



Request for Proposals (RFP)
Program Year 2010

Provision of Workforce Investment Act Services in
Grundy, Livingston and Kankakee Counties

October 20, 2009

I. GENERAL

A. Background

The Grundy Livingston Kankakee Workforce Board is soliciting proposals from organizations to provide workforce development services for the Workforce Investment Act (WIA) in the three counties which make up Local Workforce Area (LWA) 11.

WIA is the nation's principal workforce development legislation. Key principles of WIA include streamlining services through a workforce development network, empowering individuals through access to information and training, universal access to core employment services, increased accountability for results, integration of workforce development partners, a strong role for local workforce development boards and the private sector in shaping local workforce development systems, and increased state and local flexibility.

WIA funds are allocated to local workforce areas to make workforce development services available to local businesses, adults, dislocated workers and youth. These services are intended to increase the employment, retention, earnings and occupational skill attainment of job seeking customers. In addition to WIA funds, the organization(s) selected may also receive funds awarded under the Trade Adjustment Act (TAA) to provide training to job seekers affected by certain local qualifying layoff events.

The Workforce Board is a strategic planning, policy and oversight body for the workforce area and does not conduct direct services to customers. The Workforce Board will provide technical assistance as needed and support the service delivery system in its continuous improvement.

In addition, the Workforce Board is an active member of the Workforce Boards of Metropolitan Chicago, a consortium of nine Workforce Boards covering the City of Chicago, Northern Cook County, South and West Suburban Cook County, DuPage County, Grundy/Livingston/Kankakee Counties, Kane/Kendall/DeKalb Counties, Lake County, McHenry County and Will County. The Workforce Boards of Metropolitan Chicago are committed to building a demand-driven workforce system. They link regional workforce investment activities with economic development organizations in order to support a workforce system that provides quality employees for employers and develops real career opportunities for job seekers. The developing system is intended to make it easy for business to make connections with qualified applicants and to access other vital workforce development services. For further information concerning the Workforce Boards of Metropolitan Chicago, see their website, www.workforceboardsmetrochicago.org.

The three county area served by the Workforce Board has economies that are diverse. Both Grundy and Kankakee Counties export as many as 25% of their workforce to other areas. All three counties offer opportunities across a wide range of education and training levels. Prosperity, however, is uneven. There are areas and demographic groups within the workforce area that have higher poverty as well as unemployment rates. Kankakee County, with the largest population in 2008 of 112,525, also has the highest unemployment rate of 12.5% as of August 2009. Livingston County, however, reports a population of only 37,682 and has typically had a lower unemployment rate than surrounding counties. Livingston County was hit hard by job losses in early 2009 as major manufacturers reduced their output, eliminating hundreds of associated jobs throughout the region. As of August 2009 Livingston County had reached 10.7%

unemployment. Grundy County saw similar increases in the same period and the unemployment rate there rose to 11%. The unemployment rate for the workforce area as a whole (11.8%) is significantly higher than the surrounding Metropolitan Statistical Areas (MSAs). The Bloomington-Normal MSA has a rate of 7.4%; Chicago-Joliet has a rate of 9.6%.

Since July 2007 the area's workforce services offices have provided Rapid Response services to companies experiencing substantial layoffs or closure that affected several thousand individuals.

Ethnic diversity is growing dramatically due to a high immigration rate, but is particularly focused in a few communities. The more diverse communities contain higher concentrations of individuals with English communication barriers. Livingston County is 90% white, non-Hispanic and those numbers are expected to remain largely unchanged in the next 5 years. Kankakee County has a total minority population of nearly 25% which includes a Hispanic population of 7%, while Grundy County reports 12% minority population, nearly 8% of which is Hispanic. These numbers have significantly increased in the last 5 years and are expected to continue to rise. By 2013, the workforce area is expected to have a total minority population of close to 20%, of which nearly 8% are expected to be Hispanic.

The Workforce Board is committed to workforce *development*, i.e., building the skill base of the region rather than just shifting existing skills around the labor market. To that end, the Workforce Board budgets for and requires that at least 45% of all WIA funds awarded under this RFP must be expended on training and education activities. The percentage of funds required to be expended directly on training and education activities may be increased to 50% at the discretion of the Workforce Board and the chief elected officials. The workforce services office in each county will be required to support the availability of these training funds to job seeking customers through Individual Training Accounts (ITAs) and other approved training methods through staff funded with the WIA resources.

Requirements and limitations for core and intensive services, training, support services and other services to be provided under WIA are specified in the law itself (PL 105-220) and in implementing regulations (20 CFR Part 652 et al.).

B. Purpose

The purpose of this RFP is to solicit competitive proposals for the delivery of WIA and TAA services in the three counties that comprise the workforce area. Proposals may offer to provide services in a single county, in two counties or in all three counties.

The organization(s) selected as a provider of WIA services will assume responsibility July 1, 2010. Services will be provided for a period beginning with the start date through June 30, 2011, assuming continued funding and successful performance by the selected organization(s).

It is anticipated that approximately \$2.2 million will be available to be divided among the three counties. Division of funds is made based on population, unemployment rate, percent of population living below the poverty level, and recommendations from the Illinois Department of Commerce and Economic Opportunity (DCEO). Allocation levels are generally received by the Workforce Board in April. Final contract amounts will be negotiated at that time.

With the agreement of the chief elected officials in the local workforce area, the Workforce Board may extend the term of service for an additional two years beyond June 30, 2011. The option to extend will be at the complete discretion of the Grundy Livingston Kankakee Workforce Board and the chief elected officials.

