



Request for Proposals (RFP)  
For services to begin  
Program Year 2019  
July 1, 2019 – June 30, 2020

Provision of Workforce Innovation and Opportunity Act Services in  
Grundy, Livingston, and Kankakee Counties

SEPTEMBER 18, 2018

**I. GENERAL**

**A. Purpose of RFP**

The purpose of this RFP is to solicit competitive proposals for the delivery of Workforce Innovation and Opportunity Act (WIOA) adult and dislocated worker services in the three counties that comprise the local workforce area which include Grundy, Livingston and Kankakee Counties. Proposals may offer to provide services in a single county, in two counties or in all three counties. Currently each county has a physical location office to provide direct services.

The Grundy Livingston Kankakee Workforce Board (Workforce Board) and County of Kankakee are seeking innovative services to improve the skills of adult and dislocated worker job-seekers through traditional and work based learning activities, thereby improving their employability in the local workforce area. The goal is to receive a wide variety of high quality, innovative proposals that meet the workforce development needs of the region. Responders to this RFP should propose a plan that includes employer engagement.

NOTE: Trade Adjustment Assistant (TAA) services are integrated with dislocated worker services. TAA customers are co-enrolled into the dislocated worker program. The successful proposer will be expected to serve TAA customers under this RFP. In addition, the successful proposer will be expected to continue WIOA identified services for adults and dislocated workers currently enrolled and in follow-up services, in accordance with guidance expected from the U.S. Department of Labor and IL Department of Commerce and Economic Opportunity.

**B. Background on Workforce Innovation and Opportunity Act**

The Workforce Innovation and Opportunity Act supersedes the Workforce Investment Act and amends the Adult Education and Family Literacy Act, the Wagner-Peyser Act, and the Rehabilitation Act of 1973 to strengthen the workforce development system through better alignment of employment, training, and education programs. WIOA helps job-seekers access services needed to succeed in the labor market and match employers with the skilled workers they need to compete in a global economy. WIOA strengthens the role of the One-stop Career Center system.

The purposes of WIOA include:

- Increasing access to, and opportunities for individuals to receive, the employment, education, training, and support services necessary to succeed in the labor market,
- Providing workforce development activities through statewide and local workforce development systems to increase employment, retention and earnings of participants and to increase industry recognized credential attainment to improve the quality of the workforce
- Enhancing the strategic role Local Workforce Boards by increasing flexibility to tailor services to meet employer and worker needs;
- Streamlining service delivery across multiple programs by requiring colocation, coordination, and integration of activities and information to make the system understandable and accessible for employers and individuals;
- Supporting the alignment of the workforce investment, education, and economic development systems in support of a comprehensive, accessible, and high-quality workforce development systems;

- Improving the quality and labor market relevance of workforce investment, education, and economic development efforts by promoting the use of industry and sector partnerships, career pathways, and regional service delivery strategies in order to provide America's workers with the skills and credentials that will enable them to secure and advance in employment, and to provide America's employers with the skilled workers the employers need to succeed in a global economy;
- Promoting accountability using core indicators of performance measured across all WIOA authorized programs, sanctions, and high quality evaluations to improve the structure and delivery of services through the workforce development system to address and improve the employment and skill needs of workers, jobseekers, and employers.

### **C. Background on Grundy Livingston Kankakee Workforce Board**

The Workforce Board works in partnership with the County of Kankakee to administer WIOA funds. The County of Kankakee is the WIOA fiscal agent and the Workforce Board is the program administrator, provides oversight, and technical assistance.

The Board is comprised of a group of volunteers representing local business and industry, educational agencies, community-based organizations, organized labor, rehabilitation agencies, economic development, and the public employment service.

It is a strategic planning, policy and oversight body for the workforce area and does not conduct direct services to customers. As such, the Workforce Board works to ensure efficient use of funds that maximizes outcomes. The Workforce Board will provide technical assistance as needed and support the service delivery system in its continuous improvement.

The Workforce Board is committed to workforce *development*; i.e., building the skill base of the region rather than just shifting existing skills around the labor market. To that end, the Workforce Board budgets for and requires that at least 50% of all WIOA funds awarded under this RFP must be expended on client related expenditures. DCEO has defined, under WIOA Policies Chapter 8, Section 4, Version 3, Training Minimum Requirement, (<https://apps.il-work-net.com/WIOAPolicy/Policy/Index/321>), allowable participant training and expenditures to meet the 50% training requirement. The winning proposals will be required to support the availability of these training funds to job seeking customers through Individual Training Accounts (ITAs), work based learning, and other approved training methods.

As part of WIOA, the Workforce Board and the local workforce area participates in regional and local plans to support the workforce development system. The state has designated the regional workforce areas and our local workforce area participates in two regional workforce areas.

Livingston County is part of the North Central region which includes the following counties: McLean, Woodford, Tazewell, DeWitt, Marshall, Stark, Peoria, Fulton, and Mason. Kankakee and Grundy Counties participate in the North East region which includes the following counties: Cook, DuPage, Grundy, Kankakee, Kane, Kendall, DeKalb, Lake, McHenry and Will County. The next regional and local planning process is July 2020 and services required in this RFP may be affected by the planning process.

Contracts entered into with successful WIOA bidders will be contracts with the Workforce Board and County of Kankakee. All contracts resulting from this RFP are contingent upon the availability of funds and are subject to amendment or termination due to the lack of or reduced funding. All parties contracting must comply with the USDOL regulations and any other interpretations published by the USDOL. Administration and operation of this program is subject to compliance with the federal Workforce Innovation and Opportunity Act of 2014, State policies and procedures as issued from Illinois Department of Commerce and Economic Opportunity, and local policies and procedures as issued by the Workforce Board.

This RFP is not in itself an offer for work, nor does it commit the Workforce Board or County of Kankakee to fund any proposals submitted, nor be held liable for costs associated in the preparation or research of proposals.

**D. Workforce Development Area**

The three county area served by the Workforce Board has economies that are diverse. All three counties have at a minimum of 45% of their workforce commuting to other areas with Grundy County percentage being the highest at 70%. All three counties offer opportunities across a wide range of education and training levels. Prosperity, however, is uneven. There are areas and demographic groups within the workforce area that have higher poverty, unemployment rates, urban as well as rural demographics, etc.

There are three local workforce services office which represents an office in each county of the local workforce area. The Kankakee County Workforce Services office is the one stop center. The office locations are listed below.

