



Request for Proposals (RFP)  
WIOA Youth services to begin  
Program Year 2020  
July 1, 2020 – June 30, 2021

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

SEPTEMBER 18, 2019

## **I. Purpose of the Request for Proposal**

The Grundy Livingston Kankakee Workforce Board and County of Kankakee (the fiscal agent), are soliciting proposals for the delivery of the Workforce Innovation and Opportunity Act (WIOA) youth services authorized under the act for Grundy, Livingston and/or Kankakee Counties.

The Workforce Innovation and Opportunity Act Youth Program purpose is to:

1. Provide eligible youth seeking assistance in achieving academic and employment success through a variety of activities such as providing occupational training, information on career pathways, job readiness training, and provide effective connections to employers;
2. Ensure on-going mentoring opportunities for eligible youth with adults committed to providing such opportunities;
3. Provide opportunities for year round work experience training for eligible youth;
4. Provide continued supportive services for eligible youth;
5. Provide result focused incentives for recognition and achievement to eligible youth and;
6. Provide opportunities for eligible youth in activities related to leadership, development, decision making, citizenship and community service.

### **A. Background**

President Barack Obama signed WIOA into law on July 22, 2014. WIOA is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy. WIOA places emphasis on career pathways for youth, dropout recovery, and education and training that lead to attainment of a high school diploma and a recognized postsecondary credential. Work based learning activities are also a priority under WIOA youth services.

The WIOA Act took effect on July 1, 2015. WIOA is a federal program funded through the U.S. Department of Labor (USDOL) and the State of Illinois Department of Commerce and Economic Opportunity (DCEO). Any organizations awarded funds under this RFP will be mandated to follow policy/guidance from these agencies.

### **B. 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.

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.

### **C. Workforce Development Area**

The local workforce is comprised of Grundy, Livingston & Kankakee Counties. 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. These offices currently provide basic career services to all residents of the county. 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

Organizations awarded funds under this RFP will be required to work and partner with the offices listed above.

### **D. WIOA Youth Services**

Under Section 129 (c)(1) of the Workforce Innovation and Opportunity Act, it states that funds allocated to youth service providers shall be used for the below program design:

1. Provide an objective assessment of the academic level, skill levels, and service needs of each participant, which assessment shall include a review of basic skills, occupational skills, prior work experience, employability, interests, aptitudes, supportive service needs, and development needs of such participant
2. Develop service strategies for each participant that shall identify career pathways that include education and employment goal, appropriate achievement objectives, and appropriate services for the participant taking into account the assessment conducted

3. Provide:
  - a. Activities leading to the attainment of a secondary school diploma or its recognized equivalent or a recognized postsecondary credential
  - b. Preparation of postsecondary educational and training opportunities
  - c. Strong linkages between academic learning and occupational learning
  - d. Preparation for unsubsidized employment opportunities, and
  - e. Effective Connections to intermediaries with strong links to the job market and local, regional employers.

The following is a list of fourteen (14) required services local programs **must**, at a minimum, provide to youth per Section 129 (c)(2) of the Workforce Innovation and Opportunity Act . If a provider does not directly provide the services listed, it must demonstrate the ability to make referrals to appropriate providers of such services.

1. Tutoring, study skills training, and evidence based dropout prevention strategies that lead to completion of secondary school diploma or its recognized equivalent or for a recognized postsecondary credential.
2. Alternative secondary school offerings;
3. Summer employment opportunities directly linked to academic and occupational learning;
4. Paid and unpaid work experiences, including summer employment opportunities, internships, pre-apprenticeship programs, job shadowing and on the job training opportunities.
5. Occupational skill training; which shall include priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in demand industry sectors or occupations
6. Leadership development opportunities, which may include such activities as positive social behavior and soft skills, decision making, team work, and other activities;
7. Supportive services;
8. Adult mentoring for a duration of at least twelve (12) months, that may occur both during and after program participation;
9. Follow-up services for a minimum 12-month period; and
10. Comprehensive guidance and counseling, including drug and alcohol abuse counseling, mental health counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth.
11. Financial literacy education
12. Entrepreneurial skills training
13. Services that provide labor market and employment information about in-demand industry sectors and occupations
14. Activities that help youth prepare for and transition to post secondary education and training.

## **E. Target Population to be Served**

All participants served with the funds available through this RFP must meet Federal WIOA eligibility requirements and must provide documentation of their eligibility through an intake process.