C. Scope of Services Required

Services to all customers should concentrate on the following four key concepts:

- **Accountability** – Performance-driven, outcome based system that uses data collection, customer feedback and other tools to assess program success
- **Universality** – Efficient and timely access to a wide variety of employment services provided to any job seeker on the basis of need
- **Integration** – A seamless, functional coordination of services through joint development of the system’s vision, goals, service strategies, resource allocation and team-based management
- **Customer Choice** – Customers can choose where and how they get information and services. Information and guidance is available to help them make choices, such as performance information about training programs

The following services to job seeker customers must be offered by any successful respondent organization. The successful bidder must be able to respond to diverse populations with widely different needs and expectations. The Workforce Board will look for the range of customer groups with which the bidder has experience.

1. **Job Posting Board:** All offices shall have an open and visible Jobs Board on which is posted jobs available in the community and sorted by type of position, salary range, and company.
2. **Resume Bank:** All offices shall be able to provide, free of charge upon request, a list of qualified applicants from within the enrollments of their WIA and/or TAA job seeker customers.
3. **Job Fairs:** At least one (1) job fair shall be offered per year in each county at no charge to business or job seeker customers.
4. **Web Based Services:** Successful respondents shall provide free assistance for customers to access online services such as Illinois workNet, Illinois Skills Match, and O*Net. All customers served under this funding must create a free account on Illinois workNet, Illinois’ employment web portal, www.illinoisworknet.com.
5. **Recruitment & Eligibility:** The successful respondent will be required to recruit adult, dislocated worker and out-of-school youth program participants as needed and to determine and document their eligibility for services under WIA.
6. **Outreach:** Organizations providing WIA services must actively perform community outreach to expand the job seeker customer base and reach eligible customers. Outreach strategies should be all-inclusive in the recruitment of individuals across socio-economic, racial, ethnic, and geographic lines. Services to customers should be developed into a prioritized menu of product offerings.
7. **Core, Intensive, & Training Services:** The successful respondent will be required to make available and/or provide core, intensive and training services to adults,

dislocated workers, and out-of-school youth in accordance with WIA regulations (20 CFR 653 et al.) and the workforce area's five-year plan, as modified.

8. **Youth Services:** Youth services may be provided to older youth who are out of school and not receiving WIA services from a youth provider contracted through a separate RFP process. Services should transition out-of-school youth into training, employment and other services.
9. **Rapid Response:** Organizations providing WIA services are required to provide Rapid Response services as described in WIA in the event of mass layoffs or plant closings. Special funding, in addition to the program funds available to each county as described in this RFP, may be available to provide these Rapid Response services, when needed.
10. **TAA Training & Services:** The successful respondent will be required to provide Trade Adjustment Act (TAA) services in the event of qualified layoffs or plant closings. Special funding, in addition to the program funds available to each county as described in this RFP, will be available to provide these services when an event is deemed eligible by the Department of Labor (DOL).
11. **Collaboration:** WIA providers must regularly collaborate with other workforce development partners. This collaboration must include the identification of one staff person to serve on the Workforce Board Business Services committee and act as the liaison to designated Workforce Board business services staff. Other collaboration may include attendance at regularly scheduled partner meetings, participation in informational sessions and training, and participation on additional Workforce Board committees.

D. Assets to the Respondent

1. **Equipment:** Adequate furniture, computers, and software will be available for use by the contractor. The contractor may request necessary operating equipment and supplies to meet staff and service needs.
2. **Database access:** The successful respondent will have access to the Illinois Workforce Development data system for tracking and reporting performance under WIA. The contractor will also have access to other electronic applications which include MS Internet Explorer, MS Windows Suite, and Adobe Acrobat.
3. **Files:** Current client files in hard copy and electronic format.
4. **Special Funding:** The successful respondent may have the opportunity to submit requests for funding of special projects, initiatives, or pilot projects through the Workforce Board reserve funds or other grants offered through DCEO or DOL.
5. **Assistance:** The Workforce Board staff will provide procurement assistance, inventory maintenance, and technical assistance related to eligibility, invoicing and related management functions.
6. **Partnership:** The successful respondent may have the opportunity to partner in requests for grants that may become available to the workforce area through the Workforce Board's grant applications or through workforce development network partnership grant writing activity.

E. Submission of Proposals

Respondents must submit proposals in hard copy form. One bound hard copy original, and six copies of the original, must be submitted as described below. The original copy must be clearly marked and bear an ink signature of an officer or other person authorized to bind the respondent. Facsimile copies will not be accepted.

Proposals must be submitted to:

Elisabeth Dunbar
Grundy Livingston Kankakee Workforce Board
187 S. Schuyler Ave.
Suite 560
Kankakee, IL 60901

All proposals must be received by 4:00 p.m. on January 7, 2010. Any proposal received after this time and date will be returned unopened, and not considered in the proposal review and selection process.

F. Questions Regarding the RFP

Inquiries regarding this RFP should be directed to Ms. Dunbar at the above address, by fax at 815.936.3766, or via email to edunbar@glkwb.com. Questions must be presented in writing by November 13, 2009. Questions other than those presented in writing by the due date will not be entertained.

A summary of all questions received from prospective respondents and answers will be transmitted by November 25, 2009 in writing **only** to those who indicate an interest in receiving such and provide a valid address, fax number or e-mail address as part of the inquiry.

