractors are expected to contribute to ensuring that the local workforce area is successful in meeting these performance measures. Other negotiated performance benchmarks may be implemented during contract negotiations. Monthly performance progress reports will also be required.

The current youth negotiated goals are listed below, and subject to change:

| Performance Measure | PY 2016/2017 Performance Goal |
|--|----------------------------------|
| Youth | |
| • Employment Rate 2 nd Quarter after Exit | 52% |
| • Employment Rate 4 th Quarter after Exit | 57% |
| • Credential Attainment | 47% |

PROJECT REQUIREMENTS

The Contractor selected for the implementation of this program will be required to put forth a model designed for the unique needs of out-of-school youth that incorporates all program components outlined above. It is important to remember that the main customers of this program are the employers in the County. This is not a program whose success is based solely on the number of students who enroll in occupational training, the percentage of students who obtain a GED, certification or degree, or the grades of the students. The ultimate success of the program is based on how many students obtain employment in training related jobs and how they perform in the job after completion of the program.

WIOA REQUIRED YOUTH PROGRAM ELEMENTS

WIOA Section 129(c)(2) states that local programs must make each of the required program elements available to all youth participants. The Contractor must assure that the WIOA required Program Elements are available to all youth participants, and complete the chart in Attachment 11 to document the provision of each element. Contractors who do not provide all elements must link with other organizations that can provide the appropriate services for an individual youth.

Required Youth Program Elements

- (A) Tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential;
- (B) Alternative secondary school services, or dropout recovery services, as appropriate;
- (C) Paid and unpaid work experiences that have as a component academic and occupational education, which may include—
 - summer employment opportunities and other employment opportunities available throughout the school year
 - pre-apprenticeship programs
 - internships and job shadowing opportunities;
- (D) Occupational skill training, which may include priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in-demand industry sectors or occupations in the local area involved;
- (E) Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
- (F) Leadership development opportunities, which may include community service and peer centered activities encouraging responsibility and other positive social and civic behaviors, as appropriate;
- (G) Supportive services;
- (H) Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months;
- (I) Follow-up services for not less than 12 months after the completion of participation, as appropriate;
- (J) Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate;
- (K) Financial literacy education;
- (L) Entrepreneurial skills training;
- (M) Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services; and

- (N) Activities that help youth prepare for and transition to postsecondary education and training.

ELIGIBLE APPLICANTS

All types of entities are eligible to submit proposals, including public, not-for-profit, and for-profit organizations. The applicant must be able to demonstrate previous experience, the capacity and the commitment to implement a GED attainment program, and the ability to provide an occupational training program. All applicant organizations must have been a legal organization for a minimum of one year prior to the start of the Contract.

The procurement of proposals is being undertaken in compliance with the federal guidelines set forth in the "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards Final Rule" (also known as the Super-circular or Omni-circular). The Contractor selected under this RFP must follow the guidelines set forth in this circular. This final guidance supersedes requirements from OMB Circulars A-21, A-87, A-110, and A-122; Circulars A-89, A-102, and A-133, and the guidance in Circular 1-50 on Since Audit Act Follow-up. This final guidance is located in Title 2 of the Code of Federal Regulations. This link provides additional information on this guidance:

<https://www.federalregister.gov/articles/2013/12/26/2013-30465/uniform-administrative-requirements-cost-principles-and-audit-requirements-for-federal-awards#h-33>.

The Workforce Investment Board of Will County reserves the right to award grant funds to proposers as they deem to be in the best interest of the residents and employers of Will County.

CONTRACT, AWARD NOTIFICATION AND FUNDING

The Workforce Investment Board of Will County anticipates negotiating contracts in May of 2018 and making awards in June of 2018. As part of the negotiation process, grantees/contractors may be required to provide supplementary information and participate in a planning process that addresses issues such as reporting requirements, standard contractual requirements, additional contract requirements, etc. Standard contract provisions are provided in the Contract Requirement section of this request for proposals.

Applicants must be prepared to deploy services immediately following the award of a contract/grant. Contract/grant awards will be made for up to an initial 12-month period with the possibility of being extended for up to two additional years depending upon the availability of funds, the Contractor's performance, and the needs of the workforce area.

