

Request for Proposals--issued April 12, 2019
Intent to Apply Notices-- due by 5:00 p.m., April 30, 2019
Proposals--due by noon May 15, 2019

REQUEST FOR PROPOSALS FOR BRIDGE TO EMPLOYMENT FOR BOONE, STEPHENSON AND WINNEBAGO COUNTIES

Program Year 2019 (7/1/19-6/30/20)

*Funding for this program will be provided under
Title I-A of the Workforce Innovation and Opportunity Act (WIOA).*

The Workforce Connection

The Workforce Connection
303 North Main Street
Rockford, Illinois 61101

The Workforce Connection
530 S. State Street Suite 130
Belvidere, Illinois 61008

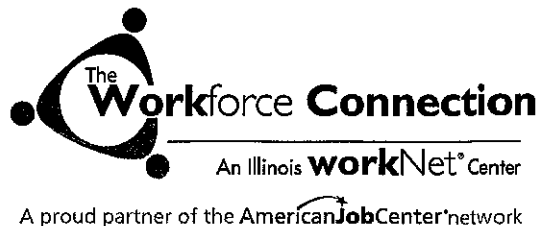
The Workforce Connection
2155 W Galena
Freeport, IL 61032

**The entire RFP is located on The Workforce Connection website, www.theworkforceconnection.org
Click on The Workforce Connection Board, then click on Procurement.**

Public Opening of Proposal Packages

Date: May 15, 2019
12:30 p.m.

The Workforce Connection
303 North Main Street (Room 2A, Second Floor)
Rockford, IL 61101



REQUEST for PROPOSALS
Bridge to Employment
PY 19-20

Release Date: April 12, 2019

Due Date: May 15, 2019

Submission:

Proposals will be due by 12:00 pm (noon), on 5/15/19, to The Workforce Connection (TWC), the Local Workforce Board for Boone, Winnebago and Stephenson Counties. All proposals should be addressed to:

Cathy Cornelius
The Workforce Connection
303 N Main Street
2nd floor
Rockford, IL 61101

Contact:

All questions regarding this RFP must be submitted in writing via email to Chris Connors at cconnors@theworkforceconnection.org by 4:00pm, 4/25/19. No questions will be accepted after this date. Responses to all questions will be posted on The Workforce Connection website www.theworkforceconnection.org by 4:00 pm, 4/26/19.

Notice of Intent to Apply: By 5 PM, April 30, 2019 potential bidders wishing to submit a proposal must submit a non-binding notification of intent to apply to TWC at cconnors@theworkforceconnection.org. This notification must include the organization/school's name and address, contact staff member with title and e-mail address, and estimated funding request amount.

Evaluation and Review:

Proposals will be evaluated only on the criteria attached and only on the written materials submitted in the proposal.

Eligible Bidders:

Not-for-profit organizations, government organizations, for-profit businesses, public and private college/schools.

BACKGROUND INFORMATION

The Workforce Connection Inc., the Local Workforce Board for Boone, Winnebago and Stephenson counties oversees and is the policy maker for workforce development programs in the three-county area, as authorized by the Workforce Innovation and Opportunity Act (WIOA) of 2014 (HR 803 <http://www.congress.gov/113/bills/hr803/BILLS-113enr.pdf>). The Board makes decisions regarding the workforce services offered in the three-county area and the use of federal and state funds available for workforce activities.

The Workforce Connection is soliciting proposals from qualified training providers for a *Bridge to Employment* program for WIOA enrolled Adults/Dislocated Workers and Trade Act participants in our three-county area. The Bridge to Employment Program will consist of:

- 1) Providing and training eligible individuals with the academic and technical skills needed to secure employment within a high growth in-demand field
- 2) Using the Illinois Essential Employability Skills framework, provide career readiness training which will lead to program participants being job ready.
- 3) Sector based training models designed for individuals with an interest in and an aptitude for a career within a particular industry or sector pathway.
- 4) Work-based learning activities that connect participants to employers in high growth, in demand areas of employment
- 5) Computer Technology Skills training – assessments and individual/small group activities
- 6) Job-search related workshops that establish the discipline required to be successful in the workplace
- 7) Work Keys and other appropriate employment related assessments proctoring including mastery of technical skills required for employment
- 8) Job seeking assistance, coordinated with Career Planners and Business Services team

Bridge to Employment Overview

The objective of the *Bridge to Employment* program is to provide interested and eligible individuals with the academic and technical skills needed to secure employment within a particular high demand industry. TWC anticipates participants will earn industry recognized credentials, be placed with an employer within the targeted industry or enter into post-secondary education within the targeted industry.

Sector-based training modules may include bridge programming (described below) and must target jobs in industries that align with the labor force needs detailed in the area’s regional workforce plan. These programs should feature academic and occupational skills training, job readiness and work experience within a specific industry. These models should result in the mastery of technical skills required for employment and the attainment of employer-recognized certifications that are portable and stackable. The successful bidder must work with local employers or training providers to train a strong pipeline of skilled workers.

