



Request for Proposals--issued February 5, 2021
Intent to Apply Notices-- due by 5:00 p.m., February 24, 2021
Proposals--due by 4 pm March 26th 2021

REQUEST FOR PROPOSALS FOR WIOA YOUTH SERVICES IN STEPHENSON COUNTY

Program Year 2021 (7/1/2021-6/30/2022)

*Funding for the Youth Services in Stephenson County will be provided under
Title I-B 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
307 West Main Street
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 *Request for Proposals and Bids.***

Bidders' Meeting

Date: February 16th
3:00 p.m.

The link of the meeting will be posted on the TWC website

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The Workforce Connection, Inc.

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Proposal # _____
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PROPOSAL FOR WIOA YOUTH SERVICES IN STEPHENSON COUNTY
Program Year 2021 (7/1/21-6/30/22)
(Title I-B 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 2021:

Proposing Organization Authorized Signature: _____

Name:

Title:

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

Time: _____
 (Completed by TWC)



WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) YOUTH PROGRAMS

REQUEST FOR PROPOSALS (RFP) for YOUTH SERVICES in Stephenson County Program Year 2021 (7/1/2021-6/30/2022)

The entire RFP is located at www.theworkforceconnection.org.

SECTION I. SERVICES SOUGHT

A. Purpose for Request for Proposal

The Workforce Connection (TWC), the local workforce board is seeking proposals from organizations or a consortium of entities to provide young adults ages 16 -24 (out of school) and 14-21 (in-school) workforce development services in Stephenson county. The purpose of this RFP is to identify and fund an organization that will design and implement innovative programming and comprehensive training and education services that will result in youth participants achieving employment and academic success. Services should be delivered year-round to eligible Stephenson County youth. WIOA youth programming is designed to assist in-school and out of school youth address one or more barriers to employment, prepare youth for post-secondary and employment opportunities, attain educational and/or skill training credentials, and secure employment with promotional opportunities.

Many jobs requiring skilled training go unfilled because employers can't find the talent they need. The overall goal of the youth program is to address the job specific skills gaps of youth in Stephenson County. The Workforce Connection is committed to implementing programs which produce a work ready candidate for local employers.

To be considered for funding, providers must place an emphasis on work experience and credential/skill attainment that will improve the employment success of youth enrolled in the program. Providers must ensure that at least 20% of allocated funds be spent on work-based learning opportunities for youth. Work experience and skills training must focus on the demands of local employers, especially in high growth industries and occupations identified in the regional workforce plan.

TWC is seeking an organization or consortium that provides employment and educational opportunities to young adults ages 16 -24 (out of school) and 14-21 (in-school) who are disconnected from school or work and can provide, both in-school and out of school youth, with easy access to a comprehensive and integrated set of training and education supports that increases the number of young adults that productively engage in the workforce.

Note: *If a consortium is responding to this RFP, a lead organization must be identified as the sub-award entity for contracting purposes. WIOA discusses separation of duties in 20 CFR 679.430. There must be clear separation of duties that demonstrate internal controls and prevent conflict of interest or perceived conflict of interest.*

B. Services/Activities Sought:

Both In-School and Out-of-School youth will be served through:

- Outreach, Recruitment, and Orientation for WIOA youth programming
- Intake for WIOA youth programming, including initial WIOA eligibility determination.
- Comprehensive assessment of eligible youths’ current educational/work-readiness skills and abilities
- Individual Service Strategy development
- On-going Case-Management
- Career Exploration/Work Readiness Programming for Out-of-School Youth and In-School Youth (includes Career Exploration, Work Readiness Skills, Life Skills, Financial Literacy education, Entrepreneurial Skills training, Leadership Development, Mentoring)
- Incentives for youth in specified activities/accomplishing specified goals
- Work Experiences (paid or unpaid) Job Shadowing, Internships, Pre-Apprenticeship programs, Apprenticeship Programs, and On-the-Job opportunities.
- Unsubsidized Job Development and Placement Assistance—coordinated with The Workforce Connection’s Business Services Team
- Supportive Services
- Follow-up of youth who have left the program
- Management of records, including case notes
- Management of youth data related to WIOA Performance Goals
- Tutoring for all WIOA In-School Youth
- Referrals to:
 - Bridge Programs, as available and appropriate
 - Vocational training
 - HSE Preparation for WIOA out-of-school youth
 - Referrals to community services, as needed

The organization selected to provide programming and services will work closely with core WIOA partners and community service providers. Services will be delivered at numerous locations in Stephenson County.

Funding for this RFP will be provided under Title 1Y of the Workforce Innovation and Opportunity Act (WIOA); however, the selected provider is encouraged to leverage non-WIOA funding sources in as much as is viable to help defray WIOA programming costs.

TWC envisions serving approximately no less than 55 youth in Stephenson County in Program Year 2021. Entry into and “exits” from programming will be on-going and programming will be flexible, based upon the needs of the youth in the program. The WIOA Youth Services provider must be able to adjust the staff hours as the need arises and WIOA funding permits.

Note: DCEO has received a waiver from the Department of Labor to allow up to 50% of enrolled youth to be in-school. This waiver is valid until June 30, 2021. Program providers must be able to demonstrate flexibility to shift the program model depending on the waiver being extended or terminated.

An estimated total of \$114,000 includes funding for staffing, operating costs, participant stipends, supportive services, educational services, assessments, and participant work experience wages may be available for the WIOA youth budget. Final budgets will be determined after WIOA youth allocations are received and the provider of youth services is selected.

C. Expected Results:

- Youth will have demonstrated work readiness skills competency during work-based learning/work experience

activities.su

- Enrolled youth will be exposed to work and employment in a variety of ways including work-based learning, OJTs, and other subsidized and unsubsidized employment opportunities
- Youth who have not yet earned an HSE / GED or high school diploma will do so by the time they leave the program.
- Youth will go on to further education/training and/or to employment when they leave the program.
- Youth who are basic-skills deficient will increase their educational skills.

D. Eligible Bidders: Not-for-profit organizations, government organizations, for-profit businesses, public and private college/schools.

E Bidders Meeting: A bidders meeting will be held on **February 16th** at 3 PM and the meeting will be held virtually. A zoom link will be posted on the TWC website. All questions and answers asked during the bidders meeting will be listed on the TWC website after the meeting

E. Notice of Intent to Apply: By 5:00 p.m., February 24, 2021 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.

F. Proposal Due Date: Proposals are due to TWC by 4 PM March 26th, 2021.

G. Management and Financial Requirements:

1. **Financial requirements.** This includes the ability to maintain fiscal controls, accounting procedures; financial reporting in accordance with generally accepted accounting principles, demonstrates sound financial practices, and show evidence of continued financial stability.

The successful bidder will maintain separate accounting records for any sub award resulting from this RFP to ensure accurate and appropriate reporting of expenditures and ensure that costs are tracked in sufficient detail to determine compliance with sub award requirements and ensure funds have not been unlawfully spent. All accounting records must be made available for review upon request for examination, audit, or for the making of excerpts or copies of such record for the purpose of determining compliance with all applicable rules and regulations, and the provisions of the contracts.

2. **Dun and Bradstreet Universal Numbering System (DUNS) Number and System for Award Management (SAM).** Each applicant is required to:

- Be registered in SAM before submitting its application. If a bidder is not registered in SAM, this link provides a connection for SAM registration: <https://governmentcontractregistration.com/sam-registration.asp>;
- Provide a valid DUNS number in its application; and
- Maintain an active SAM registration with current information at all times during the entire period of the active sub award. TWC will not make a sub award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements.

3. **Pre-Registration Requirement:** As part of the changes to the grant process brought about by the Federal 2 CFR Part 200 (Uniform Requirements) and the Illinois State Grant Accountability and Transparency Act (GATA), all entities wishing to receive grants from the state of Illinois must now register at:

<https://grants.illinois.gov/registration/>. Please note that FEIN and DUNS numbers are required to complete registration. The online registration will trigger a pre-qualification process that will ensure that the entity:

- Has a current DUNS number;
- Has a current SAM CAGE Code (will need to register at SAM.gov)

- Is not on the Federal Excluded Parties list; and
- Is in Good Standing with the Illinois Secretary of State

Once your entity is pre-qualified, you will receive a link to an Internal Controls Questionnaire (ICQ). Applicants must complete the ICQ as part of the pre-award process and program staff will then determine whether any or all risk-based conditions shall be incorporated into the Agreement. If your entity is ineligible for the award as a result of the Dun and Bradstreet verification, the entity will be informed of corrective action needed to become eligible for a grant award.

Verification of registration with the Illinois State Grant Accountability and Transparency Act (GATA) will be provided as **Proposal Attachment 7 – Item F**.

- 4. Indirect Costs and Indirect Cost Rate:** Indirect costs are allowed if the entity has an approved indirect cost rate. However, these rates are subject to negotiation but may not exceed the approved indirect cost rate. **Proposal Attachment 7– Item G** must be completed and included in the proposal submittal.

H. Cost and Price Analysis: All proposals will be evaluated on the basis of obtaining the most cost-effective price possible while achieving the highest quality service delivery. A cost price analysis will be conducted on the proposed costs during the proposal review process. Agencies are encouraged to submit their best offer for providing the services solicited and to thoroughly describe and justify the costs.

The cost and price analysis shall be conducted to ensure that the proposed costs are necessary, fair, and reasonable; to determine if the proposed costs are allowable and allocable; to determine if there is a duplication of costs with other programs; to ensure that the costs are directly associated with carrying out only the proposed services; and to ensure that the proposed costs will benefit the program.

Any private for-profit entity considering responding to this Request for Proposals must understand that they are required to adhere to the Uniform Guidance at 2 CFR part 200. Procurement standards under the Uniform Guidance at 2 CFR 200.323(b), require that profit be negotiated separately from the price in addition to a cost analysis and/or price analysis. TWC will conduct such negotiations in accordance with TWC policy, “*Payment of Profit Under Contracts with For-Profit Organizations*”, should a for-profit entity be selected.

I. Interview Rights to Jobs Created: The successful bidder for WIOA youth services in Stephenson County must agree to interview all incumbent program operations staff who apply for employment with the new provider.

J. Audit Requirements: The services delivered under this RFP are considered sub-recipient services and will require the selected bidder to comply with audit requirements for federal funds. All bidders must submit a copy of the most recent independent audit and financial statements. (**Proposal Attachment 7 – Item A**)

K. Type of Contract: Proposed costs will be analyzed and a cost reimbursement contract will be negotiated with a demonstrated performance basis. Payment under a cost reimbursement contract will be based upon actual costs and performance delivery outcomes. For the purposes of responding to this RFP, bidders will develop a line-item budget showing all expected costs associated with delivering the proposed services and a budget narrative explaining the costs.