A portion of the WIOA Youth Program allocation will be used to accomplish the purpose of this RFP, not to exceed \$2,000,000. Please note this amount could change depending on the PY18 allocations, which the Board may or may not have by the time a recommendation is made/contract is executed with the chosen Contractor and is also dependent on new fiscal year funding levels.

PROPOSAL GUIDELINES

Technical Specifications

All proposals must meet the technical and content requirements outlined in this section. All proposals must be formatted, organized and assembled as follows:

Format:

- All responses must be typed on 8½ X 11 inch paper
- Single-sided paper, single spaced using a minimum of 12 point font
- Minimum 1-inch margins - top, bottom and sides
- Pages must be numbered and each page should have a footer with the name of the agency submitting the proposal
- Proposals should be submitted in electronic format via email to cpportlock@willcountyllinois.com. A receipt will be emailed when a proposal is received. If proposers do not receive an email receipt it is their responsibility to contact the Workforce Investment Board to verify receipt of the proposal.

Assembly/Organization:

1. Cover Sheet (Appendix A)
2. Table of Contents, including page numbers and major headings
3. Executive Summary (**limited to two pages**)
4. Background of organization (**limited to one page**)
5. Narrative description of project (**limited to ten pages**)
6. Outcomes of the project (**limited to four pages**)
7. Staffing plan and staff qualifications (**limited to two pages**)
8. Financial management plan (**limited to one page**)
9. Budgets and budget narrative (Attachments 1, 2 and 3)
10. Organization chart (Attachment 4)
11. Staff job descriptions and resumes (Attachment 5)
12. List of all WIA/WIOA grants/contracts your organization has received in the last 3 years. Include granting organization name, grant amount, and year awarded (Attachment 6)
13. Names and contact information of three references familiar with the work of the agency (Attachment 7)
14. Affirmative Action Policy Statement (Attachment 8)
15. Certification Regarding Lobbying (Attachment 9)
16. Certification Debarment, Suspension, etc. (Attachment 10)
17. Organizations' most recent financial audit. The organization's financial audit does not need to be submitted electronically with the proposal. It will not be required unless the proposer is selected as a Contractor.
18. Youth Program Elements matrix (Attachment 11)
19. Performance Outcomes chart (Attachment 12)

MAXIMUM FOR ITEMS 3 THROUGH 8 IS TWENTY (20) PAGES

Note: Any additional material provided by the applicant will not be included in the proposal evaluation. Therefore, all RFP requirements should be addressed within the narrative and required forms.

Proposal Content

The proposal content requirements follow. Proposals will be selected for funding based on the information provided and funding will be contingent on successful negotiations with the applicant and the provision of supplementary information.

1. Organization Background and Experience

- Briefly describe the purpose, activities, and services of your organization
- How this proposal connects to your mission and organizational goals
- Indicate the number of years your organization has been in business
- List the group/populations you serve
- Identify your target audience or customer base
- Describe your organization's experience and performance in providing proposed services for youth
- Include your organization's past history in providing similar or related services and related performance outcome data supporting your experience
- Explain experience or activities previously conducted that demonstrate the organization's capability to successfully implement the proposed project

2. Narrative Description of Project

Provide a narrative of the program that includes:

- A detailed description of the program and all components
- Unique program components or materials that may improve the outcomes of participants involved in the program
- For the GED portion of the project, provide organization's maximum participant capacity on a weekly basis and the rationale you use to determine this capacity (indicate the maximum number of classes you can offer and students you can serve each week)
- A description of the training facility, including:
 1. Location
 2. Hours of operation
 3. Availability of public transportation
 4. Compliance with the Americans with Disability Act

3. Outcomes

- Identify the outcomes for youth who will attend your program including how these outcomes will positively impact the WIOA youth performance measures (be specific)
- Outline how participant progress will be measured and reported
- Describe how your program design will produce the outcomes you have identified

4. Staffing Plan and Qualifications

- List all staff and their role/position with respect to this program
- Provide an organizational chart (Attachment 4) of the staff to be included in this program (include resumes and job descriptions as part of your proposal in Attachment 5). Job descriptions may be substituted for positions not yet filled.