In Illinois, bridge programs are defined as programs that prepare individuals with limited academic and/or English skills to enter and succeed in credit-bearing post-secondary education or training. This education and training should lead to a career path in which high growth/in demand employment will be obtained. The goal of the *Bridge to Employment* program is to bridge the gap between the existing skills of the individual and what they need to succeed in post-secondary education and employment.

The programming sought through this *Request for Proposals* will be housed at The Workforce Connection, 303 North Main Street, Rockford, Illinois and delivered at the One-Stop Centers and potentially at One-Stop partner access sites accessible to participants in the three-county area.

Payment will be through a line-item reimbursement budget. The bidder will submit a line-item budget as part of the proposal.

Specifications for the requested *Bridge to Employment* program are on the following pages.

PROGRAM SPECIFICATIONS

Target Audience/Participants

The *Bridge to Employment* program will be targeted to WIOA Title I enrolled Adult/ Dislocated Worker Program participants and Trade Act participants who are in need of basic skills remediation and career readiness training and prepare them for new employment in high growth/in demand occupations. These individuals will need guidance in organizing and executing a job search and/or in deciding whether or not to pursue further education/training. Participants may need to access an “open lab” to improve or update

Computer Technology Skills. Open labs enable participants to access and use the Internet or practice what they have learned in training modules, as well as prepare for and complete on-line assessments relevant to their career goals. Participants may also be in need of industry recognized credentials in order to make them more employable.

Required Program Components

The successful bidder will deliver academic instruction and skills based training services in one seamless program. Participants should receive relevant classroom-based and hands-on instruction. Programs should have participation from industry experts in program design, curriculum development and instruction. The successful bidder will also provide case management, job readiness training, job placement assistance and retention services. Other required program components are as follows:

1. Creative outreach and recruitment activities to identify program participants
2. Conduct individual assessments that are comprehensive in nature and can identify a plan to provide services that are appropriate for participants to be successful in reaching their post-secondary education, training or employment goals
3. Provide academic skills remediation in both reading and math for individuals who test below a 7th grade level on the TABE 11/12 test.
4. Conduct career exploration activities that include career options in a specific industry
5. Develop an individual service strategy (ISS) that addresses the needs identified in the assessment
6. Provide supportive services as appropriate to ensure optimal success for participants
7. Facilitate the coordination of individual training accounts (ITAs) as necessary
8. Define the terms of success for services delivered to participants
9. Work with employers in the development of work experiences that match the skills and interests of participants and address the specific needs of both the participant and the employer.
10. Fulfill the role of employer of record and coordinate payroll for individuals participating in paid work experiences
11. Develop effective community partnerships that will support the needs of individuals enrolled in the program
12. Maintain active engagement with participants to ensure there are no gaps in services
13. Maintain progress of participants using the Illinois Workforce Development System
14. Provide follow up services for a minimum of one year after program exit

Academic and Remediation Requirements

The successful bidder will design a program that is flexible and meets the needs of individuals who are in need of basic skill remediation. Instruction should be contextualized in nature and integrate basic reading, math and language skills as well as occupational knowledge. Instruction should be focused on improving academic skills of the participant in order to ensure they are prepared to meet the requirements of the available jobs in the area. Instruction should be individualized and rigorous. Models should include high quality instruction as well as academic and social support focused on preparing individuals for entry/re-entry into employment or post-secondary/training opportunities.

Work-Based Learning and Employer Engagement

This model must feature work based learning experiences within the specific sector the individual is interested in pursuing employment or further education and training. These experiences should be structured opportunities for individuals to learn and engage in career opportunities which incorporate education and employment activities. Work-based learning can take the form of unpaid and paid work experiences, summer and year-round employment, pre-apprenticeships, internships, job shadowing and on the job training.

A successful model must also feature strong collaboration with industry and business leaders in the design and

delivery of training. Evidence of employer involvement in the design and delivery of the program is strongly encouraged. Programs must work with local employers or training providers to train a strong pipeline of skilled workers

Work readiness modules focused on Employability Skills

The *Bridge to Employment* program will use the Illinois Essential Employability Skills Framework developed by the Illinois Community College Board, the Department of Commerce and Economic Opportunity (DCEO), representatives of Illinois businesses, local chambers of commerce and as well as secondary and post-secondary education providers. This framework focuses on areas employers' state skill gaps exist as well as skills employers have identified as high priority. The frame work can be found online at <https://icsps.illinoisstate.edu/wp-content/uploads/2017/07/Essential-Employability-Skills-Framework-Final-Printed-Version.pdf>.

Illinois Essential Employability Skills offered will include the following:

- Personal Ethic
 - Integrity
 - Respect
 - Perseverance
 - Positive Attitude
- Work Ethic
 - Dependability
 - Professionalism
- Communication Skills
 - Active Listening
 - Clear Communication
- Team Work
 - Critical Thinking
 - Effective and Cooperative Work

Open Lab Sessions and Proctor for Additional Assessments for Enrolled WIOA Participants

An Open Lab provides flexibility to accommodate each individual's needs for preparation and/or follow up to training modules, as well as individualized or small group activities to address Computer Technology Skills at the basic or intermediate levels.