L. Outreach, Public Relations, and Branding: All youth services and activities will be provided under the umbrella of The Workforce Connection. Services offered through The Workforce Connection partnership (and funded by WIOA) shall be promoted under “The Workforce Connection” brand as an Illinois workNet center and the “federal identifier”, a proud partner in the American Job Center network. In keeping with our vision of offering integrated services to both jobseekers and employers, promotional and outreach materials (including printed brochures, media releases, flyers, brochures, advertising, social media sites) must only include The Workforce Connection, Illinois workNet center branding and a proud partner of the American Job Center network identification. All promotional and outreach materials will be approved in advance by TWC Strategic Initiatives Manager to ensure all stationary, brochures, signage, business cards, and advertising meets the branding requirements of the Workforce Innovation and

Opportunity Act and the Illinois Department of Commerce and Economic Opportunity under Illinois workNet guidelines. TWC/DOL/DCEO will be identified as the funding entity on printed materials developed with WIOA funds and/or used for outreach or to promote WIOA-funded programs or services.

The use of grant funds to promote an individual agency is not permitted. The Workforce Connection logo will be the only logo used on all brochures and correspondence.

M. Questions: Any questions regarding this RFP should be addressed to Chris Connors, Planning and Quality Assurance Manager, at cconnors@theworkforceconnection.org.

SECTION II. WIOA YOUTH SERVICES – YOUTH MODEL

The text of the Workforce Innovation and Opportunity Act (WIOA) and the federal regulations governing WIOA are available at <http://www.doleta.gov/WIOA>. Local TWC (Workforce Development Board) Policies are available at www.theworkforceconnection.org; go to *The Workforce Board*, then click on *Plans and Policies*.

Focus of WIOA Youth Programming: The focus of WIOA youth programming is on implementing and delivering services that provide education, skill development, and employment opportunities that youth need to successfully transition to further education, careers and productive adulthood. The Workforce Innovation and Opportunity Act requires fourteen program elements [WIOA Section 129(c)(2)]. WIOA outlines a vision for serving youth that integrates resources, beginning with career exploration and guidance, continued support for educational attainment, opportunities for skills training in in-demand industries and occupations, and culminating with a good job along a career pathway, enrollment into post-secondary education, or a Registered Apprenticeship.

III. SPECIFICATIONS

The Workforce Connection WIOA Youth Services programming must adhere to WIOA regulations and local requirements. The WIOA youth services sub-award agreement period will be for one year, with the option for an additional two years.

A. Expectations Regarding the WIOA Youth Services Provider for Stephenson County

The bidder’s organizational mission statement will encompass the provision of the overall activities/services sought through this RFP. The bidder will have a proven history of success delivering Work based learning, job development, education and case management to youth who are low-income and/or with barriers and will have the capacity to coordinate the Youth design in its overall operations. In addition, the bidding organization will have a history of engaging in successful joint efforts with other organizations providing services to youth who are low-income and/or with barriers.

B. PY 2021 Stephenson County Youth Services -- Implementation Timeframe

July 1, 2021 will be the beginning of the program year. Stephenson County WIOA youth program services will begin at that time. New program providers are given a 30 day transition period prior to formally taking over service delivery.

C. Population to be Served

In-School and Out-of-School Youth will be served. Some youth may be from various special populations, such as youth with limited-English or youth with special-needs.

D. Duration of Services/Services Levels

Hours: Facilities serving youth will be open during regular business hours year-round and, if needed, at other times to accommodate special program activities. Holiday closures are those recognized by the State of Illinois agencies.

Service Levels: The number of youth served will include youth newly enrolled in WIOA and youth “carried-into” Program Year 2021. Program enrollment/program exit will be on-going. TWC anticipates that in Stephenson County a total of 60 youth will be served during the program year.

Location of Training: The location of training for in-school youth will vary and will depend on where the in school youth is enrolled. This could include secondary and post-secondary education locations.

Out-of-School youth pursuing their HSE/GED will be referred to any agency/educational institution who provides HSE/GED services in Stephenson County. The referral process is to ensure eligible youth between the ages of 16 and 24 have flexibility in the times and locations they attend class.

All facilities that house staff, participants, and equipment therein, must be accessible and meet local fire, health, and safety standards and comply with the Americans with Disabilities Act (ADA) standards and the Illinois Accessibility Code.

E. Experience and Qualifications of the Bidder and of the Bidders’ Staff

- Bidders are expected to indicate if other sources of funding will also support the services provided to participants.
- The Bidder will ensure that, if successful, all its paid staff members and volunteers, are qualified and appropriately trained in areas including, but not limited to, youth development, education, and employment.

- The Bidder, if successful, will conduct a criminal background check/fingerprinting, in compliance with state and federal law, of all staff and volunteers who fill positions funded in part or whole by this sub-award.
- All staff and volunteers who help deliver services will provide them in a manner sensitive to the ethnic, racial, and linguistic characteristics; religious preferences; and sexual orientation of the participants.

F. Scope of WIOA Youth Services Provided

The WIOA regulations require that all programs offer employment (workforce preparation activities and training) in combination (concurrently or in the same context) with educational (academic/occupational training) activities to participants.

1. Case-Management

Effective Case Management strategies are important to the success of the program. Successful Case Management activities tie all programming together using work-based learning, combining academic/occupational training and work experiences.

2. Outreach, Recruitment, Orientation, Enrollment

Staff will be responsible for recruiting youth for all programming by working closely with other governmental and community organizations, the court system, school systems, and others in the community.

Out-of-School youth are expected to have the ability to earn an HSE/GED within a reasonable amount of time; the staff must make sure that youth have the reading comprehension and math ability upon program entrance that will allow them to be successful.

3. Assessment of those who meet program eligibility requirements.

Math and Reading Assessments: All (out-of-school and in-school) youths' math and reading ability will be assessed using the TABE or CASAS Reading and Math tests,

WorkKeys Assessments: *WorkKeys National Career Readiness Certificate* is an option for youth when it has been determined they are ready to take the assessment. (Please follow this link for *WorkKeys National Career Readiness Certificate* information: <http://www.act.org/certificate/about.html>.)

Other Assessment Tools: The program may use other assessment tools – such as Career Cruising to determine program participants' interest and aptitude.

4. Development of an Individual Service Strategy

Case managers will use the results of the youth's assessment to develop the youth's *Individual Service Strategy (ISS)*, which lays out a path for his/her workplace preparation. The youth's assignment to specific program activities is based on his/her needs identified through the assessment process. For all youth, the ISS will identify the time frame in which the youth will be expected to complete their specific ISS activities.

5. Educational Services

- HSE/GED Preparation, including Tutoring
- High school equivalency services and tutoring for out-of-school youth
- Tutoring for In-School Youth
- Bridge Program in Demand Occupation-targeted industry (available through Title II Adult

- Education)
- Occupational Training - Post-Secondary certificate or degree programs

Educational activities for Out-of-School youth will enhance skills in literacy, math and other required academic areas to enable them to earn an HSE/GED within a year. For HSE/GED instruction, individuals should be referred to local education providers providing HSE options.

Educational activities for In-school youth will enhance educational skills in literacy, math and other areas necessary for youth to complete high school. A youth is also considered to be “in-school” if they are attending a post-secondary school at the time of enrollment into Youth.

In as much as viable, the educational component for out-of-school and in-school youth will be provided concurrently with the program services/activities that address work readiness and career exploration (see item 6 below) and with a focus on work-based learning that provides employment opportunities through activities such as job shadowing, internships, and work experience

6. Career Exploration/Work Readiness Programming

Career Exploration/Work Readiness programming for Out-of-School Youth and In-School Youth includes the following:

- Career Exploration activities
- Work Readiness Skills instruction/activities
- Soft Skills instruction/activities
- Leadership Development services/activities
- Financial Literacy
- Entrepreneurial Skills
- Mentoring services/activities

Career exploration programming will focus on TWC’s key industry clusters identified in the Regional Workforce Plan: manufacturing; health care; transportation, distribution, logistics, and food processing; Youth will learn about occupations in the targeted industries’ clusters through a variety of experiences, from using the on-line career guidance system *Career Cruising* (<http://www.careercruising.com/>--available through TWC) to field trips to business/industry to job shadowing to introductory hands-on experience gained either during program hours or through internships/work experiences. Staff will encourage youth to pursue post-secondary/occupational training after they complete high school/ HSE / GED. Staff will work closely with The Workforce Connection’s Business Service team to help youth gain internships/work experiences, especially in targeted industry areas. Internships and work experiences should help them understand the connection between further training/education and long-term career advancement.

7. Employment Services

In addition to assisting program youth in finding unsubsidized jobs, staff will develop paid (including WIOA-funded work experiences) and unpaid work experiences, internships and job shadowing opportunities for the youth.

Note regarding WIOA-funded Work Experience: TWC requires bidders to provide evidence of the capabilities and experience in the fiscal management of work-based learning for internships and work experience jobs for youth enrolled in WIOA youth services. Bidders must state who will serve as the employer of record for youth enrolled in these activities. Provide specific information on how the fiscal management of these components would fit into your overall fiscal management of this grant.

8. Supportive Services

Supportive services for youth needing such assistance will be provided through referrals to other community organizations or through the services provided under TWC's *Supportive Services Policies*. All referrals to services, whether provided under TWC's *Supportive Services Policies* or through referrals to community organizations, will be tracked by case managers and recorded in case notes.

9. Follow-up Services

Staff will provide at least twelve months of follow-up support to participants after they exit the program. By maintaining monthly contact with the participant, case managers will serve as a resource to identify and address challenges that arise for the youth, especially challenges related to employment, retention of employment and post-secondary education/training.

10. Participant Incentives

Youth attending programs may receive incentives for successfully attaining benchmarks during program participation. Incentives awarded at periodic intervals must be based on individuals achieving certain benchmarks. If the youth will receive an on-going monetary incentive, the amount received must be based on an achievement-driven system. The goal of any incentives given should be to reward those educational and/or world-of-work outcomes that the programming is designed to teach. In order to ensure compliance with all local and state policies, all incentive programs and funds must be pre-approved by TWC.

G. Performance Expectations

Youth will be expected to meet WIOA's *Common Measures* goals and recently negotiated performance goals.

H. Participant Policies/Grievance Procedures

The *Participant Policies and Grievance Procedures* for the program will be updated by the program provider prior to July 1 program start by the organization selected to conduct the program.