G. Eligible Respondents

Any existing public entity, private not-for-profit entity or private for-profit entity who believes it has the capability, experience and capacity to provide the services required by the Grundy Livingston Kankakee Workforce Board under this RFP, may submit a proposal for consideration. Individuals may not propose.

H. Mandatory Bidders Conference

Two (2) bidders' conferences will be held. It is mandatory that bidders attend at least one bidders' conference. The first will be at 10:00 a.m. on Wednesday, November 4, 2009 and the second will be on Tuesday, November 10, 2009 at 1:30 p.m. Both bidders' conferences will be held at 187 S. Schuyler Ave., 5th Floor, Kankakee, IL.

II. GENERAL REQUIREMENTS

- A. Any verbal comments or discussion concerning this solicitation cannot add, delete or modify any written provision of this Request for Proposal. Only changes to the requirements of this RFP issued in writing will have force.
- B. Upon request, respondents may be asked to furnish satisfactory evidence of their ability to successfully provide the services requested by this RFP. This evidence may include copies of reports on prior independent audits of the respondent. The Grundy Livingston Kankakee Workforce Board reserves the right to make the final determination as to the respondent's capabilities.

- C. The Grundy Livingston Kankakee Workforce Board reserves the right to cancel this Request for Proposal for any reason, or accept or reject any or all proposals for any reason or to negotiate with any and all respondents on modifications to proposals.
- D. All respondents will be required to follow the drug-free policy adopted by the Workforce Board and participate in random drug testing of participants. Failure to abide by the policy may result in reduction of funding and/or termination of the contract.
- E. All costs incurred in conjunction with the preparation of a proposal are the sole responsibility of the respondent, and will not be paid nor reimbursed.
- F. The proposal submitted by the successful respondent, modified as necessary through negotiations, will become part of a contractual agreement between the Grundy Livingston Kankakee Workforce Board, Kankakee County and the successful respondent.
- G. All data, material and documentation originated or prepared by the respondent pursuant to a contract award shall belong exclusively to the Workforce Board, and be subject to disclosure under the Freedom of Information Act.
- H. The successful respondent will be required to provide regular and detailed service and expenditure reports to the Grundy Livingston Kankakee Workforce Board at a frequency and in a manner prescribed by the Board. At a minimum, these detailed reports will include information on the obligation, encumbrance and expenditure of funds awarded. These detailed reports will be required separately for adult, dislocated workers, out-of-school youth, Rapid Response, and TAA. In addition, the successful respondent will be required to report planned and actual information on the number of participant enrollments, the number of adults and dislocated workers receiving core, intensive and training services, provided through ITAs and other means, as well as the number of participants receiving supportive services.
- I. The successful respondent will be prohibited from disseminating products and information developed under the award without the prior written consent of the Grundy Livingston Kankakee Workforce Board.
- J. Any changes in WIA program requirements or funding levels may result in changes to the services described in any proposal and subsequent contract. The Grundy Livingston Kankakee Workforce Board reserves the right to modify or alter requirements and standards set forth in this RFP based on program requirements mandated by the Federal government or the State of Illinois.
- K. The successful respondent will be required to operate programs efficiently, effectively and in compliance with all Federal and State laws, regulations and policies applicable to WIA and TAA programs. These responsibilities include determining and documenting participant eligibility, registering all program participants, administering Individual Training Accounts (ITAs), documenting service provision, maintaining participant, program and financial records, managing program performance, fulfilling data entry requirements and maintaining program information systems.
- L. Successful respondent(s) must ensure continuation of services to individual customers currently receiving WIA services.
- M. Respondents will be responsible for ensuring that WIA performance standards are met or exceeded.

- N. Proposals submitted for funding must operate according to the WIA law, all applicable Federal regulations, and policies and other requirements for WIA programs promulgated by the State of Illinois.
- O. Successful respondents must ensure compliance with the following as applicable: 20 CFR Part 652 et al.; 48 CFR Part 31; OMB Circulars A-21, A-87, A-110, A-122, and A-133 as applicable.
- P. The Grundy Livingston Kankakee Workforce Board expects that respondents will have the administrative and financial management capabilities required. Respondents must have in place, or agree to establish, the following:
- Personnel, grievance and travel policies
 - Equal opportunity/nondiscrimination policies
 - Financial management and accounting policies and procedures
 - Cost allocation plans, if required
 - Approved indirect cost rates, if applicable
- Q. The Grundy Livingston Kankakee Workforce Board reserves the right to conduct discussions with respondents. Respondents will be accorded fair and equal treatment concerning any opportunity for discussion of their proposals. Respondents may be required to make oral presentations, participate in negotiations and to re-write portions of proposals as agreed during negotiations.
- R. All respondents must ensure equal opportunity to all individuals. If selected as a WIA service provider, the respondent must ensure that no individual shall be excluded from participation in, denied the benefits of, or subjected to discrimination under any WIA-funded program or activity because of race, color, religion, sex, national origin, age, disability, or political affiliation or belief.
- S. All respondents must ensure access to services by individuals with disabilities pursuant to the Americans with Disabilities Act. The Operations Coordinator for the Workforce Board serves as the Equal Opportunity Officer for Workforce Area #11. All respondents must fully cooperate and comply with EO mandates and site visits by the area's EO Officer.
- T. The successful respondent must allow access to all WIA records, program materials, staff and participants by authorized Federal, State and local officials.
- U. By submitting a proposal under this RFP, respondents agree that service offices for each county will be located in a location centrally located in each county, in a facility that is handicapped accessible, ADA compliant, and visible from the street. Respondents further agree that service locations shall bear the name (County) Workforce Services, and that correspondence, letterhead, business cards, and other print and electronic media shall bear the name of the respective Workforce Services office.
- V. Funding for the services authorized by this RFP is contingent upon WIA funding.