Computer Technology Skills to be addressed:

- Computer Technology Skills assessments to determine gaps in technology knowledge
- Independent online training modules to improve or update skills
- As needed – keyboard and mouse tutorials to increase computer technology skills
- Intermediate computer skills – independent learning plan of online training to close skill gaps
- Resumes for particular jobs
- Online training to update skills in Microsoft Office programs

Location

Bridge to Employment staff, will be located at The Workforce Connection, 303 North Main Street, Rockford, IL 61101. The *Bridge to Employment* computer technology training, open lab, workshops and job placement assistance will be held in a computer lab at The Workforce Connection, 303 North Main Street, Rockford, IL 61101, and training may be offered at access sites in Belvidere and Freeport, and potentially One-Stop partners accessible to participants.

Budget and Related Information, including Directions for Bridge to Employment Programming

An estimated total of \$80,000 may be available for *the Bridge to Employment training*. The final budget will be determined after allocations for Program Year 2019 are received.

Bidders will submit a program budget for PY 2019 (July 1, 2019-June 30, 2020). Negotiated budgets will be a part of the *Bridge to Employment* provider's subaward agreement approved by The Workforce Connection, Inc.

The budget presented must be reasonable for the services/activities provided. Facility costs will be calculated and added to the final negotiated budget. The proposal must clearly describe capacity to leverage or provide in-kind funds for technology requirements for twelve computers/internet/wifi/printer. If necessary, technology equipment and requirements could potentially be provided and would become the property of TWC Inc.

To obtain reimbursement for program costs, the *Bridge to Employment* training provider must document costs. The *Bridge to Employment* training provider will itemize all costs associated with the program on the reimbursement forms that will be included in the contract/subaward. Monthly reimbursement requests must be submitted by the 15th of the following month to The Workforce Connection, Inc. fiscal office.

The *Bridge to Employment* training provider must maintain accounting records showing WIOA-funded programs as a separate fund. No part of the program may be subcontracted.

SELECTION OF SUBAWARD

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

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

This RFP does not commit TWC to award a grant, to pay any costs incurred in the preparation of a proposal, or to procure or contract for services or supplies prior to issuance of a written agreement.

TWC retains the right to:

- Accept or reject any or all proposals received. (TWC may negotiate with all qualified sources, or cancel in part, or in entirety, proposals if it is in TWC's best interest to do so. TWC may request that bidders participate in negotiations and rewrite their applications as agreed upon during the negotiations.)
- Discuss a proposed program with anyone potentially involved in the program.
- Review the bidders' administrative and fiscal procedures relating to the potential award as part of the proposal review process.

Proprietary rights to all data, materials, and documentation originated and prepared for TWC pursuant to a sub-award shall belong exclusively to TWC.

All proposals submitted will be subject to competitive review. The *Proposal Evaluation Criteria* is

discussed on page 14. Proposal funding decisions will be made by The Workforce Connection Board upon recommendation of the Proposal Review Sub-Committee.

The funding period for sub-awards under this solicitation will be from July 1, 2019 through June 30, 2020 provided performance remains acceptable during that period. Any contract/subaward awarded from this RFP will include an option to renew for up to two additional one year periods, contingent upon successful performance.

SUBAWARD REQUIREMENTS

The applicant's proposal will become part of the subaward agreement. Portions of the proposal may be revised to reflect the agreements reached as part of the negotiation process.

The subaward includes reporting requirements, to be determined by TWC, and be in compliance with reporting required by the Department of Commerce and Economic Opportunity.

PROPOSAL APPLICATION INFORMATION

A. The Workforce Connection Inc. must receive your proposal by Noon, Friday May 15, 2019

Place the following items in a sealed package:

- Your original proposal and three copies (only one copy of Audit)
- Your entire proposal (all sections and attachments except Audit) saved in Microsoft WORD on labeled thumb drive. (The budget will be in EXCEL.)

Then submit the package to: Cathy Cornelius, Board Assistant
The Workforce Connection
303 North Main Street; 2nd Floor
Rockford, Illinois 61101

Make sure your organization's name and *WIOA Training Program Bridge to Employment* is on the exterior of your sealed proposal package. The date and time TWC receives your proposal will be written on the outside of the sealed packet and recorded on the cover page of your original proposal.

Use a clamp to hold the proposal. Do not staple the pages or put the proposal in a binder.

Incomplete proposals and proposals received after **Noon, Friday, May 15 2019** will not be evaluated.

If you have questions regarding this *Request for Proposals*, WIOA, local policies or requirements, please email Chris Connors cconnors@theworkforceconnection.org. All questions and correspondence regarding this RFP need to be in writing.

To receive the *Proposal Forms* in WORD (EXCEL for Budget), e-mail Chris Connors, cconnors@theworkforceconnection.org.

B. There will a public opening of the sealed proposal packages on Friday, May 15 2019 at 12:30 pm, in Room 220 of The Workforce Connection, 303 North Main Street, Rockford. A technical review of all proposals will be done after the public opening

FORMAT AND CONTENTS OF PROPOSAL

Proposals must be submitted in the following format.

- One-inch margins
- **Not less than 11-point** font (i.e., font not less than the size of the font in this RFP)
- Single spacing, double spacing between paragraphs
- Sections and subsections labeled
- **10 pages maximum, excluding the cover page, table and requested attachments.** (Include only requested attachments.)

Proposals not in the designated format will be rejected

A. Cover Page for Proposal:

Complete all items on the Proposal Cover Page. (Attached)

B. Program Proposal Narrative

Your *Program Proposal* will be a clear and concise narrative. Use bullet points, charts, etc. to enhance your presentation.

1. Overview of Bridge to Employment Program (maximum 2 pages)

Prepare a two-page *Overview* of how your organization will conduct the services requested. The first page of your *Overview* will be a summary of the services your organization will provide.

2. Bidder's Experience and Qualifications, including Organizational Capacity

Explain why your organization is qualified to serve as the operator for the *Bridge to Employment* program. At a minimum, include the following information:

- Knowledge of the Workforce Innovation and Opportunity Act (WIOA) and the regulations guiding WIOA activities and services
- Experience running WIOA programs. Be sure to include statistics with the outcomes for your relevant programming for the past four program years.
- Your Organizational Capacity to be the *Bridge to Employment* provider.
 - State your organization's mission (mission statement) and demonstrate your capacity to integrate the requested services into your organization's overall operations. Attach as **Proposal Attachment 1** an organizational chart showing where the proposed *Bridge to Employment* Services functions will fall in your organization. Describe how the Services and staff that deliver the services will relate to the overall organization.
 - Describe your financial stability for the past five years, detailing any difficulties regarding financial stability and how those difficulties have been (or are) being addressed.
 - Submit Proposal **Attachment 2** a detailed description of your organization's fiscal procedures.

- Attach to the end of only your original copy of this proposal a copy of the most recent financial audit of your organization conducted by a certified public accountant, indicating the period covered; or, if no audit has been performed, the most recent financial statement, indicating the period covered and an explanation of why no audited financial statement is available. Financial audits covering a period prior to calendar year 2016 will not be accepted.
- Describe the relevant experience of your organization’s key staff who would be involved in planning the services your organization will deliver. (At the end of your proposal’s Budget section, you will include a job description for each position funded in whole or in part in your organization’s proposed budget. Job descriptions must specifically indicate, in addition to position duties, the staff skills, knowledge, and training needed for the position and must adhere to the minimum qualifications for staff) You will also include resumes for any current personnel who may be assigned to operate this sub award.
- Describe and demonstrate the success of your joint efforts with other organizations and agencies to provide services similar to those requested in this RFP.
- Describe your organization’s internal monitoring system and demonstrate how it is effectively used to assure quality and identify program, personnel, and fiscal issues. Describe your organization’s corrective action procedures.
- Describe the quality improvement protocol that your organization would implement to ensure continuous improvement of service delivery and participant outcome achievement.
- Describe how your organization’s Board of Directors (or comparable body, as applicable) will be involved in the proposed program. Attach as **Proposal Attachment 3** a list of your organization’s Board of Directors that includes at least their 1) board position, 2) business address and phone number, and 3) e-mail address.
- List at least three relevant funding references, including the name of funding organization and the name, title, e-mail address and telephone number of a contact person at the funding organization. (If there are no other funding sources other than WIOA, other relevant references may be listed.)
- Assure that all individuals, including volunteers, who will work with program participants will provide services in manner sensitive to the ethnic, racial, and linguistic characteristics and sexual orientation of program participants.
- Assure that all *Bridge to Employment* staff members will have access to computers and the Internet.
- Include in your discussion any other relevant information, such as your organization’s history developing and maintaining current written procedures for its program activity.

3. **Bridge to Employment Facility/Accessibility**

- A full service, comprehensive One-Stop Center is currently at 303 N. Main Street in Rockford, Illinois (The Workforce Connection – Rockford) and two access sites located in Belvidere and Freeport, Illinois. The successful proposer will operate services out of the current location and provide services at the satellite locations. Provide a plan for rotating staff at the access sites in coordination with Career Planners serving other customers through The Workforce Connection.
- Prove that the facility is accessible to the service area. This discussion may involve how you will arrange transportation for program participants to the facility. You may also discuss whether you will schedule staff to meet with program participants at other locations.

4. Service Delivery

In the discussion of your service delivery, you will explain how you intend to provide the services described in *the program specifications*. Please provide information on how you will provide the following services

- a. Case Management – Ongoing
- b. Outreach, Recruitment, and orientation
- c. Assessment
- d. Individual Employment Plan Development
- e. Work-based Learning Services
- f. Employment Services
- g. Supportive Services
- h. Follow-Up services

Be sure to provide sufficient detail, e.g., in your discussion of outreach and recruitment in the three County area (Boone, Stephenson and Winnebago). Include information regarding the extent of your linkages with other organizations that can assist as you deliver some of the above services. Include in your discussion information regarding your linkages with employers and your success in placing program participants in employment.

Your organization as the *Bridge to Employment* provider may be responsible for entering applications, case notes and status change information directly into the Illinois Workforce Development System. Please provide comments on your experience with IWDS.

E. Other Sources of Funding that Support Proposed Services

If non-WIOA sources of funding will be blended with other sources of funding to support service delivery, provide a paragraph that discusses how WIOA funds will be blended with other sources of funding to support services.

Then complete the form **Proposal Attachment 4, Other Sources of Funding that Support Proposed Services** (Section VI, Forms). On the chart, list the other sources of funding contributing to your Services' operational costs and estimate the amount of each of the other source's contribution. Identify whether the contributions are *Cash* contributions, *Other Federal Funds* contributions, or *Stand-in Costs* contributions. (*Stand-in costs* are those costs that could be charged to the program that you will charge elsewhere. These costs must be allowable expenditures from non-Federal sources.) Also, if applicable, include your program-related *Stand-in Costs* contributions of your sub-awardee(s).

F. Budget and Related Information

An estimated total of \$80,000 (includes supportive services as well as all operating costs) may be available for the *Bridge to Employment* program. Final budget will be determined after WIOA allocations are received and the provider services are selected.

You will be submitting one budget for July 1, 2019-June 30, 2020. The final budget will be negotiated and included in your contract with TWC. Your budget may include the following costs:

- Staff Wages and Fringes
- Staff training costs
- Materials and Supplies needed for start-up
- Equipment needed (costing over \$300)
- Facility Costs- The facility cost for the current program year is approximately \$14,900.

- Participant Supportive Services

Reimbursement will be through a line item reimbursement contract.

To obtain reimbursement for program costs, you must document costs. If your proposal is funded, you will itemize all costs associated with the program on the reimbursement forms that will be included in your contract. Monthly reimbursement requests must be submitted to TWC by the 15th of the following month.

You must maintain accounting records showing WIOA-funded programs as a separate fund.

Proposal Budget and Related Information Complete the Budget Information and give all the additional material specified below in items 2-5.

1. **Budget Forms**

Complete ***Budget Forms 1 and 2.*** (Your budget must be placed on the forms provided)

In your budget, round all cents to the nearest dollar.

Be sure to place your organization's name and program name on the budget.

a. **Wages** (Budget Form.1)

List all staff by job title. After the job title, put any information that explains how you arrived at the amount of dollars in the total column, i.e., Program Counselor, \$34,000/yr. for 12 months; Secretary, \$11.00/hr. for 20 hours/week for 48 weeks.

b. **Fringe Benefits** (Budget Form 1)

List all fringe benefits in the same manner. Give all information needed for the evaluators to check the amounts in the training columns, e.g., *F.I.C.A. @ .062 on positions 5-8.*

c. **Other Costs** (Budget Form 2)

Fill in all items completely. Request funding only for items that are necessary for the program's successful operation.

If incentive payments will be given to participants, include a line item for the *Incentive Payments* under *Other Costs*.

3. **Budget Explanation/Cost Allocation** (Place the *Budget Explanation* directly after the Budget.)

Fully explain how you derived each cost listed on the budget. If an item is a direct cost only to this program, please state this. If any costs are divided between two or more programs, explain how these costs will be allocated, describing in detail the base to be used for each budgeted item.

4. **Job Descriptions and Resumes** Place the job descriptions after the budget explanation.

Submit a description of the job responsibilities of each staff position listed on Budget Form 1. Also state the education/training (qualifications) required for the position. Make sure your organization's name and the date the job description was developed is on each job description. Job descriptions must be in the official

format used by your organization.

If the position is already filled or a person is already designated to fill the position, please submit the resume of the individual filling that position directly behind the job description. Monitoring will include a review of the qualifications of staff paid in part or in full with WIOA funds to insure staff have the education and experience the position requires.

5. Quarterly Budget Expenditure Plan

Present a quarterly budget expenditure plan, projecting the total amount of expenditures for the quarters ending September 30, December 31, March 31, and June 30 for fiscal year July 1, 2019-June 30, 2020.

PROGRAM PROPOSAL ATTACHMENTS

These *Proposal Attachments* are referenced in the directions for writing the *Program Proposal Narrative*.

Proposal Attachment 1 Organizational Chart

Proposal Attachment 2 Fiscal Procedures Explanation

Proposal Attachment 3 Organization’s Board of Directors (or similar body)

Proposal Attachment 4 Other Sources of Funding that Support Proposed Bridge to Employment Programming

Proposal Attachment 5 Miscellaneous Information

A. Audit and any Management Letters (Submit only one copy of your audit.)

Submit a copy of your organization’s most recent audit and any management letters. (Submit only one copy of the audit and any management letters. Submit these as a separate attachment to the original copy of your proposal.) (If current audit is on file with TWC, insert statement to this effect)

B. Certifications/Accreditations/Not-for-Profit Authorization (If this requested information does not apply to your organization, please submit a page with the appropriate heading and the words, “Not applicable to our organization.”)

If your organization is a not-for-profit organization, submit a copy of your not-for-profit authorization.

If your organization is a certified/accredited institution, list the certifications/accreditations held and submit copies of the supporting letters/certificates awarding the certification/accreditation; if your organization is not a certified/accredited institution, provide a statement to that effect.

C. Affirmative Action Complete Affirmative Action Forms 1 and 2.

D. Assurances

The person who is authorized to sign the Bidder’s agreements must review and sign the *Assurances* form.

E. Proof of Liability Insurance

Submit your organization’s current proof of liability insurance (*Certificate of Liability Insurance*).

F. GATA Prequalification Documentation

G. Indirect Cost Rate Information:

NO OTHER PROPOSAL ATTACHMENTS MAY BE SUBMITTED.

PROPOSAL EVALUATION CRITERIA

Proposals will be reviewed by TWC board and community members who will prepare funding recommendations for TWC Board's action on 6/4/19. The contract/subaward period for the Bridge to Employment training will be July 1, 2019 - June 30, 2020.

Proposals will be evaluated on the following criteria:

- A. How well the proposal addresses the required program components listed *in the Bridge to Employment* proposal. (20 points)
- B. Specific examples on how the program will integrate academic remediation and technical skills (20 points);
- C. The blending of work-based learning and employer engagement to ensure individual's success with hands-on experience in the program proposal (15 points)
- D. The use of the Illinois Essential Employability Skills in your program proposal. Examples of how and when career readiness is conducted for participant's should be discussed along with employer involvement (15 points);
- E. The organization's experience conducting similar training, workshops, and small group/individual assistance activities (20 points);
- F. Budget -- Does budget adequately support the activities to be delivered? Are all costs reasonable? (10 points)

Maximum Points: 100

Bridge to Employment timeline

Mailed notices of RFP availability.	4/15/19
RFP posted on website	4/15/19
Notice RFP Availability and Bidders' Meeting posted in <i>Rockford Register Star</i>	4/17/19
All questions submitted via email to Chris Connors at cconnors@theworkforceconnection.org	By 4:00 p.m. 4/25/19
Responses to all questions posted on the Workforce Connection website	By 4:00 p.m. 4/26/19
Notice of Intent to Apply due	By 5:00 p.m. 4/30/19
Proposals due to The Workforce Connection (TWC) by 12 noon.	By Noon 5/15/19
Public Opening of Proposals Received Proposals reviewed using <i>Proposal Technical Review Checklist</i> .	5/15/2019 12:30 p.m., Room 2A, The Workforce Connection Rockford
Bidders notified via e-mail of results of Technical Review of their proposals.	5/16/19
Training of proposal review team	5/20/19
Proposals delivered to proposal review team's members (if not already distributed at training session for review team).	By 5/20/19
Team will meet to discuss proposals and reach consensus on all points recorded on the <i>Evaluation Tool</i> instrument for each proposal they review. They will then prepare their proposal funding recommendations following guidelines outlined in the RFP. (Budgets may be negotiated as part of this process.)	Week of 5/28/19
Recommendations of Evaluators presented to TWC board	6/4/19
Bridge to Employment program begins.	7/01/19

PROPOSAL TECHNICAL REVIEW CHECKLIST *Bridge to Employment*

At the Public Opening of Proposals, staff will screen the proposals to ensure that the proposals meet the technical review standards listed below. A proposal review team will then evaluate proposals meeting all these technical review standards.

Bidder: _____

Staff Reviewer’s Initials: _____ Date: _____

Check if the proposal/bidder meets the following standards:

Technical Review Standards
<input type="checkbox"/> One copy of the original proposal submitted with proposal attachments. Three copies of the proposal narrative, budget information and a thumb drive containing the proposal were submitted by the deadline in a sealed package.
<p>The proposal contains all the following parts:</p> <ul style="list-style-type: none"> <input type="checkbox"/> A. Cover Sheet <input type="checkbox"/> C. Proposal Narrative (single spaced, double spaced between paragraphs; not less than 11 point font, maximum of 10 pages), Sections and Subsections labeled <ul style="list-style-type: none"> <input type="checkbox"/> 1. Overview <input type="checkbox"/> 2. Experience and Qualifications, including Organizational Capacity <input type="checkbox"/> 3. <i>Bridge to Employment</i> Facility <input type="checkbox"/> 4. Service Delivery <input type="checkbox"/> E. Other Sources of Funding that Support Proposed Services <input type="checkbox"/> F.. <u>PY 2019 Budget</u> (July 1, 2019-June 30, 2020) <ul style="list-style-type: none"> <input type="checkbox"/> 1. Budget Forms 1and 2 <input type="checkbox"/> 2. Budget Narrative/Cost Allocation <input type="checkbox"/> 3. Job Descriptions and Resumes <input type="checkbox"/> 4. Quarterly Budget Expenditure Plan <input type="checkbox"/> Proposal Attachments (labeled) <ul style="list-style-type: none"> <input type="checkbox"/> 1. Organizational Chart <input type="checkbox"/> 2. Fiscal Procedures Explanation <input type="checkbox"/> 3. Organization’s Board of Directors (or similar body) <input type="checkbox"/> 4. Other Sources of Funding that Support the Proposed program <input type="checkbox"/> Proposal Attachment 5 submitted with only the original proposal <ul style="list-style-type: none"> <input type="checkbox"/> A. <u>Most Recent Audit (and, if applicable, related Management Letter) submitted as a separate packet</u> <input type="checkbox"/> B. Not-for-Profit Authorization/Certifications/Accreditations or For Profit Corporate or LLC “Doing Business in Illinois” Registration/Certificate of Good Standing <input type="checkbox"/> C. Affirmative Action <input type="checkbox"/> D. Assurances

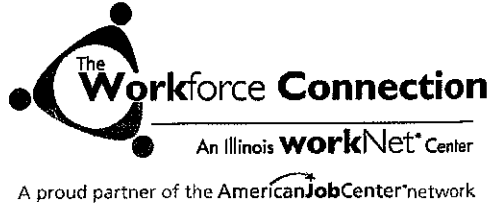
<p>Technical Review Standards</p> <p><input type="checkbox"/> E. Proof of Liability Insurance</p> <p><input type="checkbox"/> F. GATA Prequalification Documentation</p> <p><input type="checkbox"/> G. Indirect Cost Rate Information</p>
<p><input type="checkbox"/> The proposing organization is not on a Federal or State Debarment list as verified in <i>Proposal Attachment 5.D. Assurances.</i></p>
<p><input type="checkbox"/> The person signing the proposal as the submitting officer has the authority to do so as verified in <i>Proposal Attachment 5.D. Assurances.</i></p>
<p><input type="checkbox"/> The proposing organization/school agrees to meet all Federal, State, and local compliance requirements, including those listed in Attachment III of the RFP as indicated in <i>Proposal Attachment 5. D. Assurances.</i></p>

Check the appropriate box:

- The Proposal meets all *Technical Review Standards* and will be submitted to a Proposal Review Team for evaluation.
- The Proposal does not meet all *Technical Review Standards* and will not be submitted to a Proposal Review Team for evaluation.

Proposal Forms

To obtain the proposal forms in WORD (budget forms in EXCEL), please email Chris Connors at cconnors@theworkforceconnection.org and request the forms for the *Bridge to Employment* proposal be emailed to you.



**PROPOSAL FOR Bridge to Employment For Boone, Stephenson and Winnebago Counties
Program Year 2019 (7/1/19-6/30/20)
(Title I-A of the Workforce Innovation and Opportunity Act)**

Proposing Organization:

FEIN:

Address:

City:

State:

Nine-digit ZIP:

Telephone:

Fax:

E-mail:

Website Address:

Contact Person:

Title:

Telephone:

E-Mail Address:

Total Funding Amount (includes Lines of Credit) Requested for Program Year 2019:

Proposing Organization Authorized Signature: _____

Name:

Title:

Date Proposal Received by TWC: _____
(Completed by TWC)

Time: _____
(Completed by TWC)

Proposal Attachment Other Sources of Funding that Support Provision of Bridge to Employment

This chart shows other sources of funding contributing to the proposed ELEVATE Coordinating Entity Youth Services operational costs and an estimate of the amount of each of the other source's contribution:

Name of Funding Source contributing to program costs	Amount of Contribution	<i>Cash; Other Federal Funds; or Stand-In *</i>

* Write in the appropriate contribution type. *Stand-in costs* are those costs that could be charged to the WIOA program that you will charge elsewhere; these costs must be allowable expenditures from non-Federal sources.

Proposal Attachment 7, Item C

Affirmative Action Form 1

Affirmative Action Policy Statement

It is the policy of _____(organization) to provide equal opportunity to all persons, regardless of race, color, religion, sex orientation, gender identity, age, national origin, handicap, political affiliation, or belief. Therefore, this organization will take Affirmative Action to ensure that we will:

1. Recruit, hire and promote in all job classifications regardless of race, color, religion, sex, age, national origin, handicap, political affiliation or belief.
2. Make promotional decisions that are in accordance with principles of equal opportunity by imposing only valid requirements for promotional opportunities.
3. Incorporate our equal employment opportunity policy in all personnel actions such as compensation, benefits, transfers, layoffs, company sponsored training, education and tuition assistance, career development, and upward mobility.
4. Conduct social and recreational programs sponsored by this organization without regard to race, color, religion, sexual orientation, gender identity, age, national origin, handicap, political affiliation, or belief.

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

To obtain this objective, _____ will be the Equal Opportunity Representative for _____(organization).

This person will be responsible for working with the Human Resources Manager for the purpose of aiding this organization in establishing future Affirmative Action goals.

Signature: _____

Title: _____

Date: _____

Proposal Attachment 5, Item D

ASSURANCES

I recognize that I must give assurance for each item below. If I cannot, this proposal will automatically be rejected.

1. I am authorized by my Board of Directors, Trustees, other legally qualified officer, or as the owner of this agency or business to submit this proposal.
2. We are not currently on any Federal, State of Illinois, or local Debarment List.
3. We have completed the pre-registration requirements for GATA including the questionnaire.
4. We will provide records to show that we are fiscally solvent, if needed.
5. We have the fiscal control and accounting procedures needed to ensure that WIOA funds will be used as required by law and contract.
6. We have additional funding sources and will not be dependent on WIOA funds alone.
7. We will meet all applicable Federal, State, and local compliance requirements. These include, but are not limited to:
 - Maintaining records that accurately reflect actual performance.
 - Maintaining record confidentiality, as required.
 - Reporting financial, participant, and performance data, as required.
 - Complying with Federal and State non-discrimination provisions.
 - Meeting requirements of Section 504 of the Rehabilitation Act of 1973.
 - Meeting all applicable labor laws, including the Child Labor Law standard.
 - GATA Illinois Government Accountability and Transparency Act prequalification.

We will not:

- Attempt to place youth in any type of work experience that will displace a current employee.
- Use WIOA money to assist, promote, or deter union organizing.
- Use funds to employ or train persons in sectarian activities.
- Use funds for youth in the construction, operation, or maintenance of any part of a facility to be used for sectarian instruction or religious worship.
- Use WIOA funds for activities that would interfere with or replace regular academic requirements for eligible youth who are high school dropouts.

We also assure that we will comply with all *Assurances and Certifications* listed in Attachment III of this Request for Proposals.

I hereby assure that all of the above are true.

Authorized Signature

Date

Title

Proposal Attachment 5-Item G

Organization:

Indirect Cost Rate Information

If your organization is requesting reimbursement for indirect costs, please select one of the following options.

Your organization may not have a Federally Negotiated Cost Rate Agreement. Therefore, in order for your organization to be reimbursed for the Indirect Costs your organization must either:

- a. Negotiate an Indirect Cost Rate with the State of Illinois' Indirect Cost Unit.
- b. ~~Elect to use the de minimis rate of 10% modified for total indirect costs (MTDC), or~~
- c. Use a Restricted Rate designated by programmatic or statutory policy.

Select ONLY One:

- 1) Our Organization received direct Federal funding and currently has a Negotiated Indirect Cost Rate Agreement (NICRA) with our federal Cognizant Agency. A copy of this agreement will be provided for review and documentation before reimbursement is allowed. This NICRA will be accepted up to any statutory, rule-based or programmatic restrictions or limitations.
- 2a) Our Organization currently has a Negotiated Indirect Cost Rate Agreement (NICRA) with the State of Illinois that will be accepted up to any statutory, rule-based or programmatic restrictions or limitations. Our Organization is required to submit a new Indirect Cost Rate Proposal to the Indirect Cost Unit within 6 months after the close of each fiscal year pursuant to 2 CFR 200, Appendix IV(c)(2)(c).
- 2b) Our Organization currently does not have a Negotiated Indirect Cost Rate Agreement (NICRA) with the State of Illinois. Our organization will submit our initial Indirect Cost Rate Proposal (ICRP) immediately after our Organization is advised that an award will be made no later than 3 months after the effective date of the award pursuant to 2 CFR 200 Appendix (C)(2)(b). The initial ICRP will be sent to the State of Illinois Indirect Cost unit.
- 3) Our Organization has never received a Negotiated Indirect Cost Rate Agreement from either the federal government or the State of Illinois and elects to charge the de minimis rate of 10% modified total direct cost (MTDC) which may be used indefinitely pursuant to 2 CFR 200.414(C)(4)(f) and 200.68.
- 4) For Restricted Rate Programs, our Organization is using a restricted indirect cost rate that:
 - Is included as a "Special Indirect Cost Rate" in the NICRA, pursuant to 2 CFR 200 Appendix IV(5); or
 - Complies with other statutory policies. **RATE:** %
- 5) No reimbursement of Indirect Cost is being requested.

Basic Negotiated Indirect Cost Rate Information (Use only if option 1 or 2(a), above is selected.)

Period Covered by NICRA: From: To: Approving Federal or State Agency:

Indirect Cost Rate: Distribution Base Is:

Organization:

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete and accurate and that any false, fictitious or fraudulent information or the omission of any material fact could result in the immediate termination of my grant award(s).

Institution/Organization: _____

Signature: _____

Printed Name: _____

Title: _____

Phone: _____

Date: _____

Note: The required signers must have the authority to enter into contractual agreements on the behalf of the organization.

WIOA Budget Page 2

Organization:

Program Name:

Budget Period (Dates):

BUDGET - OTHER COSTS	Total Budget
SUPPLIES	
Training Supplies/Materials/Texts	
Office Supplies/Materials/Postage/Duplicating	
EQUIPMENT MAINT/RENTAL/PURCHASE	
Office	
Training	
OUTSIDE SERVICES	
Accounting/Bookkeeping	
Computer Operation	
Printing/Duplicating	
Recruitment	
MISCELLANEOUS COSTS	
Staff Training (travel, lodging, meals, tuition, conference fees, etc.)	
In-Town Travel @	
Telephone	
Participant Stipends	
Other	
Other	
Other	
Other	
Other	
FACILITY COSTS	
Facility Costs @ /month x months	
TOTAL - OTHER COSTS	
TOTAL - WAGES & FRINGE	
GRAND TOTAL	

NON-REIMBURSABLE COSTS: LINES OF CREDIT

WIOA Work Experience	
WIOA ITAs	
Work Keys Assessments	
TOTAL NON-REIMBURSABLE COSTS	