Organizations will be responsible for completing all youth eligibility. Workforce Board staff will be available for training and technical assistance.

In order for youth to be eligible for WIOA, the individual must meet the below criteria:

- In school youth participants age range is 14-21 years old. In school youth is defined as an individual who is attending school (secondary and post secondary) **and**
- Low income including individual receiving free or reduced lunch under the Richard Russell National School Lunch Act or lives in a high poverty area; **and**
- Meet one or more of the following criteria:
  - Deficient in basic literacy skills

- An English language learner
  - Homeless, runaway, or foster child
  - Pregnant or parenting
  - Offender
  - Individual with disability
  - Is an individual who requires additional assistance to complete an educational program or secure and hold employment.
- Out of School youth participants age range is 16 - 24 years old. Out of school youth is defined as an individual not attending any school **and**
  - Meet one or more of the following criteria:
    - School Dropout
    - Recipient of a secondary school diploma or its recognized equivalent who is low income and is
      - Basic skills deficient
      - An English language learner
    - Individual who is subject to juvenile or adult justice system
    - Homeless individual
    - Pregnant or parenting
    - Individual with a disability
    - Low income individual who requires additional assistance to complete an educational program or secure and hold employment.

## **II. Eligible Respondents**

Any existing public entity, private not-for-profit entity or private for-profit entity who has prior workforce development experience and believes it has the capability, experience and capacity to provide the services required under this RFP may submit a proposal for consideration. Individuals may not propose.

Those entities particularly encouraged to apply include service providers who have demonstrated the ability to provide youth with some or all of the fourteen (14) service requirements required in the legislation. While a particular service provider may not offer all fourteen (14) required elements, service providers will be expected to coordinate with each other and with community-based service organizations in the delivery of or the referral to these required elements

Respondents must demonstrate a background in effectively working with hard to serve youth in meeting academic and/or employment goals.

Responsibilities of the youth service provider include:

1. Recruitment of eligible youth who are available to actively participate in program services;
2. Conduct individual assessments that are comprehensive in nature, and can accurately identify a plan to provide services that are necessary and appropriate for eligible youth to be successful in completing an academic program and/or entry into a career path;
3. The development of service strategies that address the needs identified through the comprehensive assessment, in a manner that is appropriate to the developmental needs of each youth, and follows clear timelines in which to be completed;
4. Define the terms of participant success for each service delivered;
5. Work with employers in the development and structure of work-experiences that match the skills and interests of youth participants, and address the specific need(s) of both the youth and employers;
6. Fulfilling the role of Employer of Record for youth participating in paid work-experiences;
7. Coordinate payroll for youth who participate in paid work-experiences;

8. Development of effective community partnerships that will support the service delivery needs of youth as identified in the comprehensive assessment;
9. Maintaining the active engagement of participants that does not include any gaps in services;
10. Maintaining of current progress of participant activities using the Illinois Workforce Development System (IWDS) which is the mandated database for the program;
11. Utilize resources made available by Illinois workNet, the Workforce Board and Illinois Department of Commerce and Economic Opportunity to effectively deliver services to youth;
12. Service providers will be expected to comply with Office of Management Budget Circular 2 CFR Part 200 commonly referred as the “OMB Super Circular”.

### **III. Funding/Timeframes/Period of Performance**

The funds available through this proposal will be available for a twelve month period July 1, 2020 to June 30, 2021. The Workforce Board may renew the yearly contract for a maximum of three yearly renewals contingent upon successful performance and funding. The option to extend will be at the complete discretion of the Grundy Livingston Kankakee Workforce Board and the chief elected officials.

#### **A. Performance**

The selected service provider(s) will be evaluated on an ongoing schedule to determine whether or not to continue the contract. The ongoing evaluation will include a review of the quality of services provided, the mandated WIOA performance outcomes, the program costs, the integrity of fiscal systems and administrative controls, and the adherence to the terms of the contract. One or multiple contracts will be awarded at the discretion of the Grundy Livingston Kankakee Workforce Board and County of Kankakee. The Workforce Board also reserves the right to award no contracts(s).

#### **B. Allocation**

For the purposes of this RFP, the Workforce Board is unable to define the WIOA allocation that will be awarded for July 1, 2020. The federal government allocates WIOA funding annually each spring. For purposes of this RFP, the current youth allocation is \$511,308 for July 1, 2019 – June 2020. The current allocation should be used for this RFP. 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

#### **C. 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.

The Workforce Board and County of Kankakee reserve the right to terminate any contract, without notice, at their sole discretion. Should a contract be terminated, the Workforce Board and County of Kankakee will be responsible for reimbursing only those costs actually incurred prior to the date of termination.

