



Request for Proposals--issued February 4, 2022

Intent to Apply Notices-- due by 5:00 p.m., March 4th, 2022

Proposals--due by noon April 14th, 2022

**REQUEST FOR PROPOSALS
FOR
WIOA YOUTH SERVICES IN BOONE AND
WINNEBAGO COUNTIES
(*Elevate Program*)**

Program Year 2022 (7/1/22-6/30/23)

Funding for the Youth Services in Boone and Winnebago Counties 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
600 S. State Street
Belvidere, Illinois 61008

The Workforce Connection
307 W. 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 Procurement.

Bidders' Meeting

Date: February 16th, 2022
3:00 p.m. – via zoom

Opening of Proposal Packages

Date: Tuesday, April 14th, 2022

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(Elevate Program)**

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PROPOSAL FOR WIOA YOUTH SERVICES IN BOONE AND WINNEBAGO COUNTIES
(Elevate- Program)
Program Year 2022 (7/1/22-6/30/23)
(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 2018:

Proposing Organization Authorized Signature: _____

Name:

Title:

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

Time: _____
(Completed by TWC)

WIOA YOUTH SERVICES STEPHENSON COUNTY
(Elevate-Stephenson Program)

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 3. Youth Services' Facility

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E. Other Sources of Funding Supporting the Proposed Youth Services.....

F. Budgets and Related Information

Program Year 2018 Budget (July 1, 2018-June 30, 2019)

 1. Program Year 2018 Budget (Budget Forms 1 and 2)

 2. Budget Narrative/Cost Allocation.....

 3. Job Descriptions and Resumes

 4. Quarterly Expenditure Plan.....

Proposal Attachments:

1. Organizational Chart
2. Fiscal Procedures Explanation
3. Organization's Board of Directors (or similar body)
4. Brief Outline of Career Exploration/Work Readiness/Life Skills Training for Out-of-School Youth
5. Draft of Agreement with Highland Community College Adult Education
6. Other Sources of Funding that Support the Proposed WIOA Youth Services

Proposal Attachment 7 MISCELLANEOUS INFORMATION

The following information is submitted only with the original copy of the proposal:

- A. Audit and, if applicable, related management letter (Separate attachment)
- B. Not-for-Profit Authorization/Certifications or For-Profit Registration/Certificate
- C. Affirmative Action.....
- D. Assurances
- E. Proof of Liability Insurance
- F. GATA Illinois Government Accountability and Transparency Act prequalification
- G. Indirect Cost Information Form

NO OTHER ATTACHMENTS WILL BE ACCEPTED.

The Workforce Connection, Inc.
**WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)
YOUTH PROGRAMS**

**REQUEST FOR PROPOSALS (RFP)
for
ELEVATE YOUTH SERVICES in Boone and Winnebago Counties
Program Year 2022 (7/1/22-6/30/23)**

The entire RFP is located at www.theworkforceconnection.org.
Click on *The Workforce Connection Board*; then click on *RFPs*.

SECTION I. SERVICES SOUGHT

A. Purpose for Request for Proposal

The Workforce Connection Inc. (TWC) announces the release of Workforce Innovation and Opportunity Act (WIOA) funding to an eligible organization or a consortium of eligible entities providing young adults ages 16 -24 (out of school) and 14-21 (in-school) workforce development services in Boone and Winnebago Counties. 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 Boone and Winnebago county youth. WIOA youth programming is designed to assist in-school and out-of-school youth address one or more barriers to employment, preparing youth for post-secondary and employment opportunities, attain educational and/or skill secure 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 Elevate program is to address the job specific skills gaps of youth in Boone and Winnebago Counties. 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)
- 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
 - Incentives for youth in specified activities/accomplishing specified goals
 - Referrals to community services, as needed
 - Work Experiences (paid or unpaid) Job Shadowing, Internships, Pre-Apprenticeship programs, 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 youth records, including case notes
 - Management of Elevate youth data related to WIOA Performance Goals

The organization selected to provide the WIOA Youth programming and services will work closely with core WIOA partners and community service providers. Services will be delivered at numerous locations in Boone and Winnebago counties.