5. Financial Management Plan: Budget and Narrative

- Provide a narrative of your financial management plan
- Fund accounting is required for projects funded under this request for proposals. Describe how you will assure that this is done (separate bank accounts are not necessary).
- If you are going to utilize other funds to supplement this program, indicate the source of the funds, the period funded, the dollar amount, the funding purpose, and any restrictions
- A statement of the capability of your organization to assume financial liability for disallowed costs resulting from an audit of this program
- Indicate your inventory control process for this project for any equipment purchased with WIOA funds
- A description of the accounting system and fiscal reports and controls that will be used to safeguard program funds
- Previous experience with federally funded programs and compliance with OMB circulars

- If you are requesting funds to cover indirect costs, provide a copy of your approved indirect cost rate document or applicable cost allocation plan
- Budgets - Two budgets must be submitted. The operating budget must be submitted as a cost reimbursement budget¹. Use the form provided in Attachment 1 for this item. The Subsidized Wage/Supportive Services/Incentives Budget should be a separate document (Attachment 2)
- Budget Narrative - A detailed description of each line item in the two budgets must be provided. Use the form provided in Attachment 3 for this item.

All costs reflected in the budget must be necessary and reasonable. Costs may include, but are not limited to, staff salaries and benefits, equipment expenses, travel expenses, other costs associated with the provision of training, and facilities and supplies.

EVALUATION CRITERIA

All proposals will be evaluated individually and as a group by the proposal review sub-committee of the Youth Council of Will County, Workforce Investment Board staff, and Workforce Services Division staff. The Committee will rate proposals and may require interviews with proposers prior to making funding recommendations to the Workforce Investment Board of Will County. All contracts will then be forwarded to the Will County Board for approval.

The proposals will be reviewed to determine whether or not the provider meets the following minimum procurement requirements:

1. The proposal was submitted on or before the closing date and time.
2. The proposing organization is not on a federal or state Debarment List.
3. The proposing organization has been a legal business entity for a minimum of one year prior to the start of the contract.
4. The proposing organization is fiscally solvent.
5. The person signing the proposal as the submitting organization has the legal authority to do so.
6. The proposing organization agrees to meet all federal, state, and local compliance requirements.
7. The proposing organization has developed a reporting process for participant and fiscal activity.
8. The proposing organization has a satisfactory performance record for previous WIA/WIOA contracts, if applicable.
9. The proposing organization has accounting and auditing procedures adequate to control property, funds, and assets.
10. The proposing organization has a satisfactory record of integrity, business ethics, and fiscal accountability.

All proposals received in accordance with the time and content requirements identified in this request for proposals will be evaluated and scored based on the criteria outlined below. The maximum number of points any proposal can receive is 100.

¹ Under this Contract, costs will be reimbursed after incurred and usually about 30 – 45 days after submitting the necessary monthly documentation to support all costs.

| <u>POINTS</u> | <u>PROGRAM COMPONENT</u> |
|---------------|--|
| 10 | Organization Background and Experience - experience of Organization in providing the same or similar services or ability to replicate a successful model provided elsewhere |
| 35 | Program Description - completeness of program overview and incorporation of program activities that lead to successful attainment of GED and/or occupational skills |
| 20 | Outcomes - likelihood of obtaining outcomes identified and how the program will positively affect youth while meeting or exceeding WIOA performance measures. |
| 15 | Staffing Plan and Qualifications - the experience and qualifications of staff identified to provide services, staff to student ratio, and reasonableness of staffing plan. |
| 20 | Financial Management Plan and Budget Cost of services - overall cost and cost per participant Fiscal Capacity - evidenced fiscal capacity, experience with grants, absence of previous monitoring or audit findings. |
| ----- | ----- |
| 100 | TOTAL POINTS |

SELECTION OF CONTRACTOR

Selection of Contractor shall be in accordance with federal, state, and local standards. The primary consideration in selecting agencies or organizations to deliver services shall be the effectiveness of the agency or organization in delivering comparable or related services based on demonstrated performance in terms of the likelihood of meeting performance goals, costs, quality of training, and characteristics of participants. Proposals must be from a single organization and proposals that include subcontracting part or all of the services to be provided will not be considered.

