



**Grundy Livingston Kankakee Workforce Board  
Kankakee County  
Youth Programs Request for Proposal (RFP)**

***I. Purpose of the Request for Proposal***

The Grundy Livingston Kankakee Workforce Board and Kankakee County (the fiscal agent), are seeking youth service providers to provide structured programs under Title I of the Workforce Investment Act (WIA) for Grundy, Livingston and/or Kankakee County youth meeting eligibility guidelines. The purpose of youth programs under WIA is to move away from short-term interventions and offer youth a broad range of coordinated services by providing opportunities for assistance in both academic and occupational learning, the development of leadership skills, preparing for further education, and entering employment.

**A. BACKGROUND**

One of the key principles embodied in the Workforce Investment Act of 1998 (WIA) is: **“Improved youth programs linked more closely to local labor market needs and community youth programs and services, and with strong connections between academic and occupational learning. Youth programs include activities that promote youth development and citizenship, such as leadership development through voluntary community service opportunities; adult mentoring and follow-up; and targeted opportunities for youth living in high poverty areas.”**

The funds available through this RFP are being offered through a competitive process and are available to youth service providers most likely to enable youth to be successful in achieving their educational and employment goals.

**B. TARGET POPULATION TO BE SERVED**

All participants served with the funds available through this RFP must meet Federal WIA eligibility requirements and must provide documentation of their eligibility through an intake process. Workforce Board staff will make the final determination whether youth are eligible.

Participants must:

- Be aged 14 through 21; **and**
- Be economically disadvantaged; **and**
- Meet one or more of the following criteria:
  - Deficient in basic literacy skills
  - School Dropout
  - Homeless, runaway, or foster child
  - Pregnant or parenting
  - Offender
  - Is an individual (including youth with disabilities) who requires additional assistance to complete an educational program or secure and hold employment.

## ***II. 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 under this RFP may submit a proposal for consideration. Individuals may not propose.

Those entities particularly encouraged to apply include service providers who have demonstrated the ability to provide youth with some or all of the ten (10) service requirements required in the legislation. A complete list of the ten required services is provided as Attachment A. While a particular service provider may not offer all ten required elements, service providers will be expected to coordinate with each other and with community-based service organizations in the delivery of or the referral to these required elements.

Service providers who are awarded funding under this RFP will be required to be listed in ***YouthFutures***, the regional youth services website operated by the Workforce Boards of Metropolitan Chicago, of which the Grundy Livingston Kankakee Workforce Board is a member.

Service providers will be responsible for ensuring client data is entered into the Illinois Workforce Development System (IWDS), the state's information management system. Training and assistance will be provided by Workforce Board staff.

In addition to WIA rules and regulations, service providers will be expected to comply with the Uniform Administrative Requirements and the Cost Principles as delineated in Title 29 of the Code of Federal Regulations Part 95 or Part 97 as the applicable Office of Management Budget circulars.

## ***III. Funding/Timeframes/Period of Performance***

The funds available through this proposal will be available for a twelve month period July 1, 2010 to June 30, 2011 with an option for a 12 month extension (July 1, 2011 – June 30, 2012) at an existing or modified funding level, based on 2011 funding levels. However, the selected service provider(s) will be evaluated on an ongoing schedule to determine whether or not to continue the contract. The ongoing evaluation will include a review of the quality of services provided, the performance outcomes, the program costs, the integrity of fiscal systems and administrative controls, and the adherence to the terms of the contract. One or multiple contracts will be awarded at the discretion of the Grundy Livingston Kankakee Workforce Board and Kankakee County. The Workforce Board also reserves the right to award no contracts(s).

Actual amount of funding to serve youth in the RFP funding period will be determined after March 31, 2010 when funding announcements are released by the State of Illinois. Total amount of funding to serve youth in the current program year is \$530,000.

The Workforce Board and Kankakee County reserve the right to terminate any contract, without notice, at their sole discretion. Should a contract be terminated, the Workforce Board and Kankakee County will be responsible for reimbursing only those costs actually incurred prior to the date of termination.

***IV. Submittal Requirements***

**A. Proposal Submission**

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.

**B. 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](mailto: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.

**C. 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., 5<sup>th</sup> Floor, Kankakee, IL.

***V. Required Inclusions in the Proposal***

The following information must be included in the proposal. To facilitate the review process, proposals must include a Cover Page (Attachment B); be double-spaced in a twelve (12) point font; and must be arranged in the order provided in this RFP. The proposal must be no longer than 20 pages total, not including attachments. In addition, the proposal may have up to five letters of support attached.

All contractors must provide as an attachment a Certificate of Insurance for Worker's Compensation Insurance and for Comprehensive General Public Liability Insurance with combined single limit coverage of at least \$1,000,000. The successful contractors may be requested to add the Workforce Board and Kankakee County (fiscal agent) as additional insured prior to contract release. Contractors may be required to submit the organization's most recent financial audit.