### **IV. Submittal Requirements**

#### **A. Proposal Submission**

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 January 15, 2020.**

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

## **B. Questions Regarding the RFP**

Inquiries regarding this RFP should be directed to Ladonna Russell at the above address or via email at [lrussell@glkwb.com](mailto:lrussell@glkwb.com). Questions must be presented in writing by October 23, 2019. 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). If an organization wishes to receive the summary of questions in writing than the organization needs to indicate an interest in receiving such and provide a valid address or email address.

## **C. 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:**

October 24, 2019 at 10:00 am  
Grundy Livingston Kankakee Workforce Board Office  
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 21, 2019 to request the conference call number. Any request received after this date and time will not be entertained.

## **D. Procurement Timeline**

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

RFP Released	September 17, 2019
Deadline for submission of questions	October 23, 2019
Bidder's Conference	October 24, 2019 at 10 am
<b>Proposal Due</b>	January 15, 2020 at 12 pm
Workforce Board meeting to approve proposals	March 17, 2020
Contract Begins July 1, 2020	

## **V. Required Inclusions in the Proposal**

The following information must be included in the proposal. To facilitate the review process, proposals must include a Cover Page (Attachment A); be double-spaced in a twelve (12) point font; and must be arranged in the order provided in this RFP. The proposal must be no longer than 20 pages total, not including attachments. In addition, the proposal may have up to five letters of support attached.

All contractors must provide as an attachment a Certificate of Insurance for Worker's Compensation Insurance and for Comprehensive General Public Liability Insurance with combined single limit coverage of at least \$1,000,000. The successful contractors may be requested to add the Workforce Board and County of Kankakee (fiscal agent) as additional insured prior to contract release. Contractors may be required to submit the organization's most recent financial audit.

## **A. Service Provider Experience**

This portion of the proposal must describe any previous experience of the service provider in the development, implementation and operation of youth programs of the nature being proposed and the personnel that will provide the program activities and services. The bidder must demonstrate the ability to provide youth with supervised work experience, educational services, or other opportunities to prepare them to enter the workforce as self-sufficient adults.

The proposal should address the below questions.

1. Briefly describe the purpose, activities, and services of your organization. Include in the description how your organization fits within the community being served and how your organization has adapted to the shifting needs of the community; note any areas of change since existence.
2. Briefly describe your organization's workforce development experience.
3. Demonstrate how your organization has the capacity to successfully serve the population being proposed including the identified need(s) of this population and the organization's ability to meet that need.
4. Demonstrate the success in working with youth in the past years and how your organization has measured its own success in serving the population with the services being proposed. Provide evidence that the organization has the capability and commitment to operate the program successfully and achieve the required WIOA Performance Outcomes (Attachment D).
5. Describe internal and/or external evaluations conducted on your organization and/or workforce operations during the past two (2) years. Who conducted the evaluations? What were the results? What was the purpose of the evaluations? Describe the type of financial review and/or audit that your organization conducts on an annual basis. Who conducted the review/audit? What were the results?
6. **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.

## **B. Program Design**

The proposal must describe in detail the comprehensive program you plan to provide. Programs offered may be of varying duration; however, they must be directly linked to the required fourteen (14) youth elements found in Section I. A. of this solicitation and the Goals and Expected Outcomes at "D" below. The proposal must include the following:

1. A comprehensive plan to deliver the minimum 14 required youth activities and services listed in Section I. A. Include a description of how the bidder will coordinate the operation of the youth program, ensure comprehensive assessment, and develop individual service strategies for participants which includes the development of career pathways. If the provider will not directly offer each of the fourteen (14) required elements, include a plan to refer youth to appropriate agencies offering those services.

The proposal should address the youth services that WIOA seeks to provide:

- An objective assessment of the academic levels, skill levels and needs of each participant.



- Service strategy development for each participant that identify career pathways that include education and employment goals.
  - Activities that lead to the attainment of recognized credential, secondary school diploma or equivalent.
  - Preparation for postsecondary educational and training opportunities.
  - Strong linkages between academic instruction and occupational education that leads to recognized postsecondary credential.
  - Preparation for unsubsidized employment opportunities.
2. Describe how your proposal will meet the mandated WIOA requirement that 20% of WIOA youth funds are required for paid and unpaid work experiences, including summer employment opportunities, internships, pre-apprenticeship programs, job shadowing and on the job training opportunities.
  3. The proposal must identify how the program will address “soft skills” deficiencies in eligible youth. Soft skills are defined as communication skills including both written and verbal, critical thinking skills, appropriate behavior in the workplace, having the right attitude, computer and math skills. These skills were identified in the recently completed regional labor market study as an issue for the younger workforce.
  4. The process for recruitment and selection of eligible youth, including a description of what percentage of the funds will be spent on out-of-school youth. WIOA mandates that 75% of youth funds must be spent on out of school youth. The State of Illinois currently has an approved waiver which lowers this requirement to 50% of youth funds have to be spent on out of school youth. As such, program design should reflect recruitment and selection targeting out of school youth in order to meet the 50% out of school youth funds mandatory requirement. Out of school youth is defined in Section I.B. under Target Populations to be Served of this RFP.
  5. Plans for youth retention in program services and/or employment until goals are achieved.
  6. A description of the case management component of the program, including the process for identification of the supportive service needs of the youth.
  7. A description of the payment process for supportive services and youth paychecks if included in services provided.

### C. Budget

The proposal must include a line item budget using the budget template provided as Attachment D and a budget narrative. **No other budget forms will be accepted.** The proposed budget should reflect the bidder’s best estimate of the proposed costs. After a bidder is selected, the approved budget is subject to a negotiated agreement and is subject to the policies of the Workforce Board and future guidance, policies and technical assistance from U.S. Department of Labor and State of Illinois Department of Commerce and Economic Opportunity

1. 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.
2. 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”.

3. The narrative should include proposers “in kind” contributions in order to maximize workforce funds.
4. The narrative must support and explain the information contained on the Annual Budget Estimate form.
5. 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.
6. The Financial Plan must include a description of how the respondent will assure that at least 20% of all WIOA funds awarded under this RFP will be expended on work based learning as required under WIOA legislation.
7. The Financial Plan must include an estimate of in school and out of school youth to be served for county or counties proposing to serve and the average per participant cost anticipated.

Contracts will be awarded on a monthly cost-reimbursement basis only

#### **D. Staffing Plan.**

Each respondent is required to submit a staffing plan for the county or counties proposing to serve. 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 youth program and the percentage of time for each staff member.

1. If staff providing WIOA youth 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.
2. 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.
3. Describe your plans for staff development including how you will identify and incorporate any innovative and best practices approaches.

#### **E. Goals and Expected Outcomes**

The performance measures for PY 19 (July 1, 2019 – June 30, 2020) are included as RFP Attachment E. Each proposal must include a description of how the program will achieve the expected outcomes as identified in Attachment E.

All successful subcontractors will be held accountable for performance measure rates which include future performance outcomes as they become available through the U.S. Department of Labor and the State of Illinois Department of Commerce and Economic Opportunity. Continued funding will be contingent upon meeting performance measure rates.

#### **F. Signatures**

An official authorized to commit the bidder must sign the Cover Page, (Attachment A). Also on the cover

page please list the contact individual(s) during the period of proposal evaluation. Each respondent is required to review, sign and submit in their proposals the Certification regarding Debarment included as Attachment B and the Assurances and Certifications Statement included as Attachment C

**VI. Review Criteria/Evaluation Process**

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 which is included as Attachment F. Each reviewer will evaluate the proposal using the review instrument in Attachment F and assign a numerical score utilizing the criteria listed below. Scores for each proposal will then be compared to other proposals. A maximum of 100 points may be awarded to any single proposal. Proposals receiving a score below 70 points will be disqualified.

<u>Review Criteria</u>	<u>Maximum Points</u>
A. Service Provider(s) Experience	5
B. Program Design	
1. Program Delivery of Required Services	15
2. Recruitment and Selection	5
3. Retention Strategies	5
4. Case Management/Support Services/Follow Up	5
5. Soft skills program	10
C. Budget	
1. Necessity and Reasonableness of Budget Items	25
2. Estimated Cost per Participant	15
D. Staffing Plan	10
E. Goals and Expected Outcomes	5
<b><u>Total Points Possible</u></b>	<b><u>100</u></b>

4. **General Requirements**

- a. This RFP does not commit the Grundy Livingston Kankakee Workforce Board and the 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 reserve the right to make the final determination as to the respondent’s capabilities.
- d. All respondents will be required to follow the drug-free policy adopted by the Workforce Board. Failure to abide by the policy may result in reduction of funding and/or termination of the contract.
- e. The Grundy Livingston Kankakee Workforce Board and County of Kankakee reserve 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.

- f.** All costs incurred in conjunction with the preparation of a proposal are the sole responsibility of the respondent, and will not be paid or reimbursed.
- g.** The proposal submitted by the successful respondent, modified as necessary through negotiations, will become part of a contractual agreement among the Grundy Livingston Kankakee Workforce Board, County of Kankakee and the successful respondent.
- h.** All data, material and documentation originated or prepared by the respondent pursuant to a contract award shall belong exclusively to the Grundy Livingston Kankakee Workforce Board and County of Kankakee, and be subject to disclosure under the Freedom of Information Act.
- i.** 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.
- j.** The successful respondent will be prohibited from disseminating products and information developed under the award without the prior written consent of the Workforce Board.
- k.** Any changes in WIOA program requirements or funding levels may result in changes to the services described in any proposal and subsequent contract. The Workforce Board and County of Kankakee reserve 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.
- l.** Proposals submitted for funding must operate according to WIOA law, Workforce Board policies, all applicable Federal regulations, and policies and other requirements of the State of Illinois.
- m.** . Successful respondents must ensure compliance with 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
- n.** The Workforce Board and County of Kankakee expect 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
- o.** The Grundy Livingston Kankakee Workforce Board and County of Kankakee reserve the right to conduct discussions with respondents. Respondents will be accorded fair and equal treatment concerning any opportunity for discussion of their proposals.
- p.** Respondents may be required to make oral presentations, participate in negotiations and to re-write portions of proposals as agreed during negotiations.
- q.** All respondents must ensure equal opportunity to all individuals. If selected as a youth 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.

- r. All respondents must ensure access to services by individuals with disabilities pursuant to the Americans with Disabilities Act.
- s. 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 veterans priority statute and its effect on employment and training programs.
- t. 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.
- u. 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.
- v. Respondents selected as a youth provider must allow access to all WIA/WIOA records, program materials, staff and participants by authorized Federal, State and local officials.
- w. 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.

Response Cover Sheet  
Proposal to Provide WIOA Youth 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

**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

Signature Date

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Name of Applicant Agency

**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 veterans 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. **Drugfree 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 Drugfree Workplace Act, which are applicable to the Grantee. False certification or violation of the requirements of the Drugfree 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

Signature Date

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Name of Applicant Agency

<b>Grundy Livingston Kankakee Workforce Board</b>		
<b>Organization:</b>		
<b>Project:</b>		
<b>Agreement #:</b>		
<b>Contract Term:</b>		<b>to</b>
<b>Expenditures</b>	<b>Code</b>	<b>Budget</b>
Salaries	50010	
Employee Benefits	50955	
Workers Compensation Insurance	51500	
General Liability Insurance	51800	
Rent Expense	52400	
Water & Sewer	52600	
Heat	52650	
Electricity	52700	
Telephone	52750	
Mobile Telephones/Pagers	52800	
Professional Fees	54200	
Payroll Processing Fees	54240	
Client Payroll/FICA & Medicare	54700	
Client OJT	54701	
Client WBL: Staff Salary/Benefits	54702	
Client Travel	54705	
Client Stipends	54710	
Client Tuition/ITA	54720	
Client Remedial Training	54721	
Client Occupational Training	54722	
Client Training Supplies	54725	
Client Support	54730	
Client WBL/Employment	54731	
Staff Travel	55520	
Staff Conferences	55530	
Staff Meeting Expense	55535	
Postage/Freight	55650	
Subscriptions/Publications	55700	
Printing	55800	
Membership/Dues	55950	
Computer Services	56100	
Office Supplies	56800	
Computer Software/Equipment	86000	
Office Equipment	86500	
<b>Total</b>		

## WIOA Youth Performance Measures

Performance Measure	Measure Detail
In Employment or Post Secondary Education or Training in the 2 <sup>nd</sup> Quarter After Exit	Percentage of youth who are in education or training or entered employment during 2 <sup>nd</sup> Quarter after exit. All exiters are measured
In Employment or Post Secondary Education or Training in the 4 <sup>th</sup> Quarter After Exit	Percentage of youth who are in education or training or entered employment during 4 <sup>th</sup> Quarter after exit All exiters are measured
Median Wages 2nd Quarter After Exit	Median wages of those in employment during 2nd Quarter after exit
Credential Attainment	Percentage of youth who obtain post-secondary credential; diploma or equivalent* during program or within 1 year of exit
Measureable Skill Gain	Percentage of youth who are in an education or training program that leads to a post-secondary credential or employment and who are achieving “measurable skills gains” (still to be defined)

**PY 2018/2019 Goal Acceptance Form**

**LWIA: 11**

<b>Performance Measure</b>	<b>PY 2018/2019 Performance Goal</b>
<b>Adult</b>	
Employment Rate 2nd Quarter after Exit	73%
Employment Rate 4th Quarter after Exit	73%
Median Earnings	\$4,800
Credential Attainment	65%
<b>Dislocated Workers</b>	
Employment Rate 2nd Quarter after Exit	78%
Employment Rate 4th Quarter after Exit	79%
Median Earnings	\$6,500
Credential Attainment	66%
<b>YOUTH</b>	
Employment/Placement in Education Rate 2nd Quarter after Exit	55%
Employment/Placement in Education Rate 4th Quarter after Exit	50%
Credential Attainment	66%

## YOUTH REQUEST FOR PROPOSAL REVIEW INSTRUMENT

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

Name of Reviewer: \_\_\_\_\_

Reviewer's Signature: \_\_\_\_\_

**General Instructions:** Score each section of the proposal separately. Follow the scoring instructions provided for each item to be scored, staying within the maximum number of points that may be awarded as shown for each item.

<i>Rated Item</i>	<i>Points</i>
<b>1. Service Provider Experience – 5 Points Maximum for this Section</b>	
<p>Experience: Proposal must describe any previous experience proposing organization has in the development, implementation and operation of youth programs of the nature being proposed and the personnel that will provide the program activities and services. The bidder must demonstrate the ability to provide youth with supervised work experience, educational services, or other opportunities to prepare them to enter the workforce as self-sufficient adults.</p> <p>In order to achieve maximum points, the proposal must address the below bullet points.</p> <ul style="list-style-type: none"> <li>➤ Briefly describe the purpose, activities, and services of your organization. Include in the description how your organization fits within the community being served and how your organization has adapted to the shifting needs of the community; note any areas of change since existence.</li> <li>➤ Briefly describe your organizations workforce development experience.</li> <li>➤ Demonstrate how your organization has the capacity to successfully serve the population being proposed including the identified need(s) of this population and the organization's ability to meet that need.</li> <li>➤ Demonstrate the success in working with youth in the past years and how your organization has measured its own success in serving the population with the services being proposed. Provide evidence that the organization has the capability and commitment to operate the program successfully and achieve the required WIOA Performance Outcomes.</li> <li>➤ Describe internal and/or external evaluations conducted on your organization and/or workforce operations during the past two (2) years. Who conducted the evaluations? What were the results? What was the purpose of the evaluations? Describe the type of financial review and/or audit that your organization conducts on an annual basis. Who conducted the review/audit? What were the results?</li> <li>➤ Did the proposal identify three (3) organizations that are willingly to provide information and discuss past performance.</li> </ul> <p>NOTES:</p>	
<b>1. Background and Experience Points: Maximum 5 points</b>	

<i>Rated Item</i>	<i>Points</i>
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## 2. Program Design –45 Points Maximum for this Section

<p><i>Scoring Instruction: A comprehensive plan to deliver youth services and how the proposing organization will coordinate the operation of the youth program, ensure comprehensive assessment, and develop individual service strategy for the youth which includes the development of career pathways.</i></p> <ol style="list-style-type: none"> <li>1. The proposal describes the youth services they are providing including addressing the below bullet points: <b>(Maximum of 15 points for question 1)</b> <ul style="list-style-type: none"> <li>➤ An objective assessment of the academic levels, skill levels and needs of each youth.</li> <li>➤ Service strategy development for each youth that identify career pathways that include education and employment goals.</li> <li>➤ Activities that lead to the attainment of recognized credential, secondary school diploma or equivalent.</li> <li>➤ Preparation for postsecondary educational and training opportunities.</li> <li>➤ Strong linkages between academic instruction and occupational education that leads to recognized postsecondary credential.</li> <li>➤ Preparation for unsubsidized employment opportunities.</li> <li>➤ The proposal should describe how it will meet the requirement that 20% of youth funds are required for paid and unpaid work experiences, including summer employment opportunities, internships, pre-apprenticeship programs, job shadowing and on the job training opportunities.</li> </ul> <p style="text-align: center;"><b>Maximum of 15 points for question 1.</b></p> </li> <li>2. The proposal must identify how the program will address “soft skills” deficiencies in youth. Soft skills are defined as communication skills including both written and verbal, critical thinking skills, appropriate behavior in the workplace, having the right attitude, computer and math skills. <b>Maximum of 10 points for question 2</b></li> <li>3. The proposal describes the process for recruitment and selection of youth, including a description of what percentage of the funds will be spent on out-of-school youth. The Request for Proposal mandates that 50% of youth funds must be spent on out of school youth. As such, program design should reflect recruitment and selection targeting out of school youth in order to meet the 50% out of school youth funds mandatory requirement. <b>Maximum of 5 points for question 3.</b></li> <li>4. The proposal describes its plans for youth retention in program services and/or employment until goals are achieved. <b>Maximum of 5 points for question 4.</b></li> <li>5. Proposal describes a case management component of the program, including the process for identification of the supportive service needs of the youth. The proposal must address the payment process for supportive services and youth paychecks if included in services provided. <b>Maximum of 5 points for question 5.</b></li> </ol> <p>NOTES:</p>	<p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p> <p>5. _____</p>
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**2. Total Program Design Points. Add up all points in Questions 1 – 5.  
Cannot exceed 40 Points which is the maximum allowed for this Section.**

**3. Budget – 40 Points Maximum for this Section**

*Scoring Instruction: The maximum number of points is to be awarded only if the respondent proposes a clear strategy and plan for use of funds, describes processes that will guarantee at least 20% expenditure on work based learning such as paid work experience, and if the respondent completes a budget detail sheet and the amounts shown on it seem reasonable including indirect costs.*

1. Budget Form. Each respondent is required to prepare a budget estimate for each county for which services are proposed.
2. The proposal should address the below points as part of its budget narrative.
  - The proposal must show that its cost for providing services is reasonable, and allowable including details of indirect costs. Proposals that rank well against program design and effectiveness criteria may not be funded because of unreasonable, excessive unexplained or unallowable costs
  - Proposal must describe all costs associated with implementing the project that are to be covered with the grant funds and explain the information contained on the Annual Budget Estimate form
  - The proposal should include proposers “in kind” contributions in order to maximize workforce funds.
  - Proposal 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.
  - Proposal must include a description of how the respondent will assure that at least 20% of all funds awarded under this RFP will be expended on work based learning such as paid work experience.
  - Proposal must include an estimate of in school and out of school youth to be served for county or counties proposing to serve and the average per participant cost.

NOTES:

**3. Budget and Financial Plan Points: Maximum 40 Points**

**4. Staffing Plan – 10 Points Maximum for this Section**

*Scoring Instruction: The maximum number of points is to be awarded only if the respondent's staffing plan is clearly presented and is appropriate.*

- Each respondent is required to submit a staffing plan for the counties or counties proposing to serve. At a minimum the plan must provide total number of staff, position titles, salary range of each position, and estimated cost of benefits. An organizational chart must be attached showing the staff assigned to the program and the percentage of time for each staff member.
- If staff will operate under a cost allocation plan, the organization must describe the



process for tracking and allocating indirect costs such as staff salaries, benefits, rent, utilities, etc. and provide a copy of the cost allocation plan.

- If there are existing staff planned to be full time staff under this contract, identify 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 practice approaches.

NOTES:

**4. Staffing Plan: Maximum 10 Points**

**5. Goals & Expected Outcomes – 5 Points Maximum for this Section**

The proposal includes a description of how the program will achieve the expected outcomes which are describes below.

Performance Measures (Outcomes):

- Youth is working or attending post-secondary training (attending community college/university)in the 2<sup>nd</sup> quarter after leaving program.
- Youth is working or attending post-secondary training (attending community college/university) in the 4<sup>th</sup> quarter after leaving program
- Youth median wages of those youth employed during the 2<sup>nd</sup> quarter after leaving the program.
- Percentage of youth who have attained a credential during program or 1 year after leaving the program.

NOTES:

**4. Goals & Expected Outcomes Points: Maximum 5 Points**

**TOTAL POINTS**

*Sum the points in each of the above sections of the Proposal Review Instrument and enter the total amount to the right. Total possible points awarded are 100.*