

**REQUEST FOR PROPOSALS
Summer Youth Employment
Campaign 2009**



Released by:
THE WORKFORCE BOARD OF NORTHERN COOK COUNTY

March 23, 2009

Proposals due: 2:00 p.m. CST, Thursday, April 15, 2009

Submitted to:
The Workforce Board of Northern Cook County
2604 East Dempster Street, Suite 305
Park Ridge, Illinois 60068

www.workforceboard.org
847-699-9195

Bidders' Conference: Tuesday, March 31, 2009, 2:00 pm
Oakton Community College
Business Conference Center
1600 W. Golf Road
Des Plaines, IL

Contact Jan Terry, jterry@workforceboard.org to confirm attendance

Attendance at the Bidders' Conference is not mandatory but is strongly encouraged

BID AND CONTRACT TIMELINE

REQUIRED Letter of Intent to Bid, 3:00 p.m., CST, Friday, April 3, 2009

Deadline for submission of written questions via email to jterry@workforceboard.org
3:00 p.m. Friday, April 3, 2009

Responses to questions from proposers, Thursday, April 2, 2009 (will be posted to
www.workforceboard.org)

Proposals due, 2:00 p.m. CST, Wednesday, April 15, 2009

Youth Council Meeting week of April 27, 2009

Contract begins no sooner than May 1, 2009

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Section I - Introduction

A. Overview of RFP Requirements

This is a Request for Proposals (RFP) to solicit *summer* youth employment programs to operate under the provisions of Title I of the federal Workforce Investment Act of 1998 and the provisions established with the American Recovery and Reinvestment Act 2009 Funds.

The goal of the program is to increase employment, job retention, earnings and develop the work potential of eligible youth in all geographic locations in North and Northwest Suburban Cook County. The Workforce Board is seeking proposals that prepare eligible youth to understand employment processes as well as attain academic and occupational skills needed to acquire and retain employment opportunities.

It is anticipated that the Summer Youth Employment Campaign 2009 will serve approximately 300 low-income youth, ages 14-24 who live in north and northwestern suburban Cook County. These youth would receive positive and meaningful paid work experience during the summer months working with public and non-profit organizations in the community. As part of the introduction to the world of work, participants will receive a work readiness skills training in advance and/or during the work experience placement.

The Youth Council expects each proposal to be unique; therefore not anticipating an average range or cost. The cost per participant depends upon the services the youth will receive and other services delivered by the provider that will dictate an appropriate budget.

The Department of Commerce and Equal Opportunity (DCEO) and the Workforce Board continue to work to develop the local workforce area with the goal to reestablish the area and grants under a local chief elected official. In the event that during the course of this contract a transition occurs to a local CEO and new grant recipient, the contract and terms and conditions established therein will be transferable to a local CEO through the length of the contract term as a result of this bid process.

The Workforce Board will maintain all proposals received in response to this RFP on file for at least three (3) years after final close-out of the current fiscal year in the event negotiations with the selected provider cannot be finalized or in the event a provider is not able to perform. Proposers who do not submit proposal responses prior to the published deadlines will not be considered for funding. The Workforce Board, with the agreement of the Chief Elected Official (CEO), reserves the right to reopen the RFP at any time.

B. Roles in Local Workforce Investment Area

Role of The Workforce Board of Northern Cook County

The Workforce Board of Northern Cook County is a governing board, which oversees the implementation of the one-stop system and workforce development programs. The majority of the Board members are business leaders from the Metropolitan Chicago area. They are selected by the CEO to the Local Workforce Investment Area. The balance of the Workforce Board members are representatives from labor, education, economic development, social services, community based organizations, and rehabilitation agencies, as well as, other local interests. The Workforce Board provides policy guidance and oversight over workforce development programs in North and Northwest Cook County. The Workforce Board has a staff that provides support to the Board and committees. The staff of the Workforce Board administers contracts with entities that provide direct customer services.

Youth Council

The Youth Council is a collaborative community partnership of business, educators, community-based organizations, parents and youth. Its mission is to build and support a regional youth workforce system and to manage state and federal workforce development funds on behalf of youth. The Youth Council provides a unique opportunity for the local community to create, through a common vision, a system of activities and services that will enable youth to be successful in education and the workplace. The Youth Council is a sub-committee of the Workforce Board.

Role of the Chief Elected Official (CEO)

The CEO in a local area serves as the local grant recipient for WIA Title I Adult, Dislocated Worker and Youth Programs. The CEO is responsible for the selection and appointment of members to the Workforce Board, selection and monitoring of a Fiscal Agent; and conducting audits as necessary to ensure compliance with WIA.