Funding for this RFP will be provided under Title I B 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 400 youth in Boone and Winnebago County in Program Year 2022. Entry into and “exits” from WIOA youth 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, 2022. Program providers must be able to demonstrate flexibility to shift the program towards the waiver.

An estimated total of \$920,000 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.
- 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. Notice of Intent to Apply: By 5:00 p.m., March 4, 2022 potential bidders wishing to submit a proposal must submit a non-binding notification of intent to apply to TWC at ccornelius@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 12 noon on April 14th, 2022.

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. The 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 Boone and Winnebago Counties must agree to interview all incumbent program operations staff who applies for employment with the new provider. Incumbent staff will be granted consideration for experience in lieu of education requirements for any position for which they are otherwise qualified. In the event of a transition and a reduction of staff, the Board shall carefully oversee the process to ensure that there is no loss of service or reduction of quality.

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 Elevate 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 Communications Manager to ensure all stationery, 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 Cathy Cornelius, at ccornelius@theworkforceconnection.org.

SECTION II. WIOA YOUTH SERVICES – ELEVATE 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.

The *Youth Service* system will provide services to both WIOA eligible In-School and Out-of-School youth, and youths' enrollment in program services will follow an on-going, open enrollment process. The Youth Service system will offer work-based learning with a strong job placement/work exposure component that connects youth to internships, work experiences, on-the-job training, job shadowing, and unsubsidized employment to address their job-seeking and job-keeping skills

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 Boone and Winnebago Counties**

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 Elevate 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. Examples of barriers to employment include: a homeless individual, a recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is either basic skills deficient or an English Language Learner, an offender, an individual who is pregnant or parenting, an individual with a disability, and a low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.

B. **PY 2022 Boone and Winnebago Youth Services -- Implementation Timeframe**

July 1, 2022 will be the beginning of the program year. Elevate-Boone and Winnebago WIOA youth program services will begin at that time. If a new program provider is selected through the proposal process, the new program provider will be given a 30 day transition period prior to formally taking over service delivery.

C. **Population to be Served** (See Attachment I for WIOA Eligibility Criteria.)

- 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: The Elevate-Boone and Winnebago County facilities will be open during regular business hours year-round and, if needed, at other times to accommodate special program activities. Holidays recognized for closure are the holidays 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 2022. Program enrollment/program exit will be on-going. TWC anticipates that in Boone and Winnebago counties a total of 400 youth will be served during the program year. The number of participants active in the program at any one time will vary from an estimated 260-280 youth.

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 Boone and Winnebago counties. 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 Elevate staff, Elevate 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**

- The Bidder’s organizational mission statement will encompass the designated services to be provided by the WIOA Youth Services Program Provider.
- Bidders are expected to indicate if other sources of funding will also support the services provided to Elevate students.
- The Bidder will ensure that, if successful, all its 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 Elevate staff and volunteers who help deliver youth services will provide services in a manner sensitive to the ethnic, racial, and linguistic characteristics; religious preferences; and sexual orientation of the program youth.

F. Scope of WIOA Youth Services Provided by Elevate

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 Elevate-Boone and Winnebago counties youth 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

Elevate 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 youth services 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 youth 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 an assessment approved by The Department of Commerce and Economic Opportunity (DCEO).

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 Elevate program may use other assessment tools – such as Career Cruising to determine program participants’ interest and aptitude.

4. Development of an Individual Service Strategy

The case manager 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 individual 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
- 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 youths' skills in literacy, math and other required academic areas to enable them to earn an HSE/GED within a year. For HSE/GED instruction, program youth should be referred to local education providers providing HSE options.

Educational activities for In-school youth will enhance youths' 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 Elevate.

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 for Elevate

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 information technology. 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. Elevate staff will encourage youth to pursue post-secondary/occupational training after they complete high school/ HSE / GED. Elevate staff will work closely with The Workforce Connection's Business Service team to help youth gain internships/work experiences, especially in targeted industry areas. Participants' internships and work experiences should help them understand the connection between further training/education and long-term career advancement. Youth need to develop a realistic vision for their future employment.

