



PY15 REQUEST FOR PROPOSALS

DEVELOPMENT OF INDUSTRY SECTOR INFORMATION AND STAFF TRAINING MATERIALS

WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)

Release Date

November 6, 2015

Due Date

November 20, 2015

4:00 pm

Contract Period

December 18, 2015 to June 30, 2016

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 Investment Board of Will County is soliciting proposals from qualified applicants to assist in developing materials related to the six target industries in Will County. The materials to be developed must include but are not limited to: 1) industry specific training materials geared for staff to expand their knowledge base about the sectors; 2) target industry materials to be used for marketing and orientation of job seeking customers.

INDUSTRY SECTOR STRATEGY – PROJECT ACTIVITIES

The Workforce Investment Board of Will County has identified the following six industry sectors as the key drivers for economic growth and occupational demand: Finance/Insurance, Healthcare, Information Technology (industry-occupation hybrid), Manufacturing, Professional/Scientific/Technical Services, and Transportation/Logistics (including Wholesale Trade). A list of demand occupations in each of these sectors will be developed by the Workforce Investment Board prior to the start of this project. These six sectors and their accompanying demand occupations will be used to drive workforce programs and activities in Will County.

All outreach and training for WIOA eligible adults and dislocated workers will be conducted around these six sectors. This project will be the basis for the work in these sectors. Required deliverables for this project are listed below. Proposers may add additional items as necessary.

- Detailed industry and demand occupation information for use in ensuring that all staff are well versed in the industry trends, occupational composition, future projections and overall workings of each sector.
- Guides/manuals for each industry sector to be used for staff reference.
- A Power Point template with industry and occupational information to use for customer orientation sessions about the industry sectors.
- One-page information sheets about each industry sector.
- One-page information sheets about the demand occupations as defined by the Workforce Investment Board in each industry sector including job duties, education needed, expected growth and wage levels.
- A crosswalk between the top occupations in each sector and the related training programs available in the area.

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 develop industry sector materials and training. All applicant entities 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). All contractor(s) 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>

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 pfera@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.

Assembly/Organization:

1. Cover Sheet (Attachment 1)
2. Executive Summary
3. Organization/contractor background and experience
4. Narrative description of project

5. Project Deliverables and Timeline
6. Budget and budget narrative (Attachment 2)
7. Organization Chart highlighting staff who will work on this project (Attachment 3)
8. Names and contact information of three references familiar with the work of the agency (Attachment 4)
9. Affirmative Action Policy Statement (Attachment 5)
10. Certification Regarding Lobbying (Attachment 6)
11. Certification Debarment, Suspension, etc. (Attachment 7)
12. 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.

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/Contractor Background and Experience

- Briefly describe the purpose, activities, and services of your organization, if applicable.
- Indicate the number of years you have been in business.
- Describe your experience and performance in providing proposed services.

2. Narrative Description of Project

- A detailed description of the activities to be undertaken to develop the deliverables required in this RFP.
- Identify any unique activities that would enhance the materials developed.

3. Deliverables and Timeline

- A description of deliverables and timetable for submission.

4. Staffing Plan and Qualifications

- List all staff and their role/position with respect to this program.
- Provide an organizational chart (Attachment 3) of the staff to be included in this program

5. Financial Management Plan: Budget and Narrative

- Provide a budget and narrative justification for each budget line item. All costs reflected in the budget must be necessary and reasonable.
- A statement of the capability of your organization to assume financial liability for disallowed costs resulting from an audit of this program.

- 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.

Deadline for Proposal Submission

Proposals will be due by 4:00 pm on Friday, November 20, 2015 to the Workforce Investment Board of Will County via email to pfera@willcountyillinois.com. A receipt will be emailed when a proposal is received. If proposers do not receive an email receipt it is the proposer's responsibility to contact the Workforce Investment Board to verify receipt of the proposal. All proposals not received by the deadline will be returned

PROPOSAL EVALUATION CRITERIA

All proposals will be evaluated individually and as a group by the proposal review committee. 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 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 for any proposal can receive is 100.

| POINTS | PROGRAM COMPONENT |
|------------|---|
| 10 | Organization Background and Experience - experience 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 outlined in RFP. |
| 20 | Deliverables and Timetable – schedule of products to be developed and delivered. |
| 15 | Staffing Plan and Qualifications - the experience and qualifications of staff identified to provide services and reasonableness of staffing plan. |
| 20 | Financial Management Plan and Budget - Cost of services, overall cost, evidenced fiscal capacity, experience with grants, absence of previous monitoring or audit findings. |
| ----- | |
| 100 | TOTAL POINTS |

SELECTION OF CONTRACTOR(S)

Selection of contractor(s) 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 for 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.