The CEO, in partnership with the Workforce Board, is responsible for developing the Local Workforce Investment Job Training Plan, including a strategic vision and the annual budget for programs; submission of the Plan and annual budget to the State; setting policy for the Local Workforce Investment Area; designating and certifying One-stop operators; conducting oversight of the one-stop service system and terminating for cause the eligibility of One-stop operators; developing and entering into the memorandum of understanding with One-stop partners; identifying the One-stop locations that meet the provisions of the Act under Section 134(2) of the Act; appointing a Youth Council as a subgroup of the Workforce Board; and negotiating performance measures with the State.

Role of the Fiscal Agent

The Fiscal Agent is an entity that has been competitively procured by the Workforce Board and delivers fiscal agent functions for the local Workforce Area for WIA and TAA funds. The fiscal agent, Kerber Eck and Braeckel (KEB) receives funds from the Illinois Department of Commerce and Economic Opportunity (DCEO) and is responsible for the legal use of these funds under WIA. The fiscal agent, however, does not make decisions about who gets the money or how the money is spent. The fiscal agent disburses the funds at the direction of the Workforce Board, as long as those directives do not violate any provision of the Workforce Investment Act. Workforce Board contractors are responsible for submitting, at a minimum, on a monthly basis, allowable expenses and supporting documentation as part of the reimbursement request standards established by the fiscal agent and Workforce Board.

C. Strategic Vision for Implementation of Employment and Training Provisions of the Recovery Act. (ETA DOL Training and Employment Guidance Letter No. 14-08)

The Recovery Act, signed by President Obama on February 17, 2009, is intended to preserve and create jobs, promote the nation's economic recovery, and to assist those most impacted by the recession. With the additional workforce funding provided in the Recovery Act, and the increased employment and training services such funding will support, the workforce system will play a vital role in America's economic recovery by assisting workers who are facing unprecedented challenges to retool their skills and re-establish themselves in viable career paths.

If the workforce system is to meet both the letter and the spirit of the law and fulfill its critical role in U.S. economic recovery, we must implement the Recovery Act expeditiously and effectively, with full transparency and accountability of our expenditure of funds. The system's implementation of the Recovery Act should yield not only increased services and training for workers in need, but also an invigorated, more innovative public workforce system capable of helping enable future economic growth and advancing shared prosperity for Americans

Any youth activities under WIA are allowable activities for the Recovery Act funds. Unless otherwise stated in this guidance, the laws and regulations for WIA Youth funds apply to the Recovery Act funds.

While the Act does not limit the use of the Recovery Act funds to summer employment, the Congressional explanatory statement for the Act states that "the conferees are particularly interested in these funds being used to create summer employment opportunities for youth." ETA strongly encourages states and local areas to use as much of these funds as possible to operate expanded summer youth employment opportunities during the summer of 2009, and provide as many youth as possible with summer employment opportunities and work experiences throughout the year, while ensuring that these summer employment opportunities and work experiences are high quality. ETA is also particularly interested in and encourages states and local areas to develop work experiences and other activities that expose youth to opportunities in "green" educational and career pathways.

Summer Employment. For purposes of the Recovery Act funds, the period of "summer" will be from May 1 through September 30. "Summer employment" may include any set of allowable WIA Youth services that occur during the above referenced summer months as long as it includes a work experience component. Work experience is defined under WIA regulations at 20 CFR 664.460. Stand alone classroom training will not count as a summer employment program activity as described in the ARRA.

Section II – Scope of Work

A. Overall Program Design

The successful bidders will demonstrate design and development of programs based upon best practices or research based approaches that are cited in the narrative. Programs funded through this RFP must demonstrate an appropriate approach based upon respect for young people and their assets, high expectations for their achievement, and understanding of the needs and culture of young people. Proposers must also demonstrate that staff assigned to the program has the skills and experience necessary to achieve program goals.

B. Primary Program Components

(1) Work Readiness Training

Work readiness training must be offered to all youth in the program. Program designs are sought that incorporate work readiness throughout the summer work experience. This means incorporating age and developmentally appropriate levels of instruction and learning for youth who have limited or no work experience as well as advanced work readiness training that focuses on advancement of basic work readiness skills. It is required that all enrolled youth complete documented Work Readiness Training

Work Readiness Skill Goals

A measurable increase in work readiness skills including world-of-work awareness, labor market knowledge, occupational information, values clarification and personal understanding, career planning and decision making, and job search techniques (resumes, interviews, applications, and follow-up letters). They also encompass survival/daily living skills such as using the phone, telling time, shopping, renting an apartment, opening a bank account, and using public transportation. They also include positive work habits, attitudes, and behaviors such as punctuality, regular attendance, presenting a neat appearance, getting along and working well with others, exhibiting good conduct, following instructions and completing tasks, accepting constructive criticism from supervisors and co-workers, showing initiative and reliability, and assuming the responsibilities involved in maintaining a job. This category also entails developing motivation and adaptability, obtaining effective coping and problem-solving skills, and acquiring an improved self image.