To help youth prepare for career opportunities and/or further education in a Demand Occupation-targeted industry, eligible youth may be referred to an existing bridge program conducted by Title II Adult Education. In a bridge program, youth lacking an HSE / GED /high-school diploma will receive HSE/GED

instruction; youth who already have a HSE/GED or high school diploma but whose basic literacy skills need upgrading in preparation for further training or employment will receive educational skills upgrading instruction.

7. Employment Services Conducted by Elevate-Boone and Winnebago Counties

In addition to assisting program youth in finding unsubsidized jobs, Elevate 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

Elevate 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 Elevate programs may receive incentives for successfully attaining benchmarks during program participation. Incentives awarded at periodic intervals must be based on youth achieving certain benchmarks. If the youth will receive an on-going monetary incentive, the amount a youth receives 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.

The Elevate provider will disburse payroll for these incentives; funding for the incentives will be provided in the program's budget. As detailed in WIOA state and federal policy, incentive funds cannot be given to youth for the recruitment of other individuals to the Elevate program.

G. Performance Expectations

Elevate will be expected to meet WIOA's *Common Measures* goals (Performance Goals). See RFP Attachment II for a discussion of the current Program Year. 2022 Common Measures Goals and how Common Measure outcomes are or will be determined. The Elevate program will be expected to meet the *Common Performance Measures* goals (Performance Goals) as negotiated with IL Department of Commerce and Economic Opportunity.

H. Participant Policies/Grievance Procedures

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

I. Monitoring of Youth Services

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

SECTION IV. PROPOSAL APPLICATION INFORMATION

- A. The Workforce Connection must receive your proposal by noon, **April 14th, 2022**.

Please email your entire proposal (all sections and attachments) to Cathy Cornelius at ccornelius@theworkforceconnection.org. Bidders are also required to submit the proposal on a storage drive, please mail all storage drives with all required documents to:

Cathy Cornelius, Board Assistant
The Workforce Connection, 2nd floor
303 North Main Street
Rockford, Illinois 61101

Incomplete proposals and proposals received after 12 noon, April 14th, 2022 will not be evaluated.

If you have questions regarding this *Request for Proposals* or any WIOA or local Workforce Board policies or requirements, please contact Cathy Cornelius at ccornelius@theworkforceconnection.org.

To receive the *Proposal Forms* in WORD (EXCEL for Budget), please e-mail Cathy.

- 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 program.
- Tour the bidder's proposed site for delivering the Elevate program and review the bidders' administrative and fiscal procedures relating to the Elevate program as part of the proposal review process.
- Reconsider this proposal for funding anytime during PY 2022 (July 1, 2022 - June 30, 2023).

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 Elevate services and sub-award will be awarded July 1, 2022 through June 30, 2023. If a new program provider is selected; transition will begin June 1, 2022.
- F. Only proposals meeting the technical review standards will be read. Bidders will be notified of their proposal's status after the *Technical Review* is completed.
- G. Bidders' 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

After you have written the entire proposal, number the pages and fill in the numbers on the *Table of Contents* (in Section VII). 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 Youth Services Provided by Elevate (maximum of 2 pages)

Provide a summary of the youth services you plan to provide. Please include 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 Elevate 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 WIOA ELEVATE-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 Youth Services and Elevate 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 youth services your organization will deliver as the Elevate 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. Elevate Facility

- Identify the proposed Elevate 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.
- Prove that the facility is accessible to the service area. This may involve a discussion regarding how you will arrange transportation for youth to the facility. You may also discuss whether you will schedule staff to meet with youth 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 *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 by Elevate:

- a. Case Management – Ongoing
- b. Outreach, Recruitment, Orientation, Initial Eligibility screening, Enrollment (after eligibility certified by TWC staff)
- 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. Also, be sure to include information regarding the extent of your linkages with other organizations/schools that can assist you in delivering some of the above services; Include in your discussion information regarding your linkages with employers and your success in placing youth in employment.