Livingston County  
Livingston Workforce Services  
211 E. Madison Street  
Pontiac, IL

Grundy County  
Grundy Workforce Services  
725 School Street  
Morris, IL

Kankakee County: One Stop Center  
Kankakee Workforce Services  
450 N. Kinzie Ave  
Bradley, IL

**E. Contract Term and Funding**

The organization(s) selected as a provider of WIOA adult & dislocated worker services will assume responsibility July 1, 2019. Services will be provided for a period beginning with the start date through June 30, 2020, assuming continued funding and successful performance by the selected organization(s). The program year is July 1<sup>st</sup> – June 30<sup>th</sup>.

For the purposes of this RFP, the Workforce Board is unable to define the WIOA allocation that will be awarded for July 1, 2019. The federal government allocates WIOA funding annually each spring. It is anticipated that approximately \$1.3 million will be available for this solicitation. The Workforce Board is the oversight body responsible for the allocation of contract funds and allocations are generally awarded by the Workforce Board in the spring. Final contract amounts will be negotiated based upon WIOA funding allocations, Workforce Board priorities, and other factors at the discretion of the Workforce Board and County of Kankakee.

With the agreement of the chief elected officials in the local workforce, the Workforce Board may renew the yearly contract for a maximum of three yearly renewals. The option to extend will be at the complete discretion of the Grundy Livingston Kankakee Workforce Board and the chief elected officials.

**F. Type of Contract**

The contract will be cost reimbursement. Total contract amount will be reimbursed based on actual costs incurred according to approved budgets. Any awarded contract will conform to the terms required by the WIOA/TAA and OMB circulars. Payment for services rendered will be made only when costs have been incurred and documentation of all costs will be required.

**G. Scope of Services Required**

The following key workforce development strategies are a priority under WIOA and respondents should concentrate on them in their proposals.

- *Strategy 1: Improve the alignment between the skills needed by private sector employers and the education and job training system that provide the pipeline of workers.*
- *Strategy 2: Coordinate federal, state, and local funds to target resources more effectively, and explore options that support innovative solutions.*
- *Strategy 3: Designate specific employment sectors for priority spending based on regional sector strategy priorities and sufficient evidence of labor demand.*

The Workforce Board currently recognizes the following demand sectors for spending priority:

1. Healthcare & Social Assistance
2. Manufacturing
3. Utilities
4. Business and Professional Services
5. Transportation, Warehouse, Distribution & Logistics (TWDL)

The following services to customers must be offered by any successful respondent organization. The successful bidder must be able to respond to diverse populations with widely different needs and expectations. The Workforce Board will look for the range of customer groups with which the bidder has experience.

**1. Career Services**

Under WIOA, career services are divided into two categories: basic and individualized career services. This grouping is not designed to create barriers to training, but rather identifies the importance that these two types of career services can have in helping individuals obtain employment. Basic career services must be made available to all customers.

**a. Basic Career Services**

The selected contractor from this RFP will be required to deliver these basic career services and to do so in coordination with other partner agencies including Wagner Peysner, Division of Vocational Rehabilitation, Veterans

Services, Title V of the Older American's Act and any other partner of the system. Basic Career Services that are self-service and/or informational and do not require registration for WIOA include:

- Resource room usage and access to job search software, resume writing software and information, and resource room materials including videos and brochures.
- Job Posting Board: All offices or proposal websites shall have an open and visible Jobs Board on which is posted jobs available in the community.
- Successful respondents shall provide access to online services such as Illinois workNet, Illinois Joblink, and other related career information or employment posting websites.
- Outreach, intake and orientation to information and other services available through the workforce services offices/system. Outreach may include outreaching to community organizations/events to expand the customer base and reach eligible customers.
- Determinations and document whether the individuals are eligible to receive assistance under WIOA
- Initial assessment of skill levels (including literacy, numeracy, and English language proficiency), aptitudes, abilities (including skills gaps), and supportive service needs.
- Provision of employment statistics information, including the provision of accurate information relating to local, regional, and national labor market areas, including the following:
  - Job vacancy listings by labor market area
  - Information on job skills necessary to obtain those jobs
  - Information related to local occupations in demand and the earnings and skill requirements for such occupations.
- Provision of performance information and program cost information on eligible providers of training services including adult education, vocational rehabilitation programs, youth employment and training activities, post-secondary vocational education activities and vocational education activities available to school dropouts.
- Provision of information regarding how the local area is performing on the local performance measures.
- Provision of accurate information relating to the availability of supportive services, including child care and transportation available in the local area and referral to such services, as appropriate.
- Provision of information regarding filing claims for unemployment compensation.
- Assistance in establishing eligibility for financial aid assistance for training and education programs that is not funded under WIOA and is available in the local area.

When an individual seeks more than minimal assistance from staff in taking the next step towards self-sufficient employment, the person must be registered and eligibility must be determined. Thus, individuals participating in Individualized Career Services must be registered.

**b. Individualized Career Services**

Individualized career services must also be provided by the selected provider. These services may include:

- Assessment of skills, abilities, attitudes, and needs and the subsequent review and discussion of assessment results as the first step in identifying a career path.
- Explanations of the services and stages within the career pathway process to ensure customer understanding.
- Individual job development when accomplished through the use of services beyond self-service and informational activities.
- Job clubs, when accomplished through the use of services beyond self-service and informational activities.
- Screened referrals, when accomplished through the use of services beyond self-service and informational activities.
- Follow-up services, including counseling regarding the workplace, for participants who are placed in unsubsidized employment, for not less than twelve (12) months after the first day of employment as appropriate.
- Provision of comprehensive and specialized assessments of the skill levels and service needs including diagnostic testing and use of other assessment tools and in-depth interviewing and evaluation to identify employment barriers and appropriate employment goals.
- Group and/or individual counseling and career planning.
- Individual employment plans, to identify the employment goals, appropriate achievement objectives and appropriate combination of services for the participant to achieve the employment goals.
- Case management for participants seeking training services.
- Short-term pre-vocational services and workshops including, development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct to prepare individuals for unsubsidized employment.
- Stand-alone GED/HSE training or literacy activities related to basic workforce readiness.
- Internships and apprenticeships.
- Work experience – Work experience is a planned, structured learning experience that takes place in a workplace for a limited period of time, which may be paid or unpaid. A work experience workplace may be in the private-for-profit, non-profit or public sector organization.

**2. Training Services**

Training services will be available to participants who have demonstrated the need for training to obtain self-sufficient employment.