I. Monitoring of Services

The program will provide internal monitoring of all its operations. TWC will monitor services and activities on an on-going basis, conducting desk reviews and on-site visits. Fiscal monitoring is conducted by TWC.

SECTION IV. PROPOSAL APPLICATION INFORMATION

A. The Workforce Connection must receive your proposal by 4 PM on **March 26th, 2021**.

Please email your proposal and the following documents to cconnors@theworkforceconnection.org:

1. Your original proposal and a copy of your financial audit.
2. Your entire proposal (except Audit) saved in Microsoft WORD and the budget should be saved in EXCEL.

You may also mail your proposal on an electronic storage device to:

Chris Connors
The Workforce Connection
303 N Main Street- 2nd Floor
Rockford, IL 61103

If you have questions regarding this *Request for Proposals* please contact Chris Connors at cconnors@theworkforceconnection.org. All polices for The Workforce Connection can be found on our website at www.theworkforceconnection.org

Please e-mail Chris for the proposal in WORD format or the budget forms in EXCEL.

- B.** This RFP does not commit The Workforce Connection (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 proposal
- Tour the bidder's proposed site for delivering the Youth program and review the bidders’ administrative and fiscal procedures relating to the Youth program as part of the proposal review process.
- Reconsider this proposal for funding anytime during PY 2021 (July 1, 2021 - June 30, 2022).

Proprietary rights to all data, materials, and documentation originated and prepared for TWC pursuant to a subcontract agreement shall belong exclusively to TWC.

- C.** All proposals submitted will be subject to competitive review. The *Proposal Evaluation Process* is discussed in Section VI.
- D.** Proposal funding decisions will be made by The Workforce Connection.
- E.** The WIOA Youth services and sub-award will be awarded July 1, 2021 through June 30, 2022. If a new program provider is selected; transition will begin June 1, 2021.
- F.** TWC staff will determine if the proposals submitted meet the technical review standards. See the *Proposal Technical Review Checklist* in Section VI. Only proposals meeting the technical review standards will be read.
- G.** Bidders’ have the right to appeal the decisions regarding the Awarding of Programs. See Section VI.B. of this RFP.

SECTION V. FORMAT AND CONTENTS OF THE 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
- **15** pages maximum, excluding the cover page, table of contents, and requested attachments. (Include only requested attachments.)

Proposals not in the designated format will be rejected.

A. Cover Sheet for Proposal

Complete all items on the Cover Sheet (in Section VII).

B. Table of Contents

Please note that the cover sheet is numbered *-i-*, and the *Table of Contents* is numbered *-ii-*. The *Overview* will be numbered page *-I-*.

C. 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 Services Provided (maximum of 2 pages)

Provide a summary of the youth services you plan to provide. Please include in your summary any sub-awarding you plan to do to other organizations.

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

Explain why your organization is qualified to conduct the *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
- History running programs for youth, particularly youth who are low-income and/or with barriers. Be sure to include statistics with the outcomes for your relevant programming for the past four program years.
- **Your Organizational Capacity to be the Program Provider**
 - Attach as ***Proposal Attachment 1*** an organizational chart showing where the proposed Youth Services functions will fall in your organization. Describe how the WIOA 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 as ***Proposal Attachment 2*** a detailed description of your organization's fiscal procedures.
 - Attach 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 as the program provider. (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 program budget. 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.
 - 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.

- Assure that all individuals, including volunteers, who will work with program youth will provide services in manner sensitive to the ethnic, racial, and linguistic characteristics and sexual orientation of program youth.

3. **Facility**

- Identify the proposed facility (building name and location) where program staff will be housed.
- Provide details and show proof that all facilities and equipment therein meet local fire, health and safety standards. Prove that the facility will meet ADA standards and Illinois Accessibility Codes or that alternative measures will make program activities accessible to persons with disabilities.

4. **Service Delivery**

In the discussion of your service delivery, you will explain how you intend to provide the services described in *Section III. F. Scope of Services*. Use the information in III.F. and the items on the Evaluation Tool in Section VI.F. to guide your discussion of the following services to be provided:

- a. Case Management – Ongoing
- b. Outreach, Recruitment, Orientation, Initial Eligibility screening, and enrollment
- c. Assessment
- d. Individual Service Strategy Development
- e. Referrals to HSE / GED Preparation
- f. Referral for Tutoring of In-School Youth
- g. Career Exploration/Work Readiness programming component which includes:
 - Career Exploration activities (use of *Career Cruising*, if viable, and demonstration of “career pathways”)
 - Work Readiness Skills instruction/activities
 - Soft Skills instruction/activities
 - Leadership Development services/activities
 - Financial Literacy
 - Entrepreneurial Skills
 - Mentoring services/activities
- h. Employment Services
- i. Supportive Services
- j. Follow-Up services
- k. Participant Incentives

Be sure to provide sufficient detail on how and where you will recruit youth to the program. Include a brief outline of your Career Exploration/Work Readiness, Life Skills, etc. programming for out-of-school youth as ***Proposal Attachment 4***. Explain how you will conduct services with in-school youth (both secondary and post-secondary), where the tutoring sessions and Career Exploration/Work Readiness instruction (which are an appropriate adaptation of your outline for out-of-school youth) will be held.

E. **Sub-awarded Services** (If this section does not apply to your proposal, write *Not Applicable*.)

If your organization intends to sub-award with another organization for any of the listed services, submit as ***Proposal Attachment 5*** a draft sub-award/agreement or detailed plan that demonstrates how staff and resources from all the participating organizations will be coordinated. If your organization is awarded the contract, any sub-awards/agreements must be approved by TWC and attached to the WIOA sub-award.

Note that your organization should submit the potential sub-awardee’s budget as an attachment to your organization’s proposed WIOA program budget.

F. Other Sources of Funding that Support Proposed Youth Services

If non-WIOA sources of funding will be blended with other sources of funding to support the youth services/activities your organization delivers, provide a paragraph that discusses how WIOA funds will be blended with other sources of funding to support these services/activities.

Then complete the form ***Proposal Attachment 6, Other Sources of Funding that Support Proposed WIOA Youth Services*** (Section VII, Forms). On the chart, list the other sources of funding contributing to your 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).

G. Budget and Related Information

An estimated total of \$114,000 may be available for youth programming. The total amount available for youth programming will include funding for staffing, operating costs, participant stipends, supportive services, assessments, participant work experience wages, and Individual Training Accounts (ITAs-vocational training). The final budget will be determined after WIOA youth allocations for Program Year 2021 are received and the provider is selected.

You will be submitting a preliminary budget for PY 2021 (July 1, 2021-June 30, 2022). The final budget will be negotiated and included in your contract with The Workforce Connection. 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
- Participant Stipends and Supportive Services
- Work Experience Wages
- Line of Credit for On-the-Job Training, ITAs, and WorkKeys testing

The budget presented must be reasonable for the size of the facility, the services it provides and the estimated number of youth to be served.

Reimbursement will be through a line item reimbursement contract.

To obtain reimbursement for program costs, you must document costs. If your proposal to be Youth program services provider is funded, you will itemize all costs associated with the program on the reimbursement forms that will be included in your sub-award. 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 or department.

Stipends or cash incentives to be paid with WIOA funds and supportive services must be included in your budget.

WIOA-funded On-the-Job Training, Individual Training Account (vocational training) costs, and WorkKeys testing costs will not be in the main part of your budget. These will be in your budget as a *line-of-credit*; and may not exceed the *line-of-credit* in your budget unless a modification to your sub-award is executed.

1. **Program Year Budget - Budget Forms 1 and 2**

Complete ***Budget Forms 1 and 2*** in Section VII. (Use the forms provided.)

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

Be sure to place your organization's 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, e.g., Case Manager, \$38,000/yr. for 12 months; Clerical Support Specialist, \$14.00/hr. for 20 hours/week for 48 weeks. Allocate, as appropriate between **In-School and Out-of-School**.
- 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*. Allocate, as appropriate between **In-School and Out-of-School**.
- c. Other Costs (Budget Form 2)
Request funding only for items that are necessary for your successful operation as Youth Services Provider. Allocate, as appropriate between **In-School and Out-of-School**.

Incentive payments will be a line item listed under *Other Costs*. Allocate, as appropriate between **In-School and Out-of-School**.

Work Experience wages will be a line item listed under *Other Costs*. This line should include wages, FICA and Workers Compensation. **Allocate, as appropriate between In-School and Out-of-School.**

Line of Credit (located at bottom of Budget Form 2.) **Reminder:** The *Line of Credit* included in the total estimated funds available is approximately \$8,000 for the Youth program. This amount will be finalized once allocations are announced and will be negotiated with the program/organization who is awarded the contract.

WIOA On-the-Job Training: List your total anticipated OJT costs for WIOA youth (includes wages, FICA, and Workers' Compensation cost).

WIOA Individual Training Account (ITA): List the anticipated funds available for vocational training-- WIOA Individual Training Accounts-- for WIOA youth (includes tuition, fees, books, and required supplies).

WorkKeys Assessments: List the anticipated cost of the WorkKeys Assessments for WIOA youth.

Work-based Learning Costs: At a minimum, the Work Experience line, On-the-Job Training line, and staff wages/fringe related to these 2 activities must be at least 25% of your overall budget. Provide a calculation in the Budget Narrative/Cost Allocation section of your proposal.

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

Fully explain how you derived each cost listed on the budget. Please state if an item is a direct cost only to this budget or if the cost will be allocated between different departments or funding sources. If any

costs are divided between two or more funding sources, explain how these costs will be allocated. This explanation of your budget needs to be a narrative explanation in sufficient detail for reviewers to understand the costs to be charged to this sub-award, and to assure reviewers that as a sub-award recipient your agency understands cost allocation and allowable costs. Simply stating \$1000 for supplies will not suffice.

Also explain how you reached the cost figures you gave in your Line-of-Credit. Label this section of your Budget Narrative Explanation *Line of Credit Explanation*.

3. 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—and they may be marked *DRAFT*.

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 Brief Outline of Career Exploration/Work Readiness/Life Skills Training for Out-of-School Youth

Proposal Attachment 5 Sub award Agreement

Proposal Attachment 6 Other Sources of Funding that Support Proposed Youth Services

Proposal Attachment 7 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.)

B. Not-for-Profit Authorization/Certifications/Accreditations or For-Profit Corporate or LLC “Doing Business in Illinois” Registration/Certificate of Good Standing

- If your organization is a not-for-profit organization, submit a copy of your not-for-profit authorization.
- If your organization/school 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.
- If your organization is a for-profit corporation or LLC, submit a copy of your registration/certificate of good standing for doing business in Illinois.

C. Affirmative Action Complete Affirmative Action Forms 1 and 2 (in Section VI, Forms).

D. Assurances

The person who is authorized to sign the Bidder’s agreements must review and sign the *Assurances* form (in Section VII).

E. Proof of Liability Insurance

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

F. GATA Illinois Government Accountability and Transparency Act prequalification

G. Indirect Cost Information Form

NO OTHER PROPOSAL ATTACHMENTS MAY BE SUBMITTED.

SECTION VI. PROPOSAL EVALUATION PROCESS

The Workforce Connection (TWC) has the following *Proposal Evaluation Process*:

A. Proposal Evaluators

Proposals will be evaluated by a team of TWC board members and Youth Council members who have no conflict of interest with any bidding organization.

B. Proposal Evaluation Review Levels

Proposals will have three levels of review:

Level 1: Technical Review of Proposals and Bidders’ Appeals Process of Technical Review Results

Staff will perform a technical review of each proposal prior to proposals being distributed to a review team.

The technical review will determine if the proposal is complete and meets all the submission guidelines stated in the Request for Proposals (RFP). (See the *Proposal Technical Review Checklist* in this section.)

Proposals that are incomplete or fail to meet all the submission guidelines stated in the RFP will be rejected.

Bidders will be notified regarding the status of their proposals after the technical review.

Bidders may appeal the technical review results. (TWC will accept only appeals relating to the technical review of a proposal.)

- a. TWC board staff will notify bidders via e-mail of the results of the technical review of their proposals. Bidders may then request a debriefing of their proposal’s technical review. TWC Executive Director must receive this request via e-mail within two working days of the day the Bidder was e-mailed notification of the technical review results of their proposal.
- b. The debriefing will be held within two working days of TWC Executive Director’s receipt of the bidder’s request for a debriefing of their proposal’s technical review.
- c. After the debriefing, the bidder will have three working days to present to TWC Executive Director a written appeal of any aspect of their proposal’s technical review.
- d. TWC Chair or designee will review the written appeal and make the final decision regarding any board action on the appeal.
- e. The Bidder will be notified in writing within three working days of TWC Chair or

designee’s decision regarding the appeal.

- f. This will complete the Bidder’s appeal process at the local board level.

Level 2: Evaluation of Proposals by Review Team Using Evaluation Tool

- a. The proposal review team will receive training regarding the services/programming sought through the Request for Proposals, the proposal review process, and the use of the Evaluation Tool. The team will select a team leader/facilitator who will be responsible for assisting the team reach consensus regarding each proposal’s Evaluation Tool scoring and priority for funding.
- b. All team members will review all proposals using the Evaluation Tool. During this initial review, review team members may suggest a score in response to each item on the Evaluation Tool.
- c. Team members will meet and discuss each proposal, arriving at a consensus score for each item on the Evaluation Tool. The proposal Evaluation Score will be the total of all the item scores on the Evaluation Tool.

Level 3: Evaluation of How Well Proposed Program Meets TWC’s Regional/Local Plan Objectives

- a. The review team will then discuss how well the proposed program meets one or more outcomes laid out in TWC’s Regional/Local Plan.

Included in this discussion will be a consideration of the bidder’s ability to deliver the proposed programming, past success in attaining the WIOA Performance Measures/Common Measures Goals, service provision in relation to the area (as applicable), connection/collaboration with the One-Stop Center/System, and the proposed program’s ability to further TWC’s local plan initiatives.
- b. Budgets and other aspects of the bidder’s proposal may be negotiated, as necessary. The review team will consider the reasonableness of bidders’ proposed budgets in relation to the anticipated number of youth served.
- c. The review team will then prepare its funding priority recommendations. Bidders will not necessarily be recommended for funding based on their Evaluation Score in relation to the Evaluation Scores of other bidders.

C. Committee and TWC Action on the Recommendations of the Evaluation Teams

- 1. The funding priority recommendations of the Proposal Review Teams will go forward to The Workforce Connections’ Youth Council, who will then prepare funding recommendations for TWC board action.
- 2. TWC will take action on the program funding recommendations of the presenting TWC Committee.
- 3. Bidders will be notified of TWC action.
- 4. Bidders may request a debriefing of their proposal’s evaluation.

D. PY 2021 Stephenson County Timeline Relating to Application

TIMELINE

RFP posted on website	2/5/2021
Notice of RFP Availability and Bidders’ Meeting date posted in <i>Journal-Standard</i> (Freeport)	2/9/2021
Bidders’ Meeting – answer initial questions from potential bidders. Zoom link will be posted on TWC website. All answers to questions presented will be posted on the TWC website.	2/16/2021 3:00 p.m. Zoom
Intent to Apply Notice e-mailed to TWC. Intent to apply needs to be emailed to Chris Connors at cconnors@theworkforceconnection.org .	By 5:00 p.m. 2/24/2021
Proposals due to The Workforce Connection (TWC) by 4 PM. All proposals should be emailed to Chris Connors at cconnors@theworkforceconnection.org	3/26/2021
Bidders notified via e-mail of results of Technical Review of their proposals.	3/29/2021
Training of proposal review team and proposals sent to review team	Week of 4/12/2021
Proposal team members individually complete initial reading of all their team’s proposals.	Week of 4/19/2021
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 5/10/2021
Evaluation team’s funding recommendations presented to Youth Council.	5/19/2021
Youth Council acts on the Evaluation Team’s recommendations regarding the funding of PY 2021- <i>Youth Stephenson</i> provider and prepares funding recommendations for the Workforce Board’s action.	5/19/2021
Board Members/CEOs act on Youth Council’s recommendations.	6/1/2021
PY 2021 youth-Stephenson Program Provider receives PY 2021 contract.	By mid-June
PY 2021 youth - Stephenson programmatic year begins.	7/01/2021