Integrate the figures in the *Elevate-Boone Winnebago Counties Projections for Program Year 2022* (see Section III. G) Into your discussion.

D. 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.

E. 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 ELEVATE Youth 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).

F. Budget and Related Information

An estimated total of \$920,000 may be available for Elevate programming. The total amount available for Elevate 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 2022 are received and the provider is selected.

You will be submitting a preliminary budget for PY 2022 (July 1, 2022-June 30, 2023). 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 served on an on-going basis.

Reimbursement will be through a line item reimbursement contract.

To obtain reimbursement for program costs, you must document costs. If your proposal to be Elevate 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.

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 is 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)
Fill in all items completely. 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*. **Allocate, as appropriate between In-School and Out-of-School.** At a minimum of this line item combined with On-the-Job Training must be 20% of your overall budget.

Line of Credit (located at bottom of Budget Form 2.) **Reminder:** The *Line of Credit* included in the total estimated funds available is \$200,000 for the Elevate 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). **Note:** WIOA Out-of-School youth ages 18+ may be co-enrolled in the Adult program and cost for their ITA vocational training absorbed by WIOA Adult program funding; therefore, there may be few, if any, funds earmarked for ITAs.

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

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. 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.

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*.

4. 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, 2022-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 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 included in the RFP. 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. Review teams 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 appropriate TWC Committee, 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 2022 Boone-Winnebago County Timeline Relating to Application

TIMELINE

BOONE/WINNEBAGO COUNTY YOUTH RFP TIMELINE

E-mail or mailed notices of RFP availability and Bidders’ meeting sent to potential bidders.	February 4, 2022
RFP posted on website	February 4, 2022
Notice RFP Availability and Bidders’ Meeting posted in <i>Rockford Register Star</i>	February 7, 2022
Bidders’ Meeting – to answer questions and review RFP. (TWC will address subsequent questions via email.)	February 16 th , 2022 – 3 PM Bidders Meeting will be conducted via zoom
Intent to Apply Notice e-mailed to TWC	By 5:00 p.m. March 4 th , 2022
Proposals due to The Workforce Connection (TWC) by 12 noon.	<u>By Noon</u> April 14 th 2022
Opening of Proposals Received proposals reviewed using <i>Proposal Technical Review Checklist</i> .	1 PM, April 14 th 2022
Bidders notified via e-mail of results of Technical Review of their proposals.	April 15 th , 2022
Training of proposal review team	Week of April 18 th , 2022
Proposals delivered to proposal review team’s members (if not already distributed at training session for review team).	April 25 th , 2022
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 May 9 th , 2022
Evaluation team’s funding recommendations presented to Youth Council. The Council acts on the recommendations of the Evaluation team	May 18, 2022
Youth Council’s recommendation presented to TWC board for approval	June 7, 2022
PY 2022 <i>Elevate-Boone/Winnebago County</i> Program Provider receives PY 2022 contract.	June 15, 2022
PY 2022 <i>Elevate- Boone/Winnebago</i> program and/or transition begins.	July 1, 2022

E. PROPOSAL TECHNICAL REVIEW CHECKLIST Elevate 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> , six copies of the proposal without <i>Proposal Attachment 7</i> , and a thumb drive containing the proposal were submitted by the deadline in a sealed package.
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. <i>Elevate-Boone-Winnebago</i> 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 2022 Budget</u> (July 1, 2022-June 30, 2023) <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</u> (and, if applicable, related <u>Management Letter</u>) submitted as a <u>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.

Technical Review Standards
<input type="checkbox"/> <i>Cover Sheet</i> <input type="checkbox"/> <i>Proposal Attachment 7.C, Affirmative Action Policy Statement</i> <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.

 Executive Director
 The Workforce Connection, Inc.