III. REQUIREMENTS FOR SUBMISSION OF PROPOSALS

- A. All proposals must meet the following technical specifications
- Typewritten on 8 ½ by 11 unruled paper, single sided
 - Font size of 12 point
 - Single line spacing
 - 1 inch side, top and bottom margins
 - Pages numbered consecutively at the bottom of the page

- B. All proposals must be organized and assembled according to the requirements of this section and in the order described.
1. **Proposal Cover Sheet.** A required format for the Proposal Cover Sheet is included as Proposal Attachment 1. All items of the Proposal Cover Sheet must be completed.
 2. **Executive Summary.** Each proposal must include an executive summary which at a minimum describes the respondent organization, summarizes its relevant experience and qualifications and outlines the scope of services being proposed. The Executive Summary is limited to two (2) pages.
 3. **Background and Experience.** Each respondent is required to respond to the specific items identified in this section. A response must be submitted for every item identified and must be in the same order as listed below. The Background and Experience section is limited to seven (7) pages.
 - a. **Background Information on Organization**
 - i. **General:** Describe the size of the organization, incorporation status, years in business, current scope of activity (geographic and type of activities). Provide the mission statement of the organization.
 - ii. **Organizational structure:** Describe any governing board and identify the membership; provide an organizational chart and indicate where in the organization this contract activity will be positioned.
 - iii. **Sustainability and flexibility:** The respondent must be able to expand and contract with grant monies, changes in budget, special projects, etc. Explain the degree to which the organization can exercise such flexibility (e.g., being able to switch staff over to other funding sources and activities). Indicate the percent of the organization's total budget this contract will represent.
 - b. **Experience of the Organization**
 - i. **Grant/Contract Experience:** Describe the organization's experience administering or operating grant programs. Include information on the number and size of grant programs successfully administered or operated and the names of, or other identifying information concerning, these grants. Emphasize in this description experience administering or operating Federal grant programs and/or providing workforce development.
 - ii. **Job Seeker Service Experience:** Describe the organization's experiences serving job seeker populations that may be served under this contract. The Workforce Board will look for the range of customer groups with which the bidder has experience and the bidder's success with those targeted groups. Groups to consider describing include: incumbent workers, disabled individuals, dislocated workers, limited English-speaking individuals, ex-offenders, individuals living in poverty, etc.
 - iii. **Partnerships:** Describe the organization's experience working as a partner within a system (does not necessarily mean with the workforce system but rather any system). Describe how the organization integrates services or

shares customers in a way that adds value. Describe any partnership developed in order to accomplish a specific objective.

- iv. **Organizational Leadership in the Community:** Describe how the parent organization exhibits leadership in the community. What relationships have been developed by the respondent that will be advantageous to the workforce development network? What resources and expertise can be can the respondent rely on in the delivery of services under this contract?
 - v. **Responsiveness to Oversight Body:** Describe the organization's perception of an oversight body (such as the Workforce Board, in this instance) as a customer whose satisfaction is valued. Describe how this philosophy of customer service has been demonstrated in past performance with grantors or other funding sources. How well does the organization accept direction and respond to an oversight body? Respondents are encouraged to expand upon the kinds of reporting, customer satisfaction measurement, and working relationships they have had in the past.
4. **Job Seeker Customer Service Provision.** Each respondent is required to respond to the specific items identified in this section. A response must be submitted for every item identified and must be in the same order as listed below. The respondent must indicate which county or counties they are proposing to serve. Responses should include overall goal(s); program design concepts; outcomes including WIA performance measures, customer satisfaction; and innovation The Service Provision section is limited to thirty (30) pages.
- a. Demonstrate your understanding of the delivery of services to job seekers. Describe any relevant experience in delivering services through the workforce system. Describe how you will ensure and manage increasing quality in delivery of job seeker services.
 - b. Describe your strategy to case-manage job seekers beginning with assessment and leading to successful job placement and retention. Describe the process for ensuring the following activities take place with every customer: assess customer's skills and needs; facilitate customer decision-making regarding WIA services; develop and maintain the Individual Employment Plan; facilitate customer transitions among various WIA and community services. Include, where appropriate, any services leveraged or provided by partners.
 - c. Describe how services, including core, intensive, supportive services and training (including ITAs) will be provided and integrated. Describe your strategies to facilitate customer referrals to other partners and organizations.
 - d. Describe how you will collaborate with WIA youth service providers to provide transition services.
 - e. Describe how you will integrate TAA Services with WIA services. Describe how you will integrate Rapid Response services. Include your strategy and experience in working with labor organizations.
 - f. Describe how you will implement job placement and retention strategies including such activities as customer-focused job search, peer support, and supportive services that result in continued success on the job and support wage progression. Include a description of follow-up services that will be provided

for the job seeker customer and the strategy the organization will employ to provide those services.

- g. Describe how access to workforce services for those who most need them will be assured. Identify each physical location at which workforce services will be available within the county or counties.
- h. Describe how you will ensure partnership with the Rapid Response Team and will engage these customers to ensure that they are fully aware of the services available and have access to those services.

5. Management and Implementation Plan

- a. Describe how your organization will manage WIA services, including the process you will use for administration of ITAs. Identify key management processes or tools that will be employed (e.g., policy and procedures manuals, internal reporting, supervisory or management controls, staff training or development programs, quality assurance processes).
- b. Describe your commitment to help assure that performance standards for the workforce area as a whole are met or exceeded. The performance measures for PY 09 are included as RFP Attachment 6. The performance measures for PY 10 may be adjusted. Include a description of specific monitoring and other techniques you will use to manage performance related to the scope of services contained in your proposal.
- c. Describe key administrative services that will be required to support service delivery. Include summary descriptions of your internal financial management system, eligibility determination process, participant registration process, recordkeeping systems, including documentation for services provided to participants, and procedures for internal compliance monitoring.
- d. Describe your plans to coordinate with other Federal, State, Local Programs and local organizations, public and private, to avoid duplication and enhance the delivery of services.
- e. If services are to be provided through subcontractors or other organizations, identify the specific services the subcontractor will provide. For each subcontractor or organization provide items A and B in Section III B 3 above.

- 6. Staffing Plan.** Each respondent is required to submit a staffing plan for WIA service provision in each county. The Staffing Plan is limited to a total of five (5) pages per county which may include an organizational chart if necessary. At a minimum the Staffing Plan must provide the total number of staff, the position titles, the salary range of each position, and the estimated cost of benefits.

If staff providing WIA services will operate under a cost allocation plan, the organization must describe the process for tracking and allocating staff salaries and benefits.

If there are existing staff who are planned to be full time staff under this contract, identify them by name, proposed position, and provide a brief description of their qualifications. If staff is to be hired, outline the process and timeline that will be used to recruit and select qualified individuals. Specify the date by which these individuals can be expected to assume his/her position.

7. **Budget Form.** Each respondent is required to prepare a budget estimate for each county for which services are proposed. The Annual Budget Estimate form is included as Proposal Attachment 2. Budget estimates should be based on Program Year 2009 (PY 09) allocations which are provided in RFP Attachment 5.
8. **Financial Plan.** Each proposal must include a Financial Plan that correlates to the Annual Budget Estimate form(s). In general, there are specific activities that will be funded through the grant funds awarded under this contract. These include activities related to the provision of job seeker services and employer services. The Financial Plan is limited to fifteen (15) pages.
 - a. The financial plan must describe all costs associated with implementing the project that are to be covered with the grant funds. All costs should be necessary and reasonable according to the Federal guidelines set forth in the "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments," (also known as the: "Common Rule") codified at 29 CFR Part 97 (97.22), and "Grants and Agreements with Institutes of Higher Education, Hospitals, and Other Non-Profit Organizations" (also known as OMB Circular A-110). Codified at 29 CFR Part 95 (95.27).
 - b. The narrative must support and explain the information contained on the Annual Budget Estimate form.
 - c. The Plan must include a description of policies or other resource management techniques that will be put into place to assure that funds remain available in each county throughout the program year.
 - d. The Financial Plan must include a description of how the respondent will assure that at least 45% of all WIA funds awarded under this RFP will be expended on training and education activities during Program Year 2010. It should include a plan for increasing the training and education expenditures to 50% in subsequent years should the Workforce Board and the Chief Elected Officials elect to do so.
 - e. The Financial Plan must include an estimate of job seeker customers to be served for each county and the average per participant cost anticipated for adult customers, dislocated worker customers, and out-of-school youth customers.
9. **Audit.** Attach one copy of the organization's most recent audit report to the signed original proposal.
10. **Assurances and Certifications Statement.** Each respondent is required to review and sign the Certification regarding Debarment included as Proposal Attachment 3 and the Assurances and Certifications Statement included as Proposal Attachment 4.
11. **Letters of Reference.** Each proposal may include up to five (5) signed letters of reference from entities for whom the bidder has provided services, whether contracted or provided through grant-funded activities. Each letter must contain the name and contact number of a specific person at the entity that may be contacted by the evaluation team.
12. **Optional Bidder Attachments.** Attachments will not be included in the evaluation; the respondent should address RFP requirements within the narrative. Optional attachments are limited to five (5) pages.

IV. PROPOSAL REVIEW AND SELECTION PROCESS

A. Review Panel

A Task Force of the Grundy Livingston Kankakee Workforce Board will serve as the review panel for proposals submitted pursuant to this RFP. The panel will have at least one representative from Kankakee County (the fiscal agent). This panel will independently score each proposal using a standard proposal review instrument.

B. Review Criteria

The following criteria and scoring system will be used to evaluate each response:

- | | |
|---------------------------------------|---------------------|
| 1. Background and Experience | Maximum points – 10 |
| 2. Service Provision | Maximum points – 30 |
| 3. Management and Implementation Plan | Maximum points – 15 |
| 4. Staffing Plan | Maximum points – 15 |
| 5. Budget and Financial Plan | Maximum points – 30 |

C. Anticipated Timetable for Selection

The following timetable has been established for the selection process.