E. PROPOSAL TECHNICAL REVIEW CHECKLIST WIOA Youth Program (2 pages)

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"/> The original proposal with <i>Proposal Attachment 7</i> The proposal contains all the following parts: <ul style="list-style-type: none"> <input type="checkbox"/> A. Cover Sheet <input type="checkbox"/> B. Table of Contents <input type="checkbox"/> C. Proposal Narrative (single spaced, double spaced between paragraphs; not less than 11 point font, maximum of 15 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. Facility <input type="checkbox"/> 4. Delivery of WIOA In-School and Out-of-School Youth Services Discussion <input type="checkbox"/> E. Other Sources of Funding that Support Proposed WIOA Youth Funding <input type="checkbox"/> F.. <u>PY 2021 Budget</u> (July 1, 2021-June 30, 2022) <ul style="list-style-type: none"> <input type="checkbox"/> 1. Budget Forms 1 and 2 <input type="checkbox"/> 2. Line of Credit <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. Brief Outline of Career Exploration/Work Readiness/Life Skills Curriculum (Out-of-School youth) <input type="checkbox"/> 5 Subaward agreement (if applicable) <input type="checkbox"/> 6. Other Sources of Funding that Support the Proposed WIOA Youth Services <input type="checkbox"/> Proposal Attachment 7 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 <input type="checkbox"/> E. Proof of Liability Insurance <input type="checkbox"/> F. GATA Prequalification Documentation <input type="checkbox"/> G. Indirect Costs Information Form
<input type="checkbox"/> The proposal contains all necessary signatures. <ul style="list-style-type: none"> <input type="checkbox"/> <i>Cover Sheet</i> <input type="checkbox"/> <i>Proposal Attachment 7.C, Affirmative Action Policy Statement</i>

Technical Review Standards
<input type="checkbox"/> <i>Proposal Attachment 7.D. Assurances</i> <input type="checkbox"/> <i>Proposal Attachment 7.G. Indirect Costs Information Form</i>
<input type="checkbox"/> The proposing organization is not on a Federal or State Debarment list as verified in <i>Proposal Attachment 7.D. Assurances</i> .
<input type="checkbox"/> The person signing the proposal as the submitting officer has the authority to do so as verified in <i>Proposal Attachment 7.D. Assurances</i> .
<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 7. D. Assurances</i> .

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.

 Lisa M. Bly, Ed. D. Executive Director
 The Workforce Connection, Inc.

 Date

Proposal Review Criteria

Proposal Component	Points
Organizational Capacity	10
Prior Experience with Youth	10
WIOA Common Measures Strategies	10
Outreach, Assessment and Service Strategy Process	15
Case Management/Collaboration	15
Career Exploration/Work Readiness	15
Work-Based Learning Capacities	15
Financial Stability	5
Reasonable Budget	5
Total Points	100

SECTION VII. PROPOSAL FORMS

To obtain the proposal forms in WORD (budget forms in EXCEL), please e-mail Chris Connors, cconnors@theworkforceconnection.org, and request that the forms for the ***WIOA Youth Services in Stephenson county*** be e-mailed to you.

Proposal Attachment 6 Other Sources of Funding that Support Proposed Elevate-Stephenson Operational Costs

This chart shows other sources of funding contributing to the proposed *Elevate-Stephenson* program’s 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	Cash; Other Federal Funds; or Stand-In *

* 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.

Affirmative Action Policy Statement

It is the policy of _____ (organization) to provide equal opportunity to all persons, regardless of race, color, religion, sex, 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, sex, age, national origin, handicap, sexual orientation, 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: _____

WORKFORCE DATA

Submit Workforce Data Information for the entire organization.

Organization: _____ **Period Ending:** _____

Job Classification	Pay Range	/ MALES					/ FEMALES					Disabled	Over 40	Total	
		W	B	H	A	I	W	B	H	A	I				

W- White B- Black H- Hispanic A- Asian or Pacific Islander I- American Indian or Alaskan Native

Proposal Attachment 7, 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

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 CRF 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 Youth Services Budget Page 1

Organization:

Program Name:

Budget Period (Dates):

BUDGET - WAGES	In-School Budget	Out-of-School Budget	Total Budget
<i>Include Employee's Title and wage/hr x hrs/day x # of days</i>			
TOTAL WAGES			
FRINGE BENEFITS			
Social Security @ 6.2%			
Medicare @ 1.45%			
Health			
Life Insurance			
Retirement			
Unemployment @			
Workers' Comp. @			
TOTAL FRINGE			
TOTAL WAGES AND FRINGE			

WIOA Youth Services Budget Page 2

Organization:

Program Name:

Budget Period (Dates):

BUDGET - OTHER COSTS	In-School Budget	Out-of-School Budget	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			
WIOA Work Experience			
Indirect Costs			
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 Tuition/Books/Etc.			
Work Keys Assessments			
TOTAL NON-REIMBURSABLE COSTS			