Funds provided under the Workforce Innovation and Opportunity Act shall not be used to duplicate facilities or services available in the area unless it is demonstrated that alternative services or facilities would be more effective or more likely to achieve the performance goals.

PROVISIONS

1. The release of this Request for Proposals does not commit the Workforce Investment Board of Will County to award a Contract.
2. All proposals submitted will be subject to competitive review.
3. The Workforce Investment Board of Will County has the right to reject any and all proposals that do not follow the format instructions set forth by this Request for Proposals.

4. This request for proposals does not commit the Workforce Investment Board of Will County to award a grant, to pay for any costs incurred in the preparation of a proposal, or to procure a Contract for services or supplies prior to issuance of a signed Contract.
5. The Workforce Investment Board of Will County retains the right to accept or reject any or all proposals received, to negotiate with all qualified bidders or to cancel in part, or in entirety, this Request for Proposals if it is in the Board's best interest to do so. The Board may require the selected bidders to participate in negotiations and to rewrite their applications as agreed upon during the negotiations.
6. The Workforce Investment Board of Will County may modify any portion or terms of this Request for Proposals and may solicit additional proposals as necessary. The Workforce Investment Board of Will County reserves the right to modify or change this RFP based on rules, regulations, requirements put forth by the U.S. Department of Labor, the Illinois Department of Commerce and Economic Opportunity, or other regulatory entities.
7. The Workforce Investment Board of Will County retains the right to accept, reject, or negotiate proposals received, as well as to vary or waive any provisions set forth in this request for proposals in the best interests of the Board.
8. Proprietary rights to all data, materials, and documentation originated and prepared for the Workforce Investment Board of Will County pursuant to the subcontract agreement shall belong exclusively to the Board.
9. All proposals will be subject to negotiation of terms, conditions, and amount.
10. In the event a proposer wishes to file a grievance in connection with the process, a grievance procedure is available and may be obtained from the Workforce Investment Board Office. Grievances related to this proposal must be filed in writing within 10 days of the public Workforce Investment Board meeting at which proposals are selected for award and must comply in all other respects to the information requested and service requirements as stated in the Workforce Investment Board grievance policy.
11. Contracts will be awarded to successful bidders for the period from July 1, 2018 to June 30, 2019. Two additional one-year extensions may be awarded based on successful program performance and availability of funds.

CONTRACT REQUIREMENTS

The applicant's proposal will become part of the contract/grant award. Portions of the proposal may be revised to reflect agreements reached as part of the negotiation process.

The contract/grant includes reporting requirements, to be determined by the Workforce Investment Board of Will County. To some extent, reporting will be dictated by the Department of Commerce and Economic Opportunity

Proprietary right to all data, materials, documentation and products originated by and prepared pursuant to the Contract shall belong exclusively to the Workforce Investment Board of Will County. The Contractor will acknowledge and agree that any Product and/or Deliverable created hereunder shall be considered a "work made for hire" and all rights to said Product and/or Deliverable shall belong exclusively to the Workforce Investment Board of Will County. The Contractor further will agree to execute whatever documents are necessary to legally transfer ownership. For any software created under this Agreement

as part of the Products and/or Deliverables, the Contractor agrees to provide the software source code in both human and machine-readable format upon the request of Administrative Entity. The Contractor also agrees to certify in writing that the Products and/or Deliverables have been fully tested in the production environment and verifies that they are fully operational. The Contractor will agree to remedy any deficiency found subsequent to delivery that is found to be the responsibility of the Contractor.

The Contractor will be prohibited from disseminating products and information developed under the grant without the prior written consent of the Workforce Investment Board of Will County.