The selected provider must provide training services in accordance with the regulations. Training services may include:

- Job readiness training.
- Occupational skills training.
- Programs combining workplace training with related instruction.

- On the Job Training (OJT) – subsidized wages paid to business to promote skill development and placement.
- Training programs operated by the private sector.
- Skill upgrading and retraining.
- Entrepreneurial training.
- Apprenticeships by providing referrals and assistance with enrollments.
- Adult education and literacy activities provided in combination with services described above.
- Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training.

The Workforce Board requires the coordination of training costs with funds available under other Federal programs, Pell Grants, MAP Grants and scholarships.

The use of Individual Training Accounts (ITAs) will allow the participant the opportunity to choose training from a variety of eligible training providers.

The selected contractor will be required to develop training plans that are WIOA compliant and fulfill the steps outlined in the Individual Employment Plan (IEP). IEPs are active documents which document a participants employment goals including services needed to obtain those goals.

### **3. Follow-up Services**

Appropriate follow-up services must be made available to a participant placed in unsubsidized employment for a minimum of 12 months following the participant's first date of employment. Follow-up services can be useful for participants in order to maintain employment.

### **4. Rapid Response Services**

The selected contractor will be required to assist in providing Rapid Response services in the event of mass layoff, plant closing or TAA certified event. Rapid Response activities are necessary to plan and deliver services to enable dislocated workers to transition to new employment as quickly as possible following either a permanent closure, mass layoff, or a natural or other disaster resulting in a mass job dislocation.

Rapid Response activities may include:

- On-site contact with the employer, representatives of the affected workers, and the local community, which may include assessment of their layoff plans and employer schedule.
- Assessment of the potential for averting the layoff(s) in consultation with state or local economic development agencies, including private sector economic development entities.
- Background and probable assistance needs of the affected workers; reemployment prospects for workers in the local community and available resources to meet the short- and long-term assistance needs of the affected workers.

- The provision of information and access to unemployment compensation benefits, workforce services/system services, and employment and training activities, including information on the Trade Adjustment Assistance program.
- The provision of assistance to the local board and chief elected official to develop a coordinated response to the dislocation event and, as needed, obtain access to additional funding to help with Rapid Response Services as needed.

#### **5. Employer Services**

Serving the needs of employers is a principle focus for WIOA and the Workforce Board, as employers are a primary customer with the continuing need of finding and hiring a qualified workforce. The respondent should collaborate with partners and the Workforce Board in providing WIOA services to employers.

The successful respondent will be responsible for coordinating and providing the following employer services:

- Space for interviewing activities
- Information and referral to business start up and entrepreneurship
- Information and development of work based learning opportunities including On the Job Training Contracts, Work Experiences and Apprenticeships.
- Information on Incumbent Worker Training
- Avenues to place job openings
- Resume Bank: All offices shall be able to provide, free of charge upon request, resumes from qualified applicants from within the enrollments of their WIOA, TAA or job seeker customers. This resume database shall be maintained and updated in order to provide quality referral of applicants to area employers.
- Job Fairs: At least one (1) job fair shall be offered per year in each county at no charge to business or job seeker customers
- Staff assisted employee prescreening
- Preliminary basic skills or other assessments
- Identification of employer's needs and creating innovative solutions to address employers needs
- Other services in order to address local employers workforce needs

**6. Collaboration:** Successful respondents must regularly collaborate with other workforce development partners and community organizations. The Workforce Board recognizes that relationships with others in the community are very important in order to provide high quality WIOA services and achieving the broader objectives of the Workforce Board.

#### **F. Assets to the Respondent**

- 1. Equipment:** Adequate furniture, computers, and software will be available for use by the contractor. The contractor may request necessary operating equipment and supplies to meet staff and service needs.
- 2. Database access:** The successful respondent must use Illinois Workforce Development data system for tracking and reporting performance under WIOA and TAA as mandated by DCEO.

3. **Files:** Current client files in hard copy and electronic format.
4. **Special Funding:** The successful respondent may have the opportunity to submit requests for funding of special projects, initiatives, or pilot projects through the Workforce Board reserve funds or other grants offered through DCEO or DOL.
5. **Assistance:** The Workforce Board staff will provide procurement assistance, inventory maintenance, and technical assistance related to eligibility, invoicing and related management functions.
6. **Partnership:** The successful respondent may have the opportunity to partner in requests for grants that may become available to the workforce area through the Workforce Board's grant applications or through workforce development network partnership grant writing activity.

**G. Submission of Proposals**

Respondents must submit proposals in hard copy form. One bound hard copy original, and six copies of the original, must be submitted as described below. The original copy must be clearly marked and bear an ink signature of an officer or other person authorized to bind the respondent. Facsimile copies will not be accepted. The entire proposal shall be submitted on a labeled USB drive. On the USB drive, the entire proposal excluding the budget shall be submitted as a Microsoft Word document and the budget shall be saved in Microsoft Excel.

Proposals must be submitted to:  
Ladonna Russell  
Executive Director  
Grundy Livingston Kankakee Workforce Board  
200 E. Court Street, Suite 506  
Kankakee, IL 60901

**All proposals must be received by 12:00 pm (noon) on Wednesday, January 16, 2019.**

Any proposal received after this date and time will not be considered or evaluated.

**H. Eligible Respondents**

Any existing public entity, private not-for-profit entity or private for-profit entity who believes it has the capability, experience and capacity to provide the services required by the Grundy Livingston Kankakee Workforce Board under this RFP, may submit a proposal for consideration. Individuals may not propose.

**I. Bidders Conference**

A bidder's conference will be held. It is not mandatory that bidder's attend; however, Workforce Board staff encourages all interested organizations to attend. This is the forum to answer any questions so that all interested parties will benefit from the same answer. After the bidder's conference, Workforce Board staff will not respond to any questions asked in writing, electronically via email, in person or by phone.

**The bidder's meeting is scheduled for:**

**Tuesday, October 23, 2018 at 1:30 pm  
Grundy Livingston Kankakee Workforce Board  
200 E. Court Street, Suite 506  
Kankakee, IL 60901**

A conference call number is available for organizations to participate in the bidder's conference which are unable to attend in person. Organizations are to email [lrussell@glkwb.com](mailto:lrussell@glkwb.com) by 5 pm, October 22, 2018 to request the conference call number. Any request received after this date and time will not be entertained.

**J. Questions Regarding the RFP**

Inquiries regarding this RFP should be directed to Ladonna Russell via email to [lrussell@glkwb.com](mailto:lrussell@glkwb.com). Questions must be presented in writing by October 19, 2018. Questions other than those presented in writing by the due date will not be entertained.

A summary of all questions received from prospective respondents and answers will be posted on the Workforce Board website at [www.glkwb.com](http://www.glkwb.com) following the Bidder's conference.

**K. Anticipated Timetable for Selection**

The timeline for soliciting proposals, review, selection and negotiation is presented below.

RFP Issued	Tuesday, September 18, 2018
Deadline for submission of questions	Friday, October 19, 2018
Bidder's Conference	Tuesday, October 23, 2018
<b>Proposal Due</b>	<b>Wednesday, January 16, 2019 at 12 pm</b>
Recommendations presented to the Workforce Board Meeting	March 19, 2019
Contract Begins	July 1, 2019

**II. GENERAL REQUIREMENTS**

- A. This RFP does not commit the Grundy Livingston Kankakee Workforce Board and County of Kankakee 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.
- B. Any verbal comments or discussion concerning this solicitation cannot add, delete or modify any written provision of this Request for Proposal. Only changes to the requirements of this RFP issued in writing will have force.
- C. Upon request, respondents may be asked to furnish satisfactory evidence of their ability to successfully provide the services requested by this RFP. This evidence may include copies of reports on prior independent audits of the respondent. The Grundy Livingston Kankakee Workforce Board and County of Kankakee reserves the right to make the final determination as to the respondent's capabilities.
- D. The Grundy Livingston Kankakee Workforce Board and County of Kankakee reserves the right to cancel this Request for Proposal for any reason, or accept or reject any or all proposals for any reason or to negotiate with any and all respondents on modifications to proposals.
- E. The Workforce Board and County of Kankakee reserve the right to withdraw any award for failure to successfully negotiate and execute a contract with the respondent within 30 days of the award of this RFP.

- F. All respondents will be required to follow the drug-free policy adopted by the Workforce Board and participate in random drug testing of participants. Failure to abide by the policy may result in reduction of funding and/or termination of the contract.
- G. All costs incurred in conjunction with the preparation of a proposal are the sole responsibility of the respondent, and will not be paid nor reimbursed.
- H. The proposal submitted by the successful respondent, modified as necessary through negotiations, will become part of a contractual agreement between the Grundy Livingston Kankakee Workforce Board, County of Kankakee and the successful respondent.
- I. The Workforce Board and County of Kankakee reserves the right to withdraw or reduce the amount of an award or to cancel any contract or agreement resulting from this procurement if adequate funding is not available or received from the U.S. Department of Labor, Illinois Department of Commerce and Economic Opportunity or other funding sources or due to legislative changes.
- J. All data, material and documentation originated or prepared by the respondent pursuant to a contract award shall belong exclusively to the Workforce Board, and be subject to disclosure under the Freedom of Information Act.
- K. The successful respondent will be required to provide regular and detailed service and expenditure reports to the Grundy Livingston Kankakee Workforce Board and County of Kankakee at a frequency and in a manner prescribed by the Board. At a minimum, these detailed reports will include information on the obligation, encumbrance and expenditure of funds awarded. These detailed reports will be required separately for adult, dislocated workers, Rapid Response, and TAA. In addition, the successful respondent may be required to submit as needed reports as required by the Workforce Board, County of Kankakee, DCEO or DOL.
- L. The successful respondent will be prohibited from disseminating products and information developed under the award without the prior written consent of the Grundy Livingston Kankakee Workforce Board.
- M. Any changes in WIOA program requirements or funding levels may result in changes to the services described in any proposal and subsequent contract. The Grundy Livingston Kankakee Workforce Board and County of Kankakee reserves the right to modify or alter requirements and standards set forth in this RFP based on program requirements mandated by the Federal government or the State of Illinois.
- N. The successful respondent will be required to operate programs efficiently, effectively and in compliance with all Federal and State laws, regulations and policies applicable to WIOA and TAA programs. These responsibilities include determining and documenting participant eligibility, registering all program participants, administering Individual Training Accounts (ITAs), documenting service provision, maintaining participant, program and financial records, managing program performance, fulfilling data entry requirements and maintaining program information systems.
- O. Successful respondent(s) must ensure continuation of services to individual customers currently receiving WIOA services.

- P. Respondents will be responsible for ensuring that WIOA performance standards are met or exceeded.
- Q. Proposals submitted for funding must operate according to the WIOA law, all applicable Federal regulations, and policies and other requirements for WIOA programs promulgated by the State of Illinois.
- R. Successful respondents must ensure compliance with the following as applicable: 20 CFR Part 652 et al.; 48 CFR Part 31; OMB Circular 2 CFR 200.
- S. The Grundy Livingston Kankakee Workforce Board and County of Kankakee expects that respondents will have the administrative and financial management capabilities required. Respondents must have in place, or agree to establish, the following:
  - Personnel, grievance and travel policies
  - Equal opportunity/nondiscrimination policies
  - Financial management and accounting policies and procedures
  - Cost allocation plans
  - Approved indirect cost rates, if applicable
- T. The Grundy Livingston Kankakee Workforce Board and County of Kankakee reserves the right to conduct discussions with respondents. Respondents will be accorded fair and equal treatment concerning any opportunity for discussion of their proposals. Respondents may be required to make oral presentations, participate in negotiations and to re-write portions of proposals as agreed during negotiations.
- U. All respondents must ensure equal opportunity to all individuals. If selected as a WIOA service provider, the respondent must ensure that no individual shall be excluded from participation in, denied the benefits of, or subjected to discrimination under any WIOA-funded program or activity because of race, color, religion, sex, national origin, age, disability, or political affiliation or belief.
- V. All respondents must ensure access to services by individuals with disabilities pursuant to the Americans with Disabilities Act. Workforce Board staff serves as the Equal Opportunity Officer for Local Workforce Development Area #11. All respondents must fully cooperate and comply with EO mandates and site visits by the area's EO Officer.
- W. The successful respondent must allow access to all WIOA records, program materials, staff and participants by authorized Federal, State and local officials.
- X. By submitting a proposal under this RFP, respondents agree that service offices for each county will be located in a location centrally located in each county, in a facility that is handicapped accessible, ADA compliant, and visible from the street. Respondents further agree that service locations shall bear the name (County) Workforce Services, and that correspondence, letterhead, business cards, and other print and electronic media shall bear the name of the respective Workforce Services office.
- Y. Funding for the services authorized by this RFP is contingent upon WIOA funding.