- | | |
|---------------------------------------|--|
| October 21, 2009 | RFPs released following approval of the Workforce Board |
| November 4, 2009
November 10, 2009 | Mandatory Bidders' Conference, 187 S. Schuyler Ave., 5 th Floor
Kankakee, IL |
| January 7, 2010 | All proposals due by 4:00 pm to the Workforce Board office, 187 S. Schuyler Ave., Suite 560, Kankakee, IL |
| Jan 8 to Feb 9, 2010 | Task Force will meet to rank proposals and decide on presentations. Invited respondents may be asked to make presentations to Task Force |
| February 10, 2010 | Task Force recommendations go to the Grundy Livingston Kankakee Workforce Board Executive Committee |
| February 16, 2010 | Grundy Livingston Kankakee Workforce Board acts on Task Force recommendations |

V. Information References

Interested parties may obtain access to a wealth of information about the Workforce Investment Act, including the law, regulations, policies and other documents and resources through the following websites:

www.illinoisworknet.com
www.commerce.state.il.us
www.doleta.gov
www.glkwb.com
www.workforceboardsmetrochicago.com

RFP Attachment 1
Response Cover Sheet
Proposal to Provide WIA Services in Grundy Livingston and Kankakee Counties

Name of Respondent Organization: _____

Type of Organization:

Public entity

Private not-for-profit organization

Private for profit organization

Other

Address: _____

City, State, Zip Code: _____

Telephone Number: _____

Fax Number: _____ Federal Employer ID Number: _____

Name of Authorized Representative: _____

Authorized Representative email Address: _____

Statement of Certification

The information contained in this proposal fairly represents the proposed operating plans and budget necessary to conduct the activities described. The respondent organization assures that it is prepared to implement the activities described in the proposal. This proposal has been duly authorized by the governing body of the respondent organization. I certify that I am authorized to sign this statement on behalf of the organization submitting this proposal.

Typed Name of Authorized Representative

Title

Signature of Authorized Representative

Date

**RFP Attachment 2
Budget Form**

Grundy Livingston Kankakee Workforce Board		
Organization:		
Project:		
Agreement #:		
Contract Term: _____ to _____		
Expenditures	Code	Budget
Salaries	50010	
Employee Benefits	50955	
Workers Compensation Insurance	51500	
General Liability Insurance	51800	
Rent Expense	52400	
Water & Sewer	52600	
Heat	52650	
Electricity	52700	
Telephone	52750	
Mobile Telephones/Pagers	52800	
Professional Fees	54200	
Payroll Processing Fees	54240	
Client Payroll/FICA & Medicare	54700	
Client Travel	54705	
Client Stipends	54710	
Client Meetings and Events	54715	
Client Tuition	54720	
Client Training Supplies	54725	
Client Support	54730	
Staff Travel	55520	
Staff Conferences	55530	
Staff Meeting Expense	55535	
Postage/Freight	55650	
Subscriptions/Publications	55700	
Printing	55800	
Membership/Dues	55950	
Computer Services	56100	
Cleaning Services	56410	
Office Supplies	56800	
Computer Software/Equipment	86000	
Office Equipment	86500	
Total		

Proposal Attachment 3
Certification Regarding Debarment, Suspension, and other Responsibility Matters
Lower Tier Covered Transactions

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

Before signing the certification, read the following instructions which are an integral part of the certification:

1. By signing and submitting this proposal, the prospective recipient of Federal assistance funds is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) or The Workforce Board, may pursue available remedies, including suspension and/or debarment.
3. The prospective recipient of Federal assistance funds shall provide immediate written notice to the DOL and to The Workforce Board if at any time the prospective recipient of Federal assistance funds learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction", "debarred", "suspended", "ineligible", "lower tier covered transaction", "participant", "person", "primary covered transaction", "principal", "proposal", and "voluntarily excluded", as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the DOL for assistance in obtaining a copy of those regulations.
5. The prospective recipient of Federal assistance funds agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.
6. The prospective recipient of Federal assistance funds further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions", provided by the DOL, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded From Procurement or Nonprocurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may terminate this transaction for cause or default.

The prospective recipient of Federal assistance funds certifies by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

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.

Name and Title of Authorized Representative

Signature Date

Name of Applicant Agency

Proposal Attachment 4 Assurances and Certifications

The Contractor hereby assures and certifies compliance with each of the requirements where applicable:

1. Program Requirements as provided for under Section 181, 183, 184, 186, 187, 189 and 195 of the Act.
2. 20 CFR Part 667.264(a)(2) prohibiting utilization of funds to carry out public service employment programs under Title I of the Workforce Investment Act.
3. The limitations on the use of funds as provided for under 20 CFR Part 667.264(a) and 20 CFR Part 66 the policy on lobbying restrictions as established.
4. Section 189(h) of the Act, by assuring that each individual participating in any program established under the Act, or receiving any assistance under the Act, has not violated Section 3 of the Military Selective Service Act (50 U.S.C. appl. 453).
5. Permit and cooperate with federal investigations undertaken in accordance with Section 185 of the Act.
6. Contractors must ensure access to services by individuals with disabilities pursuant to the Americans with Disabilities Act.
7. Section 134(e)(3) of the Act and 20 CFR Parts 663.815, 663.820, 663.825, 663.830 and 663.840 in making needs-based payments to individuals participating in a training program.
8. Record retention requirements contained in 29 CFR 95.53 or 29 CFR 97.42.
9. 29 CFR Part 667.270 which prohibits replacing a currently employed worker with any WIA participants.
10. Serve non-economically disadvantaged participants in accordance with Section 129(c)(5) of the Act.
11. 20 CFR Part 667.262(a), prohibiting funds to be used for employment generating activities, economic development and other similar activities unless they are directly related to training for eligible individuals.
12. Require all lower tier subcontractors to comply, with the policy on lobbying restrictions as established in accordance with 29 CFR Part 93.
13. The policy on debarment and suspension regulations as established in accordance with 29 CFR Part 98.
14. Require all commercial organizations, which are lower tier subcontractors and which expend more than the minimum level specified in OMB Circular A-133 (300,000 as of April 15, 1999), have either an organization-wide audit conducted in accordance with A-133 or a program specific financial and compliance audit.
15. Sections 134(d)(4)(F)(iii) and 134(d)(4)(G) of the Act.
16. Equal Employment Opportunity – All contractors shall contain a provision requiring compliance with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR Part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity Department of Labor.
17. The Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subcontractor shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which one is otherwise entitled. The recipient shall report all suspected or reported violations to the Federal awarding agency.
18. The Davis-Bacon Act as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provision Applicable to Contracts Governing Federally Financed and Assisted Construction"). Under this Act, contractors shall be required to pay wages to laborers and mechanics at a rate not less than the minimum wages

specified in a wage determination made by the Secretary of Labor. In addition, contractors shall be required to pay wages not less than once a week. The recipient shall place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation and the award of a contract shall be conditioned upon the acceptance of the wage determination. The recipient shall report all suspected or reported violations to the Federal awarding agency.

19. Sections 102 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. §327-330) as supplemented by Department of Labor regulations (29 CFR Part 5). Under Section 102 of the Act, each contractor shall be required to compute the wages of every mechanic and laborer on the basis on a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than 1½ times the basic rate of pay for all hours worked in excess of 40 hours in the work week. Section 107 of the Act is applicable to construction work and provides that no laborer or mechanic shall be required to work in surroundings or under working conditions that are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.
20. Compliance with all requirements relating to the performance of experimental, developmental, or research work including providing for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR Part 401.
21. All applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. §7401 et. seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. §1251 et. seq.). Violations shall be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
22. The provisions of the Byrd Anti-Lobbying Amendment (31 U.S.C. §§1352). Contractors who apply or bid for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. §1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient. See 29 CFR Part 98.
23. The provisions of Debarment and Suspension (E.O.'s 12549 and 12689) – No contract shall be made to parties listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Nonprocurement Programs in accordance with E.O.'s 12549 and 12689, "Debarment and Suspension." This list contains the names of parties debarred, suspended, or otherwise excluded by agencies, and contractors declared ineligible under statutory or regulatory authority other than E.O. 12549. Contractors with awards that exceed the small purchase threshold shall provide the required certification regarding its exclusion status and that of its principal employees.
24. This program is subject to the provisions of the "Jobs for Veterans Act," Public Law 107-288, which provides priority of service to veterans and spouses of certain veterans for the receipt of employment, training, and placement services in any job training program directly funded, in whole or in part, by the Department of Labor. DOL ETA Training and Employment Guidance Letter (TEGL) No. 5-03 provides general guidance on the scope of the veterans priority statute and its effect on employment and training programs.
25. This program is subject to the Child Labor Law which regulates the employment of workers less than 18 years of age. The law protects children by (1) requiring employment certificates. The certificate confirms that a minor is old enough to work, physically capable to perform the job, and that the job will not interfere with the minor's education; (2) prohibiting work in hazardous occupations; and (3) limiting working hours. All work before 7 a.m. and after 7 p.m. is prohibited. However, work until 9 p.m. is allowed from June 1 through Labor Day.
26. Contractors must agree to abide by the Equal Pay Act of 2003 which prohibits employers with four or more employees from paying unequal wages to men and women for doing the same or substantially similar work, requiring equal skill, effort, and responsibility, under similar working conditions for the same employer in the same county, except if the wage difference is based upon a seniority system, a merit system, a system measuring earnings by quantity or quality of production, or factors other than gender.

APPLICABLE STATUTES

1. **Drugfree Workplace Act (30 ILCS 580/1. et.seq.)** Contractor will make the certification required in this Agreement and will comply with all of the provisions of the Drugfree Workplace Act, which are applicable to the Grantee. False certification or violation of the requirements of the Drugfree Workplace Act may result in sanctions including, but not limited to, suspension of grant payments, termination of this Agreement and debarment of contracting or grant opportunities with The Workforce Board for at least one (1) year but not more than five (5) years.
2. **Freedom of Information Act (5 ILCS 140/1 et. seq.)** Applications, programmatic reports and other information obtained by The Workforce Board under this Agreement shall be administered pursuant to the Freedom of Information Act.
3. **Historic Preservation Act (20 ILCS 3420/1 et. seq.)** The Contractor will not expend funds under this Agreement which results in the destruction, alteration, renovation, transfer or sale, or utilization of a historic property, structure or structures, or in the introduction of visual, audible or atmospheric elements to a historic property, structure or structures, which will result in the change in the character or use of any historic property.
4. **Land Trust/Beneficial Disclosure Act (765 ILCS 405/2.1)** No grant award funds shall be paid to any trustee of a land trust, or any beneficiary or beneficiaries of a land trust, for any purpose relating to the land which is the subject of such trust, any interest in such land, improvements to such land or use of such land unless an affidavit is first filed with the Illinois Department of Employment Security identifying each beneficiary of the land trust by name and address and defining such interest therein.
5. **State of Illinois Discrimination Laws (775 ILCS 5/1-101, et. seq.)** In carrying out the performance required under this Agreement, the Contractor shall comply with all applicable provisions of the Illinois Human Rights Act, and rules and regulations promulgated by the Illinois Department of Human Rights, prohibiting unlawful discrimination in employment. The Contractor's failure to comply with all applicable provisions of the Illinois Human Rights, or applicable rules and regulations promulgated thereunder, may result in a determination that the Contractor is ineligible for future contracts or subcontractors with The Workforce Board, and this Agreement may be canceled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation.
6. **Unemployment Insurance Act (820 ILCS 405/1900)** In the context of performance under this Agreement, the Contractor will or may have access to documents, files, records or other information that is confidential within the meaning of Section 1900 of the Unemployment Insurance Act and agrees to comply with all provisions set forth in Section 1900 of said Act regarding nondisclosure of any such information, including penalties for noncompliance.