 Date

F. PROPOSAL EVALUATION TOOL

PY 2022 YOUTH SERVICES IN BOONE-WINNEBAGO COUNTY (*ELEVATE-BOONE-WINNEBAGO PROGRAM*)

Bidder: _____

Proposal Number: _____

Review Team: _____

Date: _____

- 1. ORGANIZATIONAL CAPACITY** - The proposal’s discussion of the bidder’s organizational capacity to be the *Elevate-Boone-Winnebago* Program Provider, emphasizing the bidder’s qualifications to plan and deliver designated Youth Services, indicates the bidder has the organizational capacity to be the *Elevate* Program Provider.

0-3	4-6	7-10	Notes
Proposal contains no or minimal indication of Bidder’s ability/qualifications to be <i>Elevate-Boone-Winnebago</i> Program Provider.	Proposal contains some indication of Bidder’s ability/qualifications to be <i>Elevate-Boone-Winnebago</i> Program Provider.	Proposal contains clear and concise identification of Bidder’s ability/qualifications to be <i>Elevate-Boone-Winnebago</i> Program Provider.	

Score: _____ (out of possible 10 points)

- 2. PRIOR EXPERIENCE WITH YOUTH** - The proposal adequately describes the bidder’s success (including data for at least the past four years) providing the activities/services, case management, employment services and support services serving youth who are low-income and/or with barriers.

0-3	4-6	7-10	Notes
Proposal contains no or scant indication of bidder’s past success serving youth who are low-income and/or with barriers.	Proposal contains some data/information indicating Bidder’s past success serving youth who are low-income and/or with barriers.	Proposal contains substantial data/information indicating that Bidder has been successful serving youth who are low-income and/or with barriers.	

Score: _____ (out of possible 10 points)

- 3. WIOA COMMON MEASURES STRATEGIES** - The proposal gives a comprehensive description of how the bidder will ensure that the WIOA Youth programming will meet WIOA Common Measures goals 1) earn a high school diploma or HSE / GED; 2) enter further training/education or employment upon program exit; 3) improve educational levels (basic-skills deficient youth). 4.) Employment and Education Rate-2nd quarter after exit; 5.) Employment and Education Rate-4th quarter after exit. 6.) Median Earnings- 2nd quarter after exit.

0-2	3-5	6-10	Notes
Proposal contains little indication of	Proposal contains some indication of	Proposal contains a clear, detailed description of	

methods bidder will use to insure the Youth programming will meet desired Common Measures' outcome goals.	methods bidder will use to insure Youth programming will meet desired Common Measures' outcome goals.	viable methods bidder will use to insure Youth programming will meet desired Common Measures' outcome goals.	
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Score: _____ (out of possible 10 points)

4. **OUTREACH, ASSESSMENT, SERVICE STRATEGY PROCESS** - The proposal defines the Bidder's proposed outreach/ recruitment process and screening mechanisms, presents an effective participant assessment process, and provides an adequate description of the *Individual Service Strategy* (ISS) development process for participants.

0-5	6-10	11-15	Notes
Proposal contains little description of recruitment process and screening mechanisms; process would not adequately provide a comprehensive assessment of math and reading ability, job skills, interests, and work; little description of ISS process.	Proposal contains some description of recruitment process and screening mechanisms; process would provide limited assessment of math and reading ability, job skills, interests, and work history; some description of ISS process.	Proposal contains clear and detailed description of recruitment process and screening mechanisms; process would provide a comprehensive assessment of math and reading ability, job skills, interests, and work history; the description of the ISS process is concise, yet detailed and viable.	

Score: _____ (out of possible 15 points)

5. **STRONG CASE-MANAGEMENT AND COLLABORATION/PARTNERSHIPS** - The proposal adequately describes the case-management and how the process, with a focus on work-based learning activities provided concurrently with academic/occupational activities, will be coordinated. How will case management be coordinated with other organizations (including schools) serving mutual youth?

0-5	6-10	11-15	Notes
Proposal contains little explanation of how the proposed case management system will function, including coordination with other organizations.	Proposal provides some description of how proposed case management system will function, including coordination with other organizations.	Proposal provides clear and concise description of how proposed case management system will function, including coordination with other organizations.	

Score: _____ (out of possible 15 points)

6. **CAREER EXPLORATION/WORK READINESS COMPONENT** - The proposal adequately describes the Bidder’s proposed Career Exploration and Work Readiness/Soft Skills instruction and activities for both out-of-school youth and in-school youth and discusses how career exploration will be integrated with the work readiness training. The importance of work-based learning is included in discussion. The proposal indicates how career exploration/work readiness activities may be coordinated with Business Services team.

0-5	6-10	11-15	Notes
Proposal contains little description of the proposed career exploration (TWC targeted industries) and work readiness/soft skills instruction & activities and coordination with Business Services team.	Proposal contains some description of the proposed career exploration (TWC targeted industries) (and work readiness/soft skills instruction & activities and coordination with Business Services team.	Proposal contains clear and detailed description of the proposed career exploration (TWC targeted industries) and work readiness/soft skills instruction & activities and coordination with Business Services team. Importance of work experience is discussed.	

Score: _____ (out of possible 15 points)

7. **WORK-BASED LEARNING CAPACITIES** - The bidder has strong links to employers and job development/placement activities and will fully coordinate activities with Workforce Connection’s Business Services effort. The bidder has the capacity and experience to serve as the employer of record for internships and subsidized work experiences. Reminder, 20% of the budget must be allocated to meet work based learning requirements.

0-5	6-10	11-15	Notes
Proposal provides little description of bidder’s link to employers, job placement activities, and current/proposed coordination with The Workforce Connection’s Business Services effort. Little evidence of fiscal capacity to serve as employer of record for work experience.	Proposal provides some description of bidder’s link to employers, job placement activities, and current/proposed coordination with The Workforce Connection’s Business Services effort. Provided some evidence of fiscal capacity to serve as employer of record for work experience.	Proposal provides detailed description of bidder’s 1) strong link to employers, 2) job placement activities as proven by recent specific examples, and 3) current/proposed coordination with The Workforce Connection’s Business Services effort. Provided detailed evidence of capacity and experience to serve as employer of record for work experience.	

Score: _____ (out of possible 15 points)

8. **FINANCIAL STABILITY** - The proposal contains sufficient information regarding the bidder’s financial stability within the past five-years (2017-2021) to indicate that bidder has the financial stability necessary to be the *Elevate* Program Provider.

IF THE CONSENSUS SCORE FOR THIS ITEM IS LESS THAN 4 POINTS, THE PROPOSAL WILL NOT BE CONSIDERED FOR FUNDING.

0-2	3-4	5	Notes
Bidder has unstable financial history within last five years—and problems are not well on way to resolution.	Bidder had financial problems within the past five years but the problems are now resolved-- or well on the way to resolution.	Bidder has stable financial history for past five years.	

Score: _____ (out of possible 5 points)

9. **REASONABLE BUDGET** - The budget requested is reasonable for the services to be delivered. (Final budgets, however, will be negotiated based on the PY 2022 WIOA Youth allocation received and the proportional amount of youth funds designated for the program.)

0-2	3-5	Notes
Budget appears unreasonably high (0 for most unreasonable) for proposed services to be delivered.	Budget is reasonable for the proposed services to be delivered. Budget appears to be cost effective.	

Score: _____ (out of possible 5 points)

Total Evaluation Score: _____ (100 possible points)

Date Review Team Reached Consensus on Proposal’s Total Evaluation Score: _____

Witnessed by: _____
 (Signature of TWC Staff Witnessing Evaluation Team’s consensus action regarding the Total Evaluation Score the Bidder Received)

SECTION VII. PROPOSAL FORMS

To obtain the proposal forms in WORD (budget forms in EXCEL), please e-mail Cathy Cornelius, ccornelius@theworkforceconnection.org, and request that the forms for the **WIOA Youth Services in Boone and Winnebago counties** 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.

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 7, Item C

Affirmative Action Form 2

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

Proposal Attachment 7-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 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			