All respondents must be in compliance, or agree to comply, with the following federal and state laws and related regulations in order to be considered for an award:

- Workforce Innovation and Opportunity Act
- Equal Employment Opportunity
- Copeland "Anti-Kickback" Act (18 U.S.C. 874 and 40 U.S.C. 276c)
- Davis-Bacon Act, as amended (40 U.S.C. 276a to a-7)
- Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333)
- Rights to Inventions Made Under a Contract or Agreement
- Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.), as amended
- Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)
- Debarment and Suspension (E.O.s 12549 and 12689)
- Applicable State of Illinois Laws
- State WIA/WIOA Policies
- Uniform Guidance (2 CFR part 200)
- OMB's approved exceptions for DOL (2 CFR part 2900)
- 20 CFR Parts 667.200 and 667.410

APPENDIX A

COVER SHEET

| | |
|---|-----------------------------|
| Name of Organization: | Federal Employer ID: |
| Address: | Phone: |
| Contact Person: | Title: |
| Email: | Fax: |
| Total Budget Request: | |
| Proposal Title: | |
| Brief Description of Project: | |
| Legal Status (circle one): Public Agency Private Nonprofit Corporation Private for Profit Corporation Other _____ | |
| Statement of Certification | |
| <p>The applicant certifies that the information provided in this Request for Proposal including all attachments, is true, accurate and current; and the person signing below is authorized to do so on behalf of the above named organization. The applicant further certifies that the organization will comply with Workforce Innovation and Opportunity Act rules and regulations should the Workforce Investment Board of Will County fund this program.</p> | |
| _____ | _____ |
| Authorized Signer (Name Typed) | Authorized Signature |
| _____ | _____ |
| Authorized Signer's Title | Date Signed |

ATTACHMENT 1

OPERATING BUDGET
Must be a cost reimbursement budget

| <i>LINE ITEM</i> | <i>BUDGET AMOUNT</i> |
|-------------------------|-----------------------------|
| Wages - Staff | |
| Fringe Benefits | |
| Staff Travel | |
| Rent | |
| Insurance/Bonds | |
| Supplies | |
| Communications | |
| Copying/Printing | |
| Utilities | |
| Equipment | |
| Other | |
| TOTAL BUDGET | |

Note: No budget transfers are allowed from the subsidized wages/supportive services/incentives budget to the operating budget.

ATTACHMENT 2

PARTICIPANT SUBSIDIZED WAGES, SUPPORTIVE SERVICES, AND INCENTIVES BUDGET

| <i>LINE ITEM</i> | <i>BUDGET AMOUNT</i> |
|--|-----------------------------|
| Wages – Subsidized employment | |
| Payroll Taxes – Subsidized employment | |
| Supportive Services | |
| Incentives | |
| TOTAL BUDGET | |

Note: No budget transfers are allowed from the subsidized wages/supportive services/incentives budget to the operating budget.

ATTACHMENT 3

BUDGET NARRATIVE
(use additional pages if necessary)

For each budget line item in Attachments 1 and 2, provide a detailed justification for the amount requested.

ATTACHMENT 4

ORGANIZATION CHART
(highlight staff who will work on this project)

ATTACHMENT 5

STAFF JOB DESCRIPTIONS/RESUMES

(attach the job descriptions and resumes of staff who will work on this project. A job description only may be provided for positions not yet filled)

ATTACHMENT 6

PREVIOUS WIA/WIOA GRANTS/CONTRACTS

| <u>Granting Organization</u> | <u>Amount</u> | <u>Year</u> |
|-------------------------------------|----------------------|--------------------|
|-------------------------------------|----------------------|--------------------|

ATTACHMENT 7

REFERENCES
(provide 3)

1. Contact Name:
Organization:
Relationship:
Address:
Phone:
Email:

2. Contact Name:
Organization:
Relationship:
Address:
Phone:
Email:

3. Contact Name:
Organization:
Relationship:
Address:
Phone:
Email:

ATTACHMENT 8

AFFIRMATIVE ACTION POLICY STATEMENT

It is the policy of _____ (agency) to provide equal employment opportunity to all persons, regardless of race, color, religion, sex, or national origin. Therefore, this organization shall take Affirmative Action to insure that it shall:

- a. Recruit, hire, and promote all job classifications regardless of race, color, religion, sex, age, disability, political affiliation, or national origin.
- b. Make promotional decisions that are in accordance with principles of equal employment opportunity by imposing only valid requirements for promotional opportunities.
- c. Incorporate equal employment opportunity policy in all personnel actions such as compensation, benefits, transfers, layoffs, returns from layoffs, company sponsored training, education, and tuition assistance.
- d. Conduct programs without regard to race, color, sex, religion, or national origin.

The success of an Affirmative Action Program requires maximum cooperation between management and its employees.