### **A. Service Provider Experience**

This portion of the proposal must describe any previous experience of the service provider in the development, implementation and operation of youth programs of the nature being proposed and the personnel that will provide the program activities and services. The proposal should address the actual outcomes and performance of any such program(s) in comparison to the planned outcomes and performances stated in this RFP. The bidder must demonstrate the ability to provide youth with supervised work experience, educational services, or other opportunities to prepare them to enter the workforce as self-sufficient adults.

If the proposed service provider does not have any previous experience with youth services, this portion of the proposal must describe any related experience of the bidder that would assist the reviewers in determining the ability of the bidder to carry out the project. If services are not to be provided by the bidder, identify the subcontractor and their qualifications and expertise of the services to be provided.

### **B. Program Design/Service Priorities**

The Youth Council of the Grundy Livingston Kankakee Workforce Board has identified gaps that exist in services available to youth in the region. These areas of service have been deemed funding priorities by the Youth Council. Respondents are encouraged to incorporate these services as significant components of their programs. These priorities are:

- **Adult Mentoring**
- **Summer Employment Opportunities**

The proposal must describe in detail the comprehensive program you plan to provide. Programs offered may be of varying duration; however, they must be directly linked to the required elements found on Attachment A and the Goals and Expected Outcomes at “D” below. This must include the following:

1. A comprehensive plan to deliver the minimum required activities and services listed in Attachment A. Include a description of how the bidder will coordinate the operation of the youth program, ensure comprehensive assessment, and develop individual service strategies for participants. If the provider will not directly offer each of the ten required elements listed in Attachment A, include a plan to refer youth to appropriate agencies offering those services.
2. The process for recruitment and selection of eligible youth, including a description of what percentage of the funds will be spent on out-of-school youth.
3. Plans for youth retention in program services and/or employment until goals are achieved.
4. A description of the case management component of the program, including the process for identification of the supportive service needs of the youth.
5. A description of the payment process for supportive services and youth paychecks if included in services provided.

The Workforce Board has established a goal of 70% of total youth funds to be spent on out-of-school youth. The Board will award contracts to meet a cumulative expenditure rate of 70% on out-of-school youth across the area that includes all providers.

**C. Budget**

The proposal must include a line item budget using the budget template provided as Attachment C and a budget narrative. **No other budget forms will be accepted.** The proposed budget should reflect the bidder’s best estimate of the proposed costs. After a bidder is selected, the approved budget is subject to a negotiated agreement and is subject to the policies of the Workforce Board. The budget narrative must include an estimate of all program costs on a per participant basis and identify any providers the bidder plans to use to provide paid services.

Contracts will be awarded on a monthly cost-reimbursement basis only. Any profit realized through this contract must either be returned to the Workforce Board and Kankakee County, or be used to provide additional services. The Youth Council of the Workforce Board must approve the additional services prior to their implementation.

**D. Goals and Expected Outcomes**

Each proposal must include a description of how the program will achieve the expected outcomes for the local workforce area’s performance measures. For eligible youth aged 14-21 performance will be measured on entry into unsubsidized employment, attainment of a recognized credential, and an increase in basic skill assessment as outlined in Attachment D.

A more complete description of the performance measures is included as Attachment D. **All successful subcontractors will be held accountable for performance measure rates. Continued funding may be contingent upon meeting performance measure rates.**

**E. Signatures**

An official authorized to commit the bidder must sign the Cover Page (Attachment B). Also on the cover page please list the contact individual(s) during the period of proposal evaluation.

***VI. Review Criteria/Evaluation Process***

The selection(s) will be made after all eligible proposals are reviewed and scored by the Youth Council RFP Evaluation Team. Each reviewer will evaluate the proposal and assign a numerical score utilizing the criteria listed below. Scores for each proposal will then be compared to other proposals. A maximum of 100 points may be awarded to any single proposal. Proposals receiving a score below 70 points will be disqualified.

<u>Review Criteria</u>	<u>Maximum Points</u>
A. Service Provider(s) Experience	10
B. Program Design	
1. Program Delivery of Required Services	15
2. Recruitment and Selection	5
3. Retention Strategies	15
4. Case Management/Support Services/Follow Up	15
C. Budget	
1. Necessity and Reasonableness of Budget Items	10
2. Estimated Cost per Participant	10
D. Goals and Expected Outcomes	20
<b><u>Total Points Possible</u></b>	<b><u>100</u></b>

## **VI. 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 and Kankakee County reserve the right to make the final determination as to the respondent's capabilities.
- C.** 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.
- D.** The Grundy Livingston Kankakee Workforce Board and Kankakee County reserve 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.
- E.** All costs incurred in conjunction with the preparation of a proposal are the sole responsibility of the respondent, and will not be paid or reimbursed.
- F.** The proposal submitted by the successful respondent, modified as necessary through negotiations, will become part of a contractual agreement among 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 Grundy Livingston Kankakee Workforce Board, and be subject to disclosure under the Freedom of Information Act.
- H.** The Workforce Board and Kankakee County reserve the right to withdraw any award for failure to successfully negotiate and execute a contract with the respondent within 30 days of the award of this RFP.
- I.** The successful respondent will be prohibited from disseminating products and information developed under the award without the prior written consent of the 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 Workforce Board and Kankakee County reserve 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.** Proposals submitted for funding must operate according to WIA law, all applicable Federal regulations, and policies and other requirements of the State of Illinois.
- L.** 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.

