



## **PY17 REQUEST FOR PROPOSALS**

# **PROFESSIONAL SERVICES CONSULTING: SYSTEM DEVELOPMENT, PROCESS IMPROVEMENT, AND PROJECT EVALUATION**

## **WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)**

### **Release Date**

September 7, 2017

### **Due Date**

September 21, 2017  
4:00 pm

### **Contract Period**

November 20, 2017 through June 30, 2018\*  
*\*with possible extension for two additional years*

## 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 programs in Will County. The Board makes decisions regarding the type and mix of workforce development services offered by the Workforce Center of 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 assessing and improving current workforce activities, recommending and developing processes for current and future workforce programs, and evaluating current and proposed programs.

## PROJECT ACTIVITIES

The Workforce Investment Board of Will County has identified the following areas to be the focus of the services provided in this contract. They are:

- Business Services Process
- Job Seeker Customer Services
- Business and Job Seeker Customer Satisfaction

It is expected that applicants will propose a work plan to address these three areas. The work plan should include specific activities to be conducted in each area to ensure that a complete assessment is done of the current state, that processes and procedures are developed to improve and expand services, and that a methodology to evaluate and conduct continuous improvement is identified.

## 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 processes that coincide Local and Regional WIOA plans.

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 Single 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 format.
- Single sided, 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 [cportlock@willcountyillinois.com](mailto: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.

#### **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. List of staff who will work on this project with biographical information or resume (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)

### **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.
- Describe your experience and performance in providing proposed services including knowledge of WIOA laws/rules/regulations as well as State of Illinois policies as they relate to WIOA.

## **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 processes developed.

## **3. Deliverables and Timeline**

- A description of deliverables and timetable for submission.

## **4. 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.

## **5. Staffing Plan and Qualifications**

- List all staff and their role/position with respect to this program.

## **Questions and Answers**

All questions regarding this RFP must be submitted in writing via e-mail to Caroline Portlock ([cportlock@willcountyillinois.com](mailto:cportlock@willcountyillinois.com)) by 4:00 pm on Tuesday, September 12, 2017. 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](http://www.willcountyworkforceboard.com) by 4:00 pm on Friday, September 15, 2017.

## **Deadline for Proposal Submission**

Proposals will be due by 4:00 pm on Thursday, September 21, 2017 to the Workforce Investment Board of Will County via email to [cportlock@willcountyillinois.com](mailto:cportlock@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 is fiscally solvent.
4. The person signing the proposal as the submitting organization has the legal authority to do so.
5. The proposing organization agrees to meet all federal, state, and local compliance requirements.
6. The proposing organization has developed a reporting process for fiscal activity.
7. The proposing organization has a satisfactory performance record for previous WIA/WIOA contracts, if applicable.
8. The proposing organization has accounting and auditing procedures adequate to control property, funds, and assets.
9. 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.

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 project and services 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.
<hr/>	
<b>100</b>	<b>TOTAL POINTS</b>

### 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 goals, costs, and quality. 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.

Applicants must be prepared to deploy services immediately following the award of a contract. Contract awards will be made for up to an initial 8-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.

### 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 written agreement.
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 sources 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. 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.
8. All proposals will be subject to negotiation of terms, conditions, and amount.
9. 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.

## **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(s) 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(s) 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(s) agrees to provide the software source code in both human and machine-readable format upon the request of Administrative Entity. The contractor(s) 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(s) will agree to remedy any deficiency found subsequent to delivery that is found to be the responsibility of the contractor(s).

The contractor(s) 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
- 20 CFR Parts 667.200 and 667.410



# Cover Sheet

Name of Organization:	Federal Employer ID:
Address:	Phone:
Contact Person:	Title:
Email:	Fax:
Total Budget Request:	
Proposal Title:	
Brief Description of Project:	
<b>Legal Status (circle one):</b> Public Agency    Private Nonprofit Corporation    Private for Profit Corporation    Other _____	
<b>Statement of Certification</b>	
<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>	
_____ <b>Authorized Signer (Name Typed)</b>	_____ <b>Authorized Signature</b>
_____ <b>Authorized Signer's Title</b>	_____ <b>Date Signed</b>

**BUDGET**

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

**BUDGET NARRATIVE**  
(use additional page if necessary)

**For each budget line item provide a detailed justification  
for the amount requested.**

**STAFF SUMMARY**

**Highlight staff who will work on this project.**

**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:

## 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.

**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.

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Organization

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Printed Name and Title of Certifying Official

Date

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Signature of Certifying Official

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).

**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.

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Printed Name and Title of Authorized Representative

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Signature

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Date