



## **Request for Proposal**

### **Workforce Innovation and Opportunity Act Regional Plan Illinois Northeast Economic Development Region 4**

**Released October 15, 2019**

#### **1. Introduction and Executive Summary**

The Workforce Partners of Metropolitan Chicago are soliciting proposals from qualified contractors to compile information, develop an outline, and write the Workforce Innovation and Opportunity Act (WIOA) Regional Plan for the 7 LWDA's in the Chicago Metropolitan region which make up the Illinois Northeast Economic Development Region 4.

#### **2. Overview and Background**

The Workforce Partners of Metropolitan Chicago, a regional consortium of the seven Local Workforce Development Areas in Northeast Illinois, are seeking an organization or individual to compile information, develop an outline, and write the required WIOA Regional Plan.

The Region is comprised of ten counties that include Cook, DeKalb, DuPage, Grundy, Kane, Kankakee, Kendall, Lake, McHenry, and Will.

The plan will include regional initiatives of the required WIOA partners in the Northeast Economic Development Region.

The following is a link to the current WIOA Regional Plan for the Northeast Economic Development Region:

<http://workforcepartnersmetrochicago.org/media/1208/northeast-region-04-wioa-plan-2017-wfdb-approved-92817.pdf>

The following is a link to the WIOA Regional and Local Planning Guide Updated December 2016:

<https://www.illinoisworknet.com/DownloadPrint/IL%20WIOA%20Planning%20Process%20Guide%20-%20Updated%20December%202016%20-%20FINAL.PDF>

It has been reported that the updated guide will be available at the end of October 2019.

### **3. Eligible Proposers**

Eligible proposers are individuals and organizations with substantial knowledge and significant experience in workforce and economic development in a major urban area, including public, not-for-profit, and for-profit organizations. The applicant must be able to demonstrate previous experience and knowledge related to the public workforce system, strategic planning, the capacity and the commitment to facilitate group discussions, and demonstrated ability to engage multiple partner stakeholders. and the commitment to successfully complete the development of a Workforce Innovation and Opportunity Act Regional Plan.

This request for quotes is being undertaken in compliance with the federal guidelines set forth in the "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards Final Rule" (also known as the Super-circular or Omni-circular). All contractor(s) selected under this RFQ must follow the guidelines set forth in this circular. Further information and additional information on this guidance can be found [here](#).

### **4. Project Requirements**

The main objective of this project is to compile information, develop an outline, and write the Workforce Innovation and Opportunity Act (WIOA) Regional Plan for the Illinois Northeast Economic Development Region (NEEDR). The WIOA Regional Plan will follow the Illinois Regional and Local Planning Guide. The Guide published December 2016 can be found at the following link:

<https://www.illinoisworknet.com/DownloadPrint/IL%20WIOA%20Planning%20Process%20Guide%20-%20Updated%20December%202016%20-%20FINAL.PDF>

It has been reported that updated guide will be published by the end of October 2019 and it is the guide that will be used for the development of the WIOA Regional Plan.

The selected contractor will have access to all data provided as part of the updated planning guide.

The selected contractor will compile the data and information developed and provided by all partners in the Northeast Economic Development Region. The selected contractor will develop an outline and write the required plan in accordance with the planning guide. The outline and draft plan document will be distributed to all partners for review and comment. The selected contractor will be responsible for incorporating comments and changes into the final document.

## 5. Duration

The proposed project will be for the period of November 1, 2019 through June 30, 2020. The WIOA Regional Plan must be available for public comment in February 2020 in order to meet the submission deadline of March 31, 2020. The following is a recommended timeline of activities in order to meet the deadlines:

|                   |  |
|-------------------|--|
| November 1, 2019  | Contract begins  |
| December 2019     | NEEDR partner meeting  |
| January 2020      | Written draft WIOA Regional Plan distributed to all partners |
| January 2020      | NEEDR partner meeting to review and discuss draft plan       |
| February 14, 2020 | Written WIOA Regional Plan posted for public comment         |
| March 14, 2020    | Public comment period closed                                 |
| March 20, 2020    | Final WIOA Regional Plan distributed to all partners         |
| March 31, 2020    | Final WIOA Regional Plan submitted                           |

## 6. Project Cost

Proposers are advised to submit a budget reflecting their best and lowest cost. Successful proposers will receive funding for the period of November 1, 2019 to June 30, 2020 with subsequent funding contingent on compliance with administrative and contractual requirement and funding available.

For purposes of this RFP, equipment is not an allowable cost. Equipment means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more.

Costs related to this contract and supported with regional funds that are outside the contract fee and budget include: conference calls, materials/supplies needed for regional events, facility and food costs related to regional events, printing of work products, and travel to attend conferences or events outside of the metropolitan Chicago region at the request of the Workforce Partners of Metropolitan Chicago.