To obtain this objective _____(name) will be the Equal Employment Opportunity representative for _____ (agency). This person shall be responsible for working with the Department of Equal Opportunity for the purpose of aiding this agency in establishing future Affirmative Action goals.

ATTACHMENT 9

**CERTIFICATION REGARDING LOBBYING
CERTIFICATION FOR CONTRACTS, GRANTS, LOANS,
AND COOPERATIVE AGREEMENTS**

The undersigned certified, to the best of his or her knowledge and belief, that:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned to any person for influencing or attempting to influence an officer or employee of Congress, or any employee or a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into any cooperative agreement and the extension, continuations, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall completed and submit Standard Form-LLL, "Disclosure Form to Report Lobbying" in accordance with its instruction.
3. The Undersigned shall require that the language of this certification be included in the award documents for all subawards and tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each failure.

Organization

Printed Name and Title of Certifying Official

Signature of Certifying Official

Date

Note: In these instances, “All,” in the Final Rule is expected to be clarified to show that it applies to covered contract/grant transactions over \$100,000 (per OMB).

ATTACHMENT 10

**CERTIFICATION REGARDING
DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY
MATTERS PRIMARY COVERED TRANSACTIONS**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR part 98, section 98.510, Participant Responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

**(BEFORE SIGNING, READ INSTRUCTIONS WHICH ARE AN
INTEGRAL PART OF THE CERTIFICATION)**

1. The prospective primary participant certifies to the best of its knowledge and belief that it and its principles:
 - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal debarment or agency;
 - (b) Have not within a three year period preceding this proposal been convicted or had civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and
 - (d) Have not, within a three-year period preceding this application/proposal, had one or more public transactions (federal, state, or local) terminated for cause of default.

2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Printed Name and Title of Authorized Representative

Signature

Date

ATTACHMENT 11

YOUTH PROGRAM ELEMENTS
(Please complete and submit)

| Youth Program Element | Included in proposed program (X) | Provided by other community organization (X) | If provided by other organization, provide name of organization |
|---|----------------------------------|--|---|
| Tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential | | | |
| Alternative secondary school services, or dropout recovery services, as appropriate | | | |
| Paid and unpaid work experiences that have as a component academic and occupational education, which may include— <ul style="list-style-type: none"> • summer employment opportunities and other employment opportunities available throughout the school year • pre-apprenticeship programs • internships and job shadowing, and • on-the-job training opportunities | | | |
| Occupational skill training, which may include priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in-demand industry sectors or occupations in the local area involved | | | |
| Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster | | | |
| Leadership development opportunities, which may include community service and peer centered activities encouraging responsibility and other positive social and civic behaviors, as appropriate | | | |
| Supportive Services | | | |
| Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months | | | |
| Follow-up services for not less than 12 months after the completion of participation, as appropriate | | | |
| Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate | | | |
| Financial Literacy Education | | | |
| Entrepreneurial skills training | | | |
| Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services | | | |
| Activities that help youth prepare for and transition to postsecondary education and training | | | |

ATTACHMENT 12

PERFORMANCE OUTCOMES CHART

(please complete and submit)

| Program Outcomes (Outcomes listed are for PY14. PY15 outcome goals to be provided by DCEO) | Definition | Estimate the number of participants you will serve in each category | Estimate the number of participants who will meet the performance in each category | Your Goal % |
|--|---|---|--|-------------|
| Attain Degree or Certification <i>PY14 Minimum required goal 53%</i> | The number of participants who attain a certificate, diploma, or GED by the end of the third quarter after exit quarter <i>DIVIDED BY</i> the number of participants who exit during the quarter | | | |
| Placed in Employment or Education <i>PY14 Minimum required goal 66%</i> | The number of participants who are in employment or the military or enrolled in post-secondary education, advanced training/occupational skills training in the first quarter after the exit quarter <i>DIVIDED BY</i> the number of participants who exit during the quarter. | | | |
| Literacy and Numeracy Gains <i>PY14 Minimum required goal 80%</i> | The number of participants who increase one or more educational functioning levels divided by the number of participants who have completed a year in the program <i>PLUS</i> the number of participants who exit before completing a year in the program. | | | |