### **III. REQUIREMENTS FOR SUBMISSION OF PROPOSALS**

- A. All proposals must meet the following technical specifications
  - Typewritten on 8 ½ by 11 unruled paper, single sided
  - Font size of 12 point
  - Single line spacing
  - 1 inch side, top and bottom margins
  - Pages numbered consecutively at the bottom of the page

- B. All proposals must be organized and assembled according to the requirements of this section and in the order described.
1. **Proposal Cover Sheet.** A required format for the Proposal Cover Sheet is included as Proposal Attachment 1. All items of the Proposal Cover Sheet must be completed.
  2. **Executive Summary.** Each proposal must include an executive summary which at a minimum describes the respondent organization, summarizes its relevant experience and qualifications and outlines the scope of services being proposed. The Executive Summary is limited to two (2) pages.
  3. **Background and Experience.** Each respondent is required to respond to the specific items identified in this section. A response must be submitted for every item identified and must be in the same order as listed below. The Background and Experience section is limited to five (5) pages.
    - a. **Background Information on Organization**
      - i. **General:** Describe the size of the organization, incorporation status, years in business, current scope of activity (geographic and type of activities). Provide the mission statement of the organization.
      - ii. **Organizational structure:** Describe any governing board and identify the membership; provide an organizational chart and indicate where in the organization this contract activity will be positioned.
      - iii. **Sustainability and flexibility:** The respondent must be able to expand and contract with grant monies, changes in budget, special projects, etc. Explain the degree to which the organization can exercise such flexibility. Indicate the percent of the organization's total budget this contract will represent.
    - b. **Experience of the Organization**
      - i. **Grant/Contract Experience:** Describe the organization's experience administering or operating grant programs. Include information on the number and size of grant programs successfully administered or operated and the names of, or other identifying information concerning, these grants. Emphasize in this description experience administering or operating Federal grant programs and/or providing workforce development.
      - ii. **Job Seeker Service Experience:** Describe the organization's experiences serving job seeker populations that may be served under this contract. The Workforce Board will look for the range of customer groups with which the bidder has experience and the bidder's success with those targeted groups. Groups to consider describing include: incumbent workers, disabled individuals, dislocated workers, limited English-speaking individuals, ex-offenders, individuals living in poverty, etc.
      - iii. **Partnerships:** Describe the organization's experience working as a partner within a system (does not necessarily mean with the workforce system but rather any system). Describe how the organization integrates services or shares customers in a way that adds value. Describe any partnership developed in order to accomplish a specific objective.

- iv. **Organizational Leadership in the Community:** Describe how the parent organization exhibits leadership in the community. What relationships have been developed by the respondent that will be advantageous to the workforce development network? What resources and expertise can be can the respondent rely on in the delivery of services under this contract?
  - v. **References.** Identify a minimum of three (3) organizations that you have provided workforce services for in the past three years that are willing to provide information and discuss past performance. Indicate the type of workforce services provided for the organizations. Please identify at least one individual per organization and include the telephone number, mailing address, e-mail address, and position title for the individual
4. **Program Design.** Each respondent is required to respond to the specific items identified in this section. A response must be submitted for every item identified and must be in the same order as listed below. The respondent must indicate which county or counties they are proposing to serve. Responses should include overall goal(s); program design concepts; outcomes including WIOA performance measures, fiscal responsibility; and innovation. The Program Design Provision section is limited to thirty (30) pages.
- a. Describe the design for the WIOA program and how you will ensure that career, training, rapid response, supportive services and employer services are delivered to the requirement and regulations within WIOA. Include a narrative flow chart depicting customer flow. Identify each physical location at which workforce services will be available within the county or counties.
  - b. Describe the target population. How you will outreach to the target population include an outreach marketing plan.
  - c. Describe your orientation, intake and eligibility process. Include a discussion topics covered in orientation, how you will determine and document eligibility for WIOA service, provide assessments and enroll the individual.
  - d. Career Services are the foundation for customer service delivery. Describe how your organization will provide effective and relevant career services referenced in the Scope of Services Required of this RFP.
  - e. Describe the process to implement career pathways. How will WIOA participants be introduced to career pathways and assessed for placement in the appropriate level of the pathway and to ensure the WIOA participant understands the successful movement along the pathway.
  - f. Describe how your organization will manage training services. Include specific information about assisting the customer in selecting a demand occupation, development of an individual employment plan (IEP), management of the ITA process and work based learning component.
  - g. Work Based learning is a major focus in WIOA. Describe how your organization will implement work based learning in your program design. Include how you will provide paid work experience, on the job training, and apprenticeship training. Include the process for employer outreach, contract development skill gap analysis, and individual placement and monitoring.

- h. Describe how you will collaborate with WIOA youth service providers and other workforce partners to provide workforce service and eliminate duplication of services.
  - i. Describe how your program design is responsive to the labor market and available labor supply. Describe how you will use data to forecast future labor market demand including what data will be used (source) and how it will be analyzed to project future needs.
  - j. Describe how you will implement job placement and retention strategies including such activities as customer-focused job search, peer support, and supportive services that result in continued success on the job and support wage progression.
  - k. Provide a description of proposed employer's services. Describe how employers will be creating the demand driven system including strategies to identify workforce development needs of employers
  - l. Describe strategies to match the hiring needs of businesses with individuals who meet or exceed their minimum qualifications; thus, eliminating referrals of unqualified candidates.
  - m. Describe what relationships, partnerships, and community group organizations are essential to your outreach efforts to reach employers.
- 5. Management and Implementation Plan**
- a. Describe how your organization will manage WIOA/TAA services, including the process you will use for administration of ITAs. Identify key management processes or tools that will be employed (e.g., policy and procedures manuals, internal reporting, supervisory or management controls, staff training or development programs, quality assurance processes).
  - b. Describe your commitment to help assure that performance standards for the workforce area as a whole are met or exceeded. The performance measures for FY 17 (July 1, 2017 – June 30, 2018) are included as RFP Attachment 6. Performance measures have not been negotiated beyond FY17. Include a description of specific monitoring and other techniques you will use to manage performance related to the scope of services contained in your proposal.
  - c. Describe key administrative services that will be required to support service delivery. Include summary descriptions of your internal financial management system, eligibility determination process, participant registration process, recordkeeping systems, including documentation for services provided to participants, and procedures for internal compliance monitoring.
  - d. Describe your plans to coordinate with other Federal, State, Local Programs and local organizations, public and private, to avoid duplication and enhance the delivery of services.
  - e. If services are to be provided through subcontractors or other organizations, identify the subcontractor and what specific services the subcontractor will provide.

- 6. Staffing Plan.** Each respondent is required to submit a staffing plan for WIOA/TAA service provision in county or counties proposing to serve. The Staffing Plan is limited to a total of five (5) pages. At a minimum the Staffing Plan must provide the total number of staff, the position titles, the salary range of each position, and the estimated cost of benefits. An organizational chart must be attached showing the staff assigned to the WIOA Title 1 program and the percentage of time for each staff member.

If staff providing WIOA/TAA services will operate under a cost allocation plan, the organization must describe the process for tracking and allocating costs such as staff salaries, benefits, rent, utilities, etc. and provide a copy of the cost allocation plan.

If there are existing staff that are planned to be full time staff under this contract, identify them by name, proposed position, and provide a brief description of their qualifications. If staff is to be hired, outline the process and timeline that will be used to recruit and select qualified individuals. Specify the date by which these individuals can be expected to assume his/her position.

Describe your plans for staff development including how you will identify and incorporate any innovative and best practices approaches.

- 7. Budget Form.** Each respondent is required to prepare a budget estimate for each county or counties for which services are proposed. The Annual Budget Estimate form is included as Proposal Attachment 2. Budget estimates should be based on Program Year 2018 (PY18) allocations which are provided in RFP Attachment 5.
- 8. Financial Plan.** Each proposal must include a Financial Plan that correlates to the Annual Budget Estimate form(s). In general, there are specific activities that will be funded through the grant funds awarded under this contract. These include activities related to the provision of job seeker services and employer services. The Financial Plan is limited to fifteen (15) pages.
- a.** The proposal must show that its cost for providing services is reasonable, and allowable including details of indirect costs. Review of cost items may include comparison of costs among proposers, comparisons of average costs with previous experience, and a comparison of individual cost items with market prices. Proposals that may rank well against program design and effectiveness criteria may not be funded because of unreasonable, excessive unexplained or unallowable costs.
  - b.** The financial plan must describe all costs associated with implementing the project that are to be covered with the grant funds. All costs should be necessary and reasonable according to the Federal guidelines set forth in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards set forth in 2 CFR 200. Commonly referred as “Super-Circular” or “Omni-Circular”.
  - c.** The narrative should include proposers “in kind” contributions in order to maximize workforce funds.
  - d.** The narrative must support and explain the information contained on the Annual Budget Estimate form.

- e. The Plan must include a description of policies or other resource management techniques that will be put into place to assure that funds remain available throughout the program year.
  - f. The Financial Plan must include a description of how the respondent will assure that at least 50% of all WIOA funds awarded under this RFP will be expended on training and education activities during Program Year 2019.
  - g. The Financial Plan must include an estimate of job seeker and employers to be served for county or counties proposing to serve and the average per participant cost anticipated for adult customers and dislocated worker customers.
9. **Audit.** Attach one copy of the organization’s most recent audit report to the signed original proposal.
10. **Assurances and Certifications Statement.** Each respondent is required to review and sign the Certification regarding Debarment included as Proposal Attachment 3 and the Assurances and Certifications Statement included as Proposal Attachment 4.
11. **Letters of Reference.** Each proposal may include up to five (5) signed letters of reference from entities for whom the bidder has provided services, whether contracted or provided through grant-funded activities. Each letter must contain the name and contact number of a specific person at the entity that may be contacted by the evaluation team.
12. **Optional Bidder Attachments.** Attachments will not be included in the evaluation; the respondent should address RFP requirements within the narrative. Optional attachments are limited to five (5) pages.

#### **IV. PROPOSAL REVIEW AND SELECTION PROCESS**

##### **L. Review Panel**

A Task Force of the Grundy Livingston Kankakee Workforce Board will serve as the review panel for proposals submitted pursuant to this RFP. The panel will have at least one representative from Kankakee County (the fiscal agent). This panel will independently score each proposal using a standard proposal review instrument.

##### **M. Review Criteria**

The following criteria and scoring system will be used to evaluate each response:

- |                                       |                     |
|---------------------------------------|---------------------|
| 1. Background and Experience          | Maximum points – 5  |
| 2. Program Design                     | Maximum points – 35 |
| 3. Management and Implementation Plan | Maximum points – 10 |
| 4. Staffing Plan                      | Maximum points – 10 |
| 5. Budget and Financial Plan          | Maximum points – 40 |

**RFP Attachment 1**  
**Response Cover Sheet**  
**Proposal to Provide WIOA Services in Grundy Livingston and Kankakee Counties**

Name of Respondent Organization: \_\_\_\_\_

Type of Organization:

Public entity

Private not-for-profit organization

Private for profit organization

Other

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_ Federal Employer ID Number: \_\_\_\_\_

DUNS Number: \_\_\_\_\_

Name of Authorized Representative: \_\_\_\_\_

Authorized Representative email Address: \_\_\_\_\_

**Statement of Certification**

The information contained in this proposal fairly represents the proposed operating plans and budget necessary to conduct the activities described. The respondent organization assures that it is prepared to implement the activities described in the proposal. This proposal has been duly authorized by the governing body of the respondent organization. I certify that I am authorized to sign this statement on behalf of the organization submitting this proposal.

\_\_\_\_\_  
Typed Name of Authorized Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

**Proposal Attachment 3**  
**Certification Regarding Debarment, Suspension, and other Responsibility Matters**  
**Lower Tier Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants' Responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

Before signing the certification, read the following instructions which are an integral part of the certification:

1. By signing and submitting this proposal, the prospective recipient of Federal assistance funds is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) or The Workforce Board, may pursue available remedies, including suspension and/or debarment.
3. The prospective recipient of Federal assistance funds shall provide immediate written notice to the DOL and to The Workforce Board if at any time the prospective recipient of Federal assistance funds learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction", "debarred", "suspended", "ineligible", "lower tier covered transaction", "participant", "person", "primary covered transaction", "principal", "proposal", and "voluntarily excluded", as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the DOL for assistance in obtaining a copy of those regulations.
5. The prospective recipient of Federal assistance funds agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.
6. The prospective recipient of Federal assistance funds further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions", provided by the DOL, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded From Procurement or Nonprocurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may terminate this transaction for cause or default.

The prospective recipient of Federal assistance funds certifies by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

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Name and Title of Authorized Representative

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Signature Date

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Name of Applicant Agency

## **Proposal Attachment 4 Assurances and Certifications**

The Contractor hereby assures and certifies compliance with each of the requirements where applicable:

1. Program Requirements as provided for under Section 181, 183, 184, 186, 187, 189 and 194 of the Act.
2. It will comply with WIOA Regulations Part 683.250(a)(2) prohibiting utilization of funds to carry out public service employment programs under Title I of the Act.
3. It will comply with the limitations on the use of funds as provided for under WIOA Regulations Part 683.250(a) and (b).
4. Section 189(h) of the Act, by assuring that each individual participating in any program established under the Act, or receiving any assistance under the Act, has not violated Section 3 of the Military Selective Service Act (50 U.S.C.appl. 453).
5. Permit and cooperate with federal investigations undertaken in accordance with Section 185 of the Act.
6. Contractors must ensure access to services by individuals with disabilities pursuant to the Americans with Disabilities Act.
7. It will comply with Section 134(e)(3) of the Act and WIOA Regulation Parts 680.930, 680.940, 680.950, 680.960 and 680.970 in making needs-based payments to individuals participating in a training program.
8. Record retention requirements contained in 2 CFR 200 Sections 200.333 – 200.337.
9. It will comply with WIOA Regulations Part 683.270 29 which prohibits replacing a currently employed worker with any WIOA participants.
10. Serve non-economically disadvantaged participants in accordance with Section 129(a)(3)(A)ii(5) of the Act.
11. It will comply with WIOA Regulations Part 683.245, prohibiting funds to be used for employment generating activities, economic development and other similar activities unless they are directly related to training for eligible individuals.
12. Require all lower tier subcontractors to comply, with the policy on lobbying restrictions as established in accordance with OMB Circular 2 CFR 200.
13. The policy on debarment and suspension regulations as established in accordance with 29 CFR Part 98.
14. Require all organizations to comply with the Single Audit Act of 1984, as amended in 1996 ("Single Audit Act") or 2 CFR Subpart B-General Provisions or Subpart F – Audit Requirement or a grant specific financial and compliance audit.
15. It will comply with Sections 134(C)(3)(F)(iii) and 134(c)(3)(G) of the Act.
16. Equal Employment Opportunity – All contractors shall contain a provision requiring compliance with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR Part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity Department of Labor.
17. The Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subcontractor shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which one is otherwise entitled. The recipient shall report all suspected or reported violations to the Federal awarding agency.
18. The Davis-Bacon Act as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards

Provision Applicable to Contracts Governing Federally Financed and Assisted Construction”). Under this Act, contractors shall be required to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. In addition, contractors shall be required to pay wages not less than once a week. The recipient shall place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation and the award of a contract shall be conditioned upon the acceptance of the wage determination. The recipient shall report all suspected or reported violations to the Federal awarding agency.

19. Sections 102 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. §327-330) as supplemented by Department of Labor regulations (29 CFR Part 5). Under Section 102 of the Act, each contractor shall be required to compute the wages of every mechanic and laborer on the basis on a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than 1½ times the basic rate of pay for all hours worked in excess of 40 hours in the work week. Section 107 of the Act is applicable to construction work and provides that no laborer or mechanic shall be required to work in surroundings or under working conditions that are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.
20. Compliance with all requirements relating to the performance of experimental, developmental, or research work including providing for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR Part 401.
21. All applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. §7401 et. seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. §1251 et. seq.). Violations shall be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
22. The provisions of the Byrd Anti-Lobbying Amendment (31 U.S.C. §§1352). Contractors who apply or bid for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. §1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient. See 29 CFR Part 98.
23. The provisions of Debarment and Suspension (E.O.'s 12549 and 12689) – No contract shall be made to parties listed on the General Services Administration’s List of Parties Excluded from Federal Procurement or Nonprocurement Programs in accordance with E.O.’s 12549 and 12689, “Debarment and Suspension.” This list contains the names of parties debarred, suspended, or otherwise excluded by agencies, and contractors declared ineligible under statutory or regulatory authority other than E.O. 12549. Contractors with awards that exceed the small purchase threshold shall provide the required certification regarding its exclusion status and that of its principal employees.
24. This program is subject to the provisions of the “Jobs for Veterans Act,” Public Law 107-288, which provides priority of service to veterans and spouses of certain veterans for the receipt of employment, training, and placement services in any job training program directly funded, in whole or in part, by the Department of Labor. DOL ETA Training and Employment Guidance Letter (TEGL) No. 5-03 provides general guidance on the scope of the veteran’s priority statute and its effect on employment and training programs.
25. This program is subject to the Child Labor Law which regulates the employment of workers less than 18 years of age. The law protects children by (1) requiring employment certificates. The certificate confirms that a minor is old enough to work, physically capable to perform the job, and that the job will not interfere with the minor's education; (2) prohibiting work in hazardous occupations; and (3) limiting working hours. All work before 7 a.m. and after 7 p.m. is prohibited. However, work until 9 p.m. is allowed from June 1 through Labor Day.
26. Contractors must agree to abide by the Equal Pay Act of 2003 which prohibits employers with four or more employees from paying unequal wages to men and women for doing the same or substantially similar work, requiring equal skill, effort, and responsibility, under similar working conditions for the same employer in the same county, except if the wage difference is based upon a seniority system, a merit system, a system measuring earnings by quantity or quality of production, or factors other than gender.

## APPLICABLE STATUTES

1. **Drug free Workplace Act (30 ILCS 580/1. et.seq.)** Contractor will make the certification required in this Agreement and will comply with all of the provisions of the Drug free Workplace Act, which are applicable to the Grantee. False certification or violation of the requirements of the Drug free Workplace Act may result in sanctions including, but not limited to, suspension of grant payments, termination of this Agreement and debarment of contracting or grant opportunities with The Workforce Board for at least one (1) year but not more than five (5) years.
2. **Freedom of Information Act (5 ILCS 140/1 et. seq.)** Applications, programmatic reports and other information obtained by The Workforce Board under this Agreement shall be administered pursuant to the Freedom of Information Act.
3. **Historic Preservation Act (20 ILCS 3420/1 et. seq.)** The Contractor will not expend funds under this Agreement which results in the destruction, alteration, renovation, transfer or sale, or utilization of a historic property, structure or structures, or in the introduction of visual, audible or atmospheric elements to a historic property, structure or structures, which will result in the change in the character or use of any historic property.
4. **Land Trust/Beneficial Disclosure Act (765 ILCS 405/2.1)** No grant award funds shall be paid to any trustee of a land trust, or any beneficiary or beneficiaries of a land trust, for any purpose relating to the land which is the subject of such trust, any interest in such land, improvements to such land or use of such land unless an affidavit is first filed with the Illinois Department of Employment Security identifying each beneficiary of the land trust by name and address and defining such interest therein.
5. **State of Illinois Discrimination Laws (775 ILCS 5/1-101, et. seq.)** In carrying out the performance required under this Agreement, the Contractor shall comply with all applicable provisions of the Illinois Human Rights Act, and rules and regulations promulgated by the Illinois Department of Human Rights, prohibiting unlawful discrimination in employment. The Contractor's failure to comply with all applicable provisions of the Illinois Human Rights, or applicable rules and regulations promulgated thereunder, may result in a determination that the Contractor is ineligible for future contracts or subcontractors with The Workforce Board, and this Agreement may be canceled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation.
6. **Unemployment Insurance Act (820 ILCS 405/1900)** In the context of performance under this Agreement, the Contractor will or may have access to documents, files, records or other information that is confidential within the meaning of Section 1900 of the Unemployment Insurance Act and agrees to comply with all provisions set forth in Section 1900 of said Act regarding nondisclosure of any such information, including penalties for noncompliance.

## STATE OF ILLINOIS REQUIRED CERTIFICATION

1. **AMERICAN WITH DISABILITIES ACT** The Americans with Disability Act (ADA) (42 U.S.C. 12101 et. seq.) and the regulations thereunder (28 CFR 35.130) prohibit discrimination against persons with disabilities by the State, whether directly or through contractual agreements, in the provision of any aid, benefit or services. As a condition of receiving this Agreement, the Contractor certifies that services and activities under this Agreement are, and will continue to be in compliance with the ADA.
2. **ANTI BRIBERY** The Contractor certifies that neither it nor its employees have been convicted of bribing or attempting to bribe an officer or employee of the State of Illinois or has made an admission of such guilt as defined in the Illinois Procurement Code (30 ILCS 500 et. seq.).
3. **BID-RIGGING/BID ROTATING** The Contractor certifies that it has not been barred from contracting with a unit of State or local government as a result of a violation of Section 33E-3 or 33E-4 of the Criminal Code of 1961 (720 ILCS 5/33 E-3 and 5/33 E-4).
4. **COMPLIANCE WITH APPLICABLE LAW** The Contractor certifies that it shall comply with all applicable provisions of Federal, State and local law in the performance of its obligations pursuant to this Agreement.
5. **DEFAULT ON EDUCATIONAL LOAN** The Contractor certifies that this Agreement is not in violations of the Educational Loan Default Act (5 ILCS 385/3) prohibiting certain contracts to individuals who are in default on an educational loan.

6. **DISCRIMINATION/ILLINOIS HUMAN RIGHTS ACT** The Contractor certifies that it will not commit unlawful discrimination in employment in Illinois as defined in Article 2 of said Act; it will comply with the provisions of Article 5; it will comply with the policies and procedures established by the Department of Human Rights under Article 7 of the Act. The Contractor certifies that, if applicable, it will comply with “an act to prohibit discrimination and intimidation on account of race, creed, color, sex, religion, physical or mental handicap unrelated to ability or national origin in employment under contracts for public buildings or public works.” (775 ILCS 10/0.01 et.seq.).
7. **INTERNATIONAL ANTI-BOYCOTT CERTIFICATION** The Contractor certifies that it nor any substantially owned affiliate company is participating or will participate in an international boycott, as defined by the provisions of the U.S. Export Administration Act of 1979, or as defined by the regulations of the U.S. Department of Commerce, promulgated pursuant to that Act (30 ILCS 582/1 et. seq.).
8. **SEXUAL HARASSMENT** The Contractor certifies that it has written sexual harassment policies that shall include, at a minimum, the following information: the illegality of sexual harassment; the definition of sexual harassment under state law; a description of sexual harassment; internal complaint process including penalties; legal recourse, investigative and complaint process available through the Department of Human Rights and the Human Rights Commission; directions on how to contact the Department and Commission and protection against retaliation as provided by Section 6-101 of the Illinois Human Rights Act (775 ILCS 5/2-105 (B)(5)).

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Name and Title of Authorized Representative

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Signature Date

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Name of Applicant Agency

**Request for Proposal Attachment 5**  
**Allocation of WIOA Program Funds to Local Workforce Area #11**  
**WIOA Program Years 2018 & 2017**

	Total		Adult		DW	
	PY 18	PY 17	PY 18	PY 17	PY 18	PY 17
<b>Total Program</b>	\$1,322,532	\$1,501,610	\$561,853	\$603,478	\$760,679	\$898,132
Grundy	\$342,216	\$372,315	\$129,226	\$138,800	\$212,990	\$233,515
Livingston	\$228,461	\$267,343	\$106,752	\$114,661	\$121,709	\$152,682
Kankakee	\$751,855	\$861,952	\$325,875	\$350,017	\$425,980	\$511,935

PY18 is July 1, 2018 through June 30, 2019.  
 PY17 is July 1, 2017 through June 30, 2018.

**Request for Proposal Attachment 6  
WIOA Performance Goals  
Program Year 2017**

**PY 2016/2017 Goal Acceptance Form**

<b>Performance Measure</b>	<b>PY 2016/2017 Performance Goal</b>
<b>Adult</b>	
<b>Employment Rate 2nd Quarter after Exit</b>	72%
<b>Employment Rate 4th Quarter after Exit</b>	71%
<b>Median Earnings</b>	\$4,200
<b>Credential Attainment</b>	60%
<b>Dislocated Workers</b>	
<b>Employment Rate 2nd Quarter after Exit</b>	76%
<b>Employment Rate 4th Quarter after Exit</b>	75%
<b>Median Earnings</b>	\$5,600
<b>Credential Attainment</b>	61%
<b>YOUTH</b>	
<b>Employment/Placement in Education Rate 2nd Quarter after Exit</b>	50%
<b>Employment/Placement in Education Rate 4th Quarter after Exit</b>	40%
<b>Credential Attainment</b>	75%

The above performance goals are for Program Year 2017 which is from July 1, 2017 through June 30, 2018. Performance goals have not yet been negotiated with the Department of Commerce and Economic Opportunity for Program Year 2018 (July 1, 2018 through June 30, 2019) which successful respondent will be required to meet or exceed.