## 7. Submittal of Proposal

All proposals must be received electronically by Monday, October 28, 2019 no later than 4:00 p.m. CST to Jeffrey Poynter at [jjpoynter@mchenrycountyil.gov](mailto:jjpoynter@mchenrycountyil.gov). An electronic receipt will be provided when proposals are received. Any proposals received after the deadline will not be reviewed. Proposals will not be accepted in hard copy.

## 8. Inquiries

Questions related to this RFP can be submitted in writing to Jeffrey Poynter at [jjpoynter@mchenrycountyil.gov](mailto:jjpoynter@mchenrycountyil.gov) until 4:00 p.m. CST, Friday, October 18, 2019. Questions will be answered and posted on the Workforce Partners of Metropolitan Chicago website: <http://workforcepartnersmetrochicago.org> by Tuesday, October 22, 2019.

## **9. Bid and Contract Information**

The Workforce Partners of Metropolitan Chicago reserve the right to accept or reject any or all proposals received, to negotiate with any qualified proposer, or to cancel in part or in its entirety this RFP process if it is in its best interest to do so. This RFP does not commit The Workforce Partners of Metropolitan Chicago or any local Workforce Development Board to award a contract or to pay any cost incurred in the preparation of proposals. The content of the proposal submitted by any proposer selected for funding will become part of the contract. The selected proposer will enter into a contract with the Workforce Partners of Metropolitan Chicago incorporating all terms of the agreement, and if the proposer fails to agree to such terms, the award may be withdrawn.

**Each of the seven Workforce Development Boards in the Northeast Economic Development Region is required to develop a local plan (see published Regional and Local Planning Guide Updated December 2016) and this RFP will allow for the contractor to submit a separate document that can be evaluated by local areas enter into a separate contract to allow for the development and writing of individual local plans. A proposal for this additional work must be provided in a separate budget and budget narrative from the Regional Plan.**

## **10. Modification to the Original Contract**

The Workforce Partners of Metropolitan Chicago reserve the right to modify the initial contract to include an extension beyond the original contract timeframe pending availability of resources and performance of the contractor. The initial contract may be modified to include additional services reasonably related to those initially procured through this RFP, with additional funding to support provision of those services pending availability of resources and performance of the contractor. The Workforce Partners of Metropolitan Chicago reserve the right to modify the original contract to include additional funds to support additional services, reasonably related to those procured through this RFP, to be performed for any of the individual Workforce Boards within the region.

## **11. Form and Content of Proposal**

All proposals must include a Proposal Cover Sheet (Attachment A), Organizational Information; Budget and Budget Narrative as follows.

- Organizational Information: Description of organization that includes:
  - Organization size, years in business and organization's purpose;
  - Experience providing the same or similar services to WIA/WIOA for WIBS/WDBS;
  - Expertise/experience that contribute to the successful completion of the project.
  - Letters of support should be provided as an attachment to the proposal.
  - Include the name and qualifications of the individual that will be responsible for this project as well as all individuals working on the project.
  - Provide a summary of each person's role and responsibility in the project.

- Budget and Budget Narrative: Information related to funding that will support the proposed project that includes:
  - Detailed breakdown of costs that identifies how requested funds will be utilized;
  - Narrative explaining reason for each requested budget item and provides the basis for calculating costs; narrative identifying the amount, source/type of funds, and use of leveraged or in-kind contributions to the project.
  - Note: Contractors proposing to develop and write the NEEDR Regional Plan and any Local Workforce Development Board plan must submit separate budget and budget narratives for the two projects.

## **12. Review and Selection Process**

The maximum points any proposal can receive are 100. A review team will evaluate proposals according to the following criteria and each proposal will be assigned a point value based on an average of all individual reviewer scores and ranked.

- Organizational Information section provides evidence that the organization has the experience and capacity to successfully complete the development and writing of the NEEDR Regional Plan. Letters of reference may be included as attachments. Maximum 40 points.
- Budget and Budget Narrative supports reasonableness of costs, funding appears sufficient to support proposed project; no grant funds have been budgeted for equipment. Maximum 60 points.

# ATTACHMENT A



## Internal Use Only:

Rec'd by \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Name of Organization:

Federal Employer ID:

Address:

Contact Person  
Name:

Title:

Email:

Telephone Number:

Fax Number:

Budget Request:

## Statement of Certification

The proposer certifies that the information provided in this proposal, including any attachments, is true, accurate and current; and the person signing below is authorized to do so on behalf of the above named organization.

\_\_\_\_\_  
Authorized Signer (Name Typed)

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Authorized Signer's Title

\_\_\_\_\_  
Date Signed