STATE OF ILLINOIS REQUIRED CERTIFICATION

1. **AMERICAN WITH DISABILITIES ACT** The Americans with Disability Act (ADA) (42 U.S.C. 12101 et. seq.) and the regulations thereunder (28 CFR 35.130) prohibit discrimination against persons with disabilities by the State, whether directly or through contractual agreements, in the provision of any aid, benefit or services. As a condition of receiving this Agreement, the Contractor certifies that services and activities under this Agreement are, and will continue to be in compliance with the ADA.
2. **ANTI BRIBERY** The Contractor certifies that neither it nor its employees have been convicted of bribing or attempting to bribe an officer or employee of the State of Illinois or has made an admission of such guilt as defined in the Illinois Procurement Code (30 ILCS 500 et. seq.).
3. **BID-RIGGING/BID ROTATING** The Contractor certifies that it has not been barred from contracting with a unit of State or local government as a result of a violation of Section 33E-3 or 33E-4 of the Criminal Code of 1961 (720 ILCS 5/33 E-3 and 5/33 E-4).
4. **COMPLIANCE WITH APPLICABLE LAW** The Contractor certifies that it shall comply with all applicable provisions of Federal, State and local law in the performance of its obligations pursuant to this Agreement.
5. **DEFAULT ON EDUCATIONAL LOAN** The Contractor certifies that this Agreement is not in violation of the Educational Loan Default Act (5 ILCS 385/3) prohibiting certain contracts to individuals who are in default on an educational loan.

6. **DISCRIMINATION/ILLINOIS HUMAN RIGHTS ACT** The Contractor certifies that it will not commit unlawful discrimination in employment in Illinois as defined in Article 2 of said Act; it will comply with the provisions of Article 5; it will comply with the policies and procedures established by the Department of Human Rights under Article 7 of the Act. The Contractor certifies that, if applicable, it will comply with “an act to prohibit discrimination and intimidation on account of race, creed, color, sex, religion, physical or mental handicap unrelated to ability or national origin in employment under contracts for public buildings or public works.” (775 ILCS 10/0.01 et.seq.).

7. **INTERNATIONAL ANTI-BOYCOTT CERTIFICATION** The Contractor certifies that it nor any substantially owned affiliate company is participating or will participate in an international boycott, as defined by the provisions of the U.S. Export Administration Act of 1979, or as defined by the regulations of the U.S. Department of Commerce, promulgated pursuant to that Act (30 ILCS 582/1 et. seq.).

8. **SEXUAL HARASSMENT** The Contractor certifies that it has written sexual harassment policies that shall include, at a minimum, the following information: the illegality of sexual harassment; the definition of sexual harassment under state law; a description of sexual harassment; internal complaint process including penalties; legal recourse, investigative and complaint process available through the Department of Human Rights and the Human Rights Commission; directions on how to contact the Department and Commission and protection against retaliation as provided by Section 6-101 of the Illinois Human Rights Act (775 ILCS 5/2-105 (B)(5)).

Name and Title of Authorized Representative

Signature Date

Name of Applicant Agency

Request for Proposal Attachment 5
Allocation of WIA Program Funds to Local Workforce Area #11
WIA Program Years 2008 & 2009

	Total		Adult		DW		Out of School Youth	
	PY 09	PY 08	PY 09	PY 08	PY 09	PY 08	PY 09	PY 08
Total Program	\$1,600,502	\$1,036,476	\$605,772	\$457,754	\$882,914	\$505,324	\$111,816	\$73,398
Grundy	\$352,667	\$251,199	\$121,154	\$100,706	\$194,241	\$126,331	\$37,272	\$24,162
Livingston	\$274,692	\$154,688	\$121,154	\$82,396	\$141,266	\$65,692	\$12,272	\$6,600
Kankakee	\$973,143	\$630,589	\$363,464	\$274,652	\$547,407	\$313,301	\$62,272	\$42,636

**Request for Proposal Attachment 6
WIA Performance Goals
Program Year 2009**

	Measure	PY 09 Goal
PEER	Title I Youth Placement in Education or Employment Rate	56%
ADC	Title I Youth Attainment of Degree or Certificate Rate	45%
LNG	Title I Youth Literacy or Numeracy Gain Rate	33%
AEER	Title I Adult Entered Employment Rate	77%
ARR	Title I Adult Employment Retention Rate	83%
AAE	Title I Adult Average Earnings	\$11,500
DEER	Title I Dislocated Worker Entered Employment Rate	85.3%
DRR	Title I Dislocated Worker Employment Retention Rate	89%
DAE	Title I Dislocated Worker Average Earnings**	\$16,350

The above performance goals are for Program Year 2009. The final rates for program year 2010 have not been negotiated with the Department of Commerce and Economic Opportunity.