- M.** The Workforce Board and Kankakee County expect 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
- N.** The Grundy Livingston Kankakee Workforce Board and Kankakee County reserve the right to conduct discussions with respondents. Respondents will be accorded fair and equal treatment concerning any opportunity for discussion of their proposals.
- O.** Respondents may be required to make oral presentations, participate in negotiations and to re-write portions of proposals as agreed during negotiations.
- P.** All respondents must ensure equal opportunity to all individuals. If selected as a youth 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.
- Q.** All respondents must ensure access to services by individuals with disabilities pursuant to the Americans with Disabilities Act.
- R.** 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.
- S.** 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.
- T.** 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.
- U.** Respondents selected as a youth provider must allow access to all WIA records, program materials, staff and participants by authorized Federal, State and local officials.
- V.** Funding for the services authorized by this RFP is contingent upon WIA funding.

**Required Services for Youth Programs**

The following is a list of ten (10) services local programs must, at a minimum, provide to youth. If a provider does not directly provide the service listed, it must demonstrate the ability to make referrals to appropriate providers of such services.

1. Tutoring, study skills training, and instruction leading to secondary school completion, including dropout prevention strategies;
2. Alternative secondary school offerings;
3. Summer employment opportunities directly linked to academic and occupational learning;
4. Paid and unpaid work experiences, including internships and job shadowing;
5. Occupational skill training;
6. Leadership development opportunities, which may include such activities as positive social behavior and soft skills, decision making, team work, and other activities;
7. Supportive services;
8. Adult mentoring for a duration of at least twelve (12) months, that may occur both during and after program participation;
9. Follow-up services for a minimum 12-month period; and
10. Comprehensive guidance and counseling, including drug and alcohol abuse counseling, mental health counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth.

The above list is found in the Workforce Investment Act of 1999, chapter 4, section 109.

Grundy, Livingston, and/or Kankakee Counties Youth Program Proposal  
Grundy Livingston Kankakee Workforce Board  
Kankakee County

**COVER SHEET**

I. Service Provider:

A. Name of Provider: \_\_\_\_\_

B. Mailing Address: \_\_\_\_\_

\_\_\_\_\_

C. Provider Official: \_\_\_\_\_

D. Authorized Signature: \_\_\_\_\_

E. Title: \_\_\_\_\_

F. Contact Person: \_\_\_\_\_

Name Title

Address

City, State, Zip

Phone Email

II. Program Information:

A. Title of Program: \_\_\_\_\_

B. Number of Participants: \_\_\_\_\_

C. Program Period: Start: \_\_\_\_\_ End: \_\_\_\_\_

D. Total Funds Requested: \_\_\_\_\_

E. Cost per Participant: \_\_\_\_\_

F. In-kind/Matching Cost: \_\_\_\_\_

<b>Grundy Livingston Kankakee Workforce Board</b>		
<b>Organization:</b>		
<b>Project:</b>		
<b>Agreement #:</b>		
<b>Contract Term:</b>		<b>to</b>
<b>Expenditures</b>	<b>Code</b>	<b>Budget</b>
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	
<b>Total</b>		

### Definitions of Youth Performance Measures

“Program exit” means no longer receiving services other than follow-up services for 90 days or more and is not scheduled for future services.

**Placement in Employment or Education:**

Measures the percentage of youth who, upon exiting the program, are employed or enrolled in post secondary education and/or advanced training/occupational skills training in the first quarter after the exit quarter. For example, to be counted, a youth who exits the program in July 2007 must be employed or attending post secondary school in October, November, or December 2007. Our workforce area will be negotiating this goal in Spring 2008. The state’s goal for PY08 is 56%.

**Attainment of Degree or Certificate:**

Measures the percentage of youth who, upon exiting the program, attain a diploma, GED, or certificate by the end of the third quarter after the exit quarter. For example, a youth who exits the program in August 2007 must obtain a degree or certificate by June 2008. Our workforce area will be negotiating this goal in Spring 2008. The state’s goal for PY08 is 45%.

**Literacy and Numeracy Gain:**

For out of school youth that are basic skills deficient, measures the number of youth participants who increase one or more educational functioning levels in either literacy or numeracy using an approved assessment test. The Youth Council of the Grundy Livingston Kankakee Workforce Board has designated the Test of Adult Basic Education (TABE) as the approved assessment test for all youth provided services under this RFP. Our workforce area will be negotiating this goal in Spring 2008. The state’s goal for PY08 is 33%.

Further information on all the above measures can be found on the Department of Labor Employment & Training Administration website at [http://wdr.doleta.gov/directives/corr\\_doc.cfm?DOCN=2195](http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2195) which directs you to Training and Employment Guidance Letter No. 17-05 for Common Measures.