(2) Summer Work Experience

Providing youth with paid summer employment will contribute immediately to our economy by offering income and opportunities to youth, and will also improve young people's longer-term employment and earnings prospects by providing meaningful work experience.

Partnerships with schools (secondary and/or post-secondary) that offer well-defined career technical education and education pathway programs who have partnerships with industry that expose youth to high-growth, high-demand occupations are encouraged where feasible.

C. Program Criteria

Proposals will be evaluated based upon a proposer's ability to demonstrate the following:

- To enroll, retain and effectively serve youth using evidence-based, best practices and/or research-based models;
- To provide meaningful summer work experience/training opportunities with a focus on developing skills for successful careers in high-growth, high demand industries, connections to career ladders, advanced training and/or post secondary opportunities;
- To engage employers and industry in developing a range of meaningful employment opportunities;
- To ensure youth meet work readiness outcomes;
- To ensure youth complete summer work experience hours;

- To connect youth to the appropriate year-round program partners when needed;
- To leverage resources and utilize collaborative partnerships to support the delivery and sustainability of services;
- That costs are reasonable, allowable and necessary in respect to the program design;
- Program timelines are reasonable and realistic in service delivery and reporting;
- Adequate staffing who have the needed experience and qualification;
- Efficient and effective achievement of the objectives as described in the Scope of Work;
- The capacity to effectively process payroll payments made to multiple youth participants, and
- Implement a program within a very limited time frame.

Section III – Activities and Services Required and Customers to Be Served

A. Required Provision of Services

The following required provisions of services have been identified by the Youth Council as necessary to successfully serve the youth population. Proposed programs must establish a continuum of services that incorporate each of the following provisions of services.

- Provide outreach, recruitment and enrollment to a large number of youth;
- Determine and document program eligibility quickly and efficiently;
- Refer ineligible youth to other youth employment opportunities;
- Place youth in appropriate jobs in the non-profit, profit and governmental sectors;
- Recruit, select, approve, and oversee worksites;
- Train and provide guidance for worksite supervisors;
- Provide or arrange for appropriate, well-designed enhancement activities for youth;
- Troubleshoot and promptly resolve program issues;
- Manage all required administrative paperwork;
- Manage program budget, payroll systems, and serve as employer of record;
- Ensure participants are paid promptly;
- Collect and report all applications, enrollments, placements and exits in the State of Illinois management information system, Illinois Workforce Development System in a timely fashion; and
- Refer appropriate candidates to WIA youth programs.

B. WIA Program Elements

Guidance received from DOL in regards to the Recovery Act Funds states that local areas will not be required to use Recovery Act funds for all 10 Program elements because all 10 youth program elements are already made available through existing WIA Youth funds. The Youth Council has identified that all youth enrolled in the summer program must receive the following three program elements:

- Summer employment opportunities that are directly linked to academic and occupational learning including paid work experiences, including internships and job shadowing;
- Work Readiness Training; and
- Supportive Services.

The following WIA Program Elements may be included in the program design. **Please note academic skills training must be included in all program designs working with the younger youth ages 14 and 15 and there must be a linkage to academic and occupational training for *all* summer employment participants who do not have a high school diploma.**

- Tutoring, study skills training, and instruction, leading to completion of secondary school, including dropout prevention strategies;
- Alternative secondary school services;
- Occupational skill training;
- Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social behaviors during non-school hours;
- Adult mentoring for the period of participation and a subsequent period;
- Follow-up services for not less than 12 months after the completion of participation;
- Comprehensive guidance and counseling, which may include drug and alcohol counseling and referral, and
- Funding for education and training through Individual Training Accounts (ITA)

The Youth Council has structured the delivery of the program into four targeted designs based on the age of the youth being, the elements tied to the service delivery and the youth's level of engagement in work and school/training. When responding to this RFP; bidders will be asked to identify the youth group and provide a required set of services.

Youth Age and Level of Engagement	Academic Services	Work Readiness Training	Work Experience Employer Engagements
Youth ages 14 -15 In School	Academic services including summer school.	Work readiness Training in the classroom.	Career modules Career exploration activities Internships Paid work experience with cohorts of youth placed at the worksites.
Youth ages 16-18 In School	Academic services including summer school where the youth is assessed as below grade level in basic skills	Work readiness training in the classroom or on the worksite.	Career exploration activities. Internships. Paid work experience with cohorts of youth placed at the worksites.
Youth ages 16-18 Out of School	Academic services with re-engagement in school/GED preparation	Work readiness training in the classroom or on the worksite.	Internships Paid work experience.
Youth ages 19-24	Post-secondary education referral/training plan GED preparation	Work readiness training at the worksite/online curriculum.	Paid work experience.

C. Process Requirements

The following details WIA or local process requirements related to direct service delivery and operational oversight of Workforce Board of Northern Cook County funded programs. The Workforce Board of Northern Cook County will provide technical assistance and training on these processes to all successful Bidders and their staff prior to contract execution and on an on-going basis.

- Intake and Eligibility: Under the WIA legislation for federal funding, all youth must meet WIA eligibility criteria as defined in the Attachment – Glossary of Terms. Certification of eligibility for any WIA funded programs must be completed prior to enrollment. Certification includes low-income determination, documentation of legal immigration or citizenship status, Selective Service registration for males 18 years of age and older as well as barrier criteria meeting federal guidelines. The Workforce Board of Northern Cook County staff will provide technical assistance on the certification process to determine eligibility.
- Orientation: An orientation must be provided to each participant. This includes information on the full services that are available through funded program such as activities and expectations. In addition, youth should be given information on other funded WIA providers, including youth providers and Illinois WorkNet Center partners.
- Referral: Any eligible youth who is not enrolled in services at a contracted program must be provided referral information regarding the full array of applicable or appropriate services available through local programs including Illinois WorkNet Center partners and WIA funded youth service providers. Programs are strongly encouraged to link and share information with other youth serving agencies, organizations and training providers in order to meet the individual needs of all youth.
- Assessment: Each youth must be provided an assessment of their work readiness skill levels to determine their skills, knowledge and abilities of the workplace. This assessment must be used to develop the Individual Service Strategy that guides the specific service delivery strategies and activities. Assessment must include a review of prior work experience, employability, interests, aptitudes (including interest in non-traditional jobs), and supportive service needs. A variety of assessment tests can be used.
- Individual Service Strategy: The program must help each youth determine the most suitable summer job placement which is based on the assessment of personal, academic and career goals. This should be recorded in the form of an Individual Service Strategy (ISS) that should guide the specific service delivery strategies and activities offered to individual youth.
- Worksite Development: Successful Bidders must have the capacity to develop meaningful, safe and well-supervised worksites for placement of youth. Worksites must be with nonprofit and/or public agencies. Worksite agreements will be required for each worksite developed. A supervisor orientation that provides a program overview, supervisor expectations, development of work plans for youth, and time card and payroll distribution must be provided prior to a youth's placement on a worksite. Monitoring and follow-up is required after a youth is placed to ensure the supervisor as well as the youth is supported in their work experience. (worksite agreements; worksite supervisor orientation materials will be provided)
- Participant Payments/Employer of Record: Successful Bidders must have the capacity to provide direct monetary payments to youth, including hourly wages. This can be done directly by the funded agency or through partnership with another agency, including a payroll-processing agency. As the employer of record, service providers must adhere to all child labor laws regarding hours of employment, working conditions, etc.

- ❑ Client Tracking ---IWDS: Successful Bidders will be required to utilize the State of Illinois data management system. This includes the entry of individual participant data such as eligibility determination, demographics, activities, case notes and outcomes data. Timely data entry is required and must be entered within three (3) days after the date of any individual activity. Workforce Board of Northern Cook County Program Monitor will conduct on-going monitoring to evaluate the contractor's use of WIA. Failure to comply with the required use of IWDS will result in corrective action and may result in the contract being terminated. The Workforce Board of Northern Cook County staff will provide technical assistance on the IWDS to successful Bidders.
- ❑ Program Narrative Report: Through site visits and regular communication, the Workforce Board of Northern Cook County staff will be responsible for all levels of program monitoring, evaluation and reporting to the State. Contractors may be required to submit a program narrative report documenting progress. Successful Bidder's will be provided details on the information requested in the program narrative report.
- ❑ WIA Youth Program Elements: The WIA requires that local workforce development areas make available certain youth program elements. For the purpose of this RFP, a summer youth work experience, work readiness training, and supportive services are the primary objectives.
- ❑ Youthfutures. Each successful Bidder will be required to post their information on the Youth Futures data base. This is an on-line resource provided by the Workforce Boards of Metropolitan Chicago and contains information about organizations providing employment, training and other services tailored specifically for youth. Please see the website at: www.youthfuturesmetro.org
- ❑ Illinois workNet. Successful Bidders will be required to introduce and make available the Illinois workNet web based tool to all youth enrolled in the summer program. www.illinoisworknet.com
- ❑ Participation in Technical Assistance. The Workforce Board of Northern Cook County supports and promotes effective practices and the capacity of the local youth serving community. The Workforce Board of Northern Cook County will offer technical assistance and capacity-building session on a variety of subjects including program practices and operational requirements. Successful Bidder's must ensure that the appropriate staff members attend these sessions.

D. Customers to be Served

In conjunction with the Department of Labor's *New Strategic Vision for the Delivery of Youth Services under the Workforce Investment Act*, the Youth Council of the Workforce Board of Northern Cook County is placing a priority on providing services to youth that are aimed at preparing the area's most at-risk and neediest youth for real job opportunities. WIA youth programs are intended to provide age-appropriate services targeted to economically disadvantaged youth who face barriers to staying in-school or finding employment. To support these goals, the Youth Council is focusing on youth that are:

1. 14-24 years of age;
2. A low income individual (total family income at or below 70% of the Federal Lower Living Standard Income Levels);
3. A resident of Northern Cook County;
4. Legally permitted to work in the United States;
5. Registered with Selective Service, if a male 18 years old and over, unless exempt;
6. Identified within one or more of the following categories:
 - Is attending an alternative school to complete secondary education;
 - Has repeated at least one secondary grade level or is one year over age for grade;
 - Deficient in basic literacy skills, defined as reading, writing, or computing at or below the 8th grade level;

- Has a core GPA of less than 1.5;
- For each year of secondary education, is at least two semester credits behind the rate required to graduate from high school;
- Is an emancipated youth;
- Resides in non traditional family setting (single parent, lives with grandparent(s), lives with siblings etc.);
- Has documented gang activity;
- A school drop-out, defined as no longer attending any school and has not received a secondary school diploma or its recognized equivalent;
- Has been suspended five or more times, or has been expelled;
- Has a court/agency referral mandating school attendance;
- An offender, defined as having been subject to any stage of the criminal justice process, or requires assistance in overcoming artificial barriers to employment resulting from a record of arrests or convictions;
- Youth transitioning to the workforce upon graduation;
- Children of incarcerated parents;
- Foster care or aging out of foster care and group homes;
- Homeless or runaway youth;
- Is deemed at risk of dropping out by a school official;
- Has been referred to or is being treated by an agency for a substance abuse related problem;
- Has experienced a recent traumatic event, is a victim of abuse, or resides in an abusive environment as documented by a school official or professional;
- Has serious emotional, medical or psychological problems as documented by a professional;
- Pregnant or parenting youth;
- Has never held a job;
- Has been fired from a job within the 12 months prior to application;
- Has never held a full-time job for more than 13 consecutive weeks. This applies to both younger and older youth.

Priority of Service for Veterans and Eligible Spouses. Given the expanded age range to 24 under the Recovery Act, states and local areas may encounter an increased volume of veterans. Veterans age 21 to 24 have a particularly high incidence of unemployment immediately upon discharge. States and local areas are required to provide priority of services for veterans and eligible spouses pursuant to 20 CFR part 1010, the regulations implementing priority of service for veterans and eligible spouses in Department of Labor job training programs under the Jobs for Veterans Act published at 73 Fed. Reg. 78132 on December 19, 2008.

E. Accounting for Performance

Those entities submitting proposals will be held accountable for the performance outcomes of the participants enrolled in their programs. Each entity will be required to submit a monthly written program report, invoice, and progress report detailing registrants, exits, and other outcomes. Through site visits and regular communication, The Workforce Board will be responsible for all levels of program monitoring, evaluation and reporting to DCEO.

Because of the requirement that the work readiness performance indicator be the only measure of performance to assess the effectiveness of summer employment for youth served with Recovery Act funds, a new reporting form, separate from the current data collection instruments, will be used to track youth served with Recovery Act funds. Further details will be forth coming.

Tracking and Reporting. In order to determine how to track and report youth served by Recovery Act funds, youth will be classified in the following ways:

- Any youth served with Recovery Act funds will be included in a separate Youth Recovery Act report. (Guidance will be provided in an upcoming Recovery Act Performance and Reporting TEGL.)
- Any youth served with only Recovery Act funds that participates in summer employment only, will only be included in the Youth Recovery Act report and the work readiness indicator will be the only measure that applies to such youth.
- If a youth served with Recovery Act funds does not participate in summer employment or is served beyond the summer months, he/she would also be included in the regular WIA reporting mechanisms and be subject to the full set of Youth Common Measures

F. Oversight, Evaluation and Planning

The primary responsibilities of the Workforce Board are oversight, evaluation and planning for the area’s workforce system. The Workforce Board will conduct periodic oversight and evaluation of the contractor’s operations to determine compliance and quality. External oversight and evaluation may also be conducted periodically by the U.S. Department of Labor, the Illinois Department of Commerce and Economic Opportunity and any other agencies that provide funds that are used by the Workforce Board to contract for services in the area’s workforce system. The Workforce Board is also responsible for developing local strategic and operational plans. The contractor is expected to assist in the development of these plans and the resulting documents will be considered an attachment to the contract.

G. Available Funds

The funds made available under this RFP and obligated for the period of May 1, 2009 – June 30, 2010 are **\$1,250,000**.

No less than 30% of the total funds awarded by the Workforce Board will be to fund out-of-school youth programs.

The Youth Council expects each proposal to be unique; therefore not anticipating an average range or cost. The cost per participant depends upon the services the youth will receive and other services delivered by the provider will dictate an appropriate budget.

American Recovery and Reinvestment Act 2009 Allocations (February 17, 2009 through June 30, 2011)

ARRA	Local Workforce Area Allocations
Adult	\$ 808,524
Dislocated Worker	\$2,829,108
Youth	\$2,087,524

Section IV – Proposal Outline

The proposal package must consist of the following sections. Please respond in the order presented below:

Executive Summary (1 page maximum)

Narrative Proposal (10 pages maximum plus Appendices and Attachments)

Budget/Cost (2 pages maximum plus the Budget Form and Attachments)

Demonstrated Ability (30 Points)

Describe previous or current services in summer youth employment, placing youth in employment, youth workforce preparation and/or youth development. Please quantify these services by citing numbers of youth served, numbers of youth placed and specific locations of placements. Describe the organizations history of meeting contract performance goals; include specific numbers and outcomes. Describe your demonstrated ability to meet contract performance goals and manage administrative oversight and reporting in a timely manner.

Service Design and Approach (50 Points)

Partnerships

Describe all existing and to be developed collaborative partnerships that will be critical in implementing the youth employment programs. Include the leveraged resources and specific roles and responsibilities of each partner include at a minimum: Employers; Worksites; Work Readiness Training; Academic Training; Post-Secondary Training; WIA Compliance.

Employer Relations

Describe how the bidder plans to engage employers and industry that support service delivery. Describe the plan for identifying and recruiting quality worksites. Clearly indicate whether the program has an established relationship with each worksite or whether they will need to be developed upon funding of the program. Detail the plan for developing new worksites.

Youth Participants

Identify the youth to be enrolled in the summer employment program and the number to be served: 14-15 year old In School Youth; 16-18 year old In School Youth; 16-18 year old Out of School Youth; 19-24 year old. Describe the process for outreach, recruitment and enrollment of youth.

Youth Assessment

Describe how youth will be assessed for appropriate services and placement based upon age, developmental stage, and career interests.

Youth Placement

Describe how the youth will be matched to worksites, internships, or career modules. Provide a timeline And planned number of youth to be placed in employment.

Academic Training

Provide a description of the proposed academic training activities and services. Describe how the strategies and service design address the needs of the population to be served, and how your program design will advance the population towards the stated outcomes. Provide a description of the proposed implementation schedule showing when services will be available.

Summer employment linkages to education career pathways, advanced training, and post-secondary training

Describe how summer employment opportunities link to education career pathways, advanced training, and/or post secondary opportunities.

Work Readiness Curriculum and Training

Describe how the program will ensure youth are work ready prior to the summer placement. Include the method for teaching work readiness skills both in the classroom and during the work experience. Describe how the selected Work Readiness curriculum will be implemented with the youth include timeframes, hours of instruction, mechanisms for tracking success, and define benchmarks and progress.

Supportive Services

Describe the method used to assess youth for supportive services and detail how the services will be delivered to the youth. Describe how youth will be transported to and from worksites. Describe how timely and effective access to services and payments will be ensured for support services including but not limited to child care, uniform purchases, and materials and supplies.

Youth Payroll and Stipend Payment Systems

Describe the payroll system and financial management system and capacity for processing and distributing paychecks and stipends to large numbers of youth.

Summer Program Staffing Patterns

Detail the programs staffing patterns. Clearly articulate if these are existing staff positions or will be new hires. Clearly articulate the role of each staff person and their responsibilities. For new hires please describe the hiring process and timeline.

Summer Program Support

Describe how both the youth and the employer will be supported during the summer experience.

Additional Activities

Describe any additional youth development activities to be offered and the number of youth to be served by these activities.

Budget and Budget Narrative (20 Points) Not counted in the narrative total pages

Budget Justification

Include a written justification or rationale that explains the need and intended use of each line item contained in the proposed budget plan. Please provide all information that a reviewer would need to understand the necessity of each proposed item, as well as the formulas and assumptions used to arrive at each budgeted amount.

Budget Disclosure

Bidders must disclose the details and amounts of line items that are necessary for the delivery of the service but that have not been included in the budget. For example, if you will be providing office supplies as an in-kind contribution and not charging them in your budget, you need to include that information as well as an estimated cost.

***Attach Completed Budget Form found in Appendix.**

Section V: Proposal Instructions and Information

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Proposal Instructions and Information

A. Contracting

The Workforce Board will be obligating funds for the period beginning May 1, 2009 and ending May 31, 2010. The initial contract will be for the period beginning May 1, 2009 and ending May 31, 2009. At the discretion of the Workforce Board and the CEO, the contract may be extended through May 30, 2011 under the initial obligations. Following the initial twelve months of the contract, the Workforce Board may extend the contract, in increments of up to twelve months, for no more than 3 one-year extensions, based on satisfactory performance.

The Department of Commerce and Equal Opportunity (DCEO) and the Workforce Board continue to work to develop the local workforce area with the goal to reestablish the area and grants under a local chief elected official. In the event that during the course of this contract a transition occurs to a local CEO and new grant recipient, the contract and terms and conditions established therein will be transferable to a local CEO through the length of the contract term as a result of this bid process.

The Workforce Board will use a cost-reimbursement contract. The selected contractor will be reimbursed for allowable service delivery costs.

In the event that there are any reallocations or rescissions, the Workforce Board can increase/decrease this award for the services contained in the Scope of Work.

B. Proposal Deadline

The deadline for submission of proposals is **2:00 p.m. CST on Wednesday, April 15, 2009**. Proposals must be officially received by this deadline. Official receipt of proposals will be entered on The Workforce Board of Northern Cook County proposal log. A receipt will be furnished, upon written request, to proposers who submit a proposal by mail. Proposals delivered by hand will be provided a receipt at the time of delivery. **Faxed or e-mailed proposals are not acceptable.** Proposals received after the deadline will be considered non-responsive and will not be reviewed. Proposals may be mailed via regular mail, express delivery, or hand-delivered to the following address:

**The Workforce Board of Northern Cook County
2604 East Dempster Street Suite 305
Park Ridge, Illinois 60068
Attn: WIA 2009 Youth Services Proposal**

C. Procurement Timeline

The timeline for soliciting proposals, review, selection and negotiation is presented below. The dates are tentative and may be changed at the Workforce Board's discretion. All times are Central Standard Time (CST).

RFP Issued	Monday, March 23, 2009
Proposer's Conference	2:00 pm, Tuesday, March 31, 2009
REQUIRED Letter of Intent to Bid	3:00 p.m., Friday, April 3, 2009
Deadline for submission of questions via email	3:00 p.m. Friday, April 3, 2009
Question/Answers provided to proposers	Tuesday, April 7, 2009 (will be posted to www.workforceboard.org)
Proposal Due Date	2:00 p.m., Wednesday, April 15, 2009
Proposal Review	April 16, 2009 to April 22, 2009
Youth Council Meeting	Week of April 27, 2009
Contract Begins	No sooner than May 1, 2009

D. Proposer's Conference and Technical Assistance

A meeting to review the Request for Proposal and answer technical questions concerning this procurement is scheduled for **March 31, 2009 at 2:00 p.m.** at Oakton Community College, Business Conference Room, 1600 W. Golf Road, Des Plaines, IL. **Attendance at the proposer's conference is strongly recommended but is not mandatory.** Questions posed at the proposer's conference will be answered to the extent possible and allowable at that time. Any questions not answered as well as any written questions will be answered and posted to www.workforceboard.org no later than Tuesday, April 7, 2009. The Workforce Board will accept written questions (jterry@workforceboard.org) until 3:00 p.m. on Friday, April 3, 2009.

E. REQUIRED Letter of Intent to Bid

All potential bidders **must submit a non-binding Letter of Intent to Bid** on this RFP via email or mailed to the following address by 3:00 p.m., Friday, April 3, 2009:

Jan Terry
The Workforce Board of Northern Cook County
2604 East Dempster Street, Suite 305
Park Ridge, Illinois 60068
E-mail: jterry@workforceboard.org

F. Proposal Requirements

1. **Format:** Proposals must be typed, may be single-spaced, and must be submitted on 8 ½ by 11-inch plain white paper. Each page of the proposal, with the exception of the cover sheet should be numbered as "page __ of __", with the name of the bidder on each page.
2. **Page Limit:** The proposal narrative/business plan must be no more than 10 pages. This page limitation does not include attachments or appendices.
3. **Number of copies: Two (2) complete original packages**, with executed certificates (i.e. original signatures of the authorized signatory), plus **six (6) copies** of narrative and budgets must be submitted. Any proposal lacking sufficient copies may be considered non-responsive. Completeness of all copies is the sole responsibility of the proposer.

4. **Responsiveness:** Proposers that fail to follow the requirements set forth in this document regarding page limits, number of copies and format may be considered non-responsive. The Workforce Board reserves the right to reject any or all proposals at their sole discretion.
5. **Contact Information:** Proposers will be required to provide contact information for the individual(s) who can respond to questions regarding the proposal. The contact person should be the individual(s) who are knowledgeable of the proposal and who are authorized to provide information on behalf of the proposer.

G. **Submission Order**

The proposal should be submitted in the order listed below.

Proposal Cover Sheet
Executive Summary
Narrative Proposal
References – Minimum of three (3)
Budget narrative Budget Form

H. **Qualifications for Proposers**

1. **Eligible Proposers:** Private and public, for-profit and not-for-profit agencies, community-based organizations (CBOs), faith-based organizations (FBOs) or other entities are eligible to respond to this RFP. The Workforce Board is prohibited from awarding a contract to a party “excluded from Federal procurement or non-procurement programs” by the U.S. General Services Administration.
2. **Proposer Competency:** Proposers must be knowledgeable of the statutes, regulations, rules and policies for WIA and Recovery Act funding streams. A copy of the Workforce Investment Act and regulations may be found on the U.S. Department of Labor web page at <http://www.doleta.gov/USWORKFORCE/WIA/act.cfm>. Copies of other pertinent workforce policies and regulations may be found through the Illinois Department of Commerce and Economic Opportunity web page at <http://www.commerce.state.il.us/dceo/>. The Workforce Board will provide training on any Workforce Board-specific documents, policies and procedures, as necessary, to the selected contractor. Additional information about the Workforce Board may be obtained through The Workforce Board of Northern Cook County’s web page at www.workforceboard.org. Information about the regional activities of the alliance of the nine Workforce Boards of Metropolitan Chicago may be found at the region’s web page at www.workforceboardsmetrochicago.org.
3. **Authorized Signatory Authority:** The proposer’s authorized signatory authority must sign all signature documents in the proposal. This individual should typically be the director, president or chief executive officer of the organization or any individual who has the authority to negotiate and enter into and sign contracts on behalf of the proposer’s organization.
4. **Subcontracting:** Subcontracting is not encouraged. Any subcontracting must be clearly identified in the proposal narrative and approval must be provided by the Workforce Board prior to contract execution. If the proposer currently subcontracts certain functions or activities and intends to do so as part of this proposal, the subcontractor must be identified and a certification included from the subcontractor attesting to their agreement to the terms of the proposal and any resulting contract. All subcontractors must have been procured and documentation supporting the procurement must be referenced.

I. Proposal Evaluation

The proposal criteria identified herein is a guideline for proposers and reviewers; however, the final decision for contract award rests with the Workforce Board and CEO.

The Workforce Board is not required to contract with the entity receiving the highest average score as a result of the proposal review process. Proposals evaluated with an average score below 70 of a possible 100 points will not be considered. Proposals that do not meet minimum standards will be considered non-responsive. The Workforce Board reserves the right to contract with any bidder that falls within the acceptable point range.

1. Minimum standards:

- The proposal must be received by **2:00 p.m. CST. on Wednesday, April 15, 2009** via regular mail, express mail or hand-delivery.
- **Two (2) complete original packages**, with executed certificates (i.e. original signatures of the authorized signatory), plus **six (6) copies of narrative and budgets** must be submitted.
- Proposers are strongly encouraged to attend the proposer's conference at 2:00 p.m. on Tuesday, March 31, 2009.
- **Proposers must submit a non-binding Letter of Intent to Bid by 3:00 p.m., CST, Friday, April 3, 2009.**
- Proposals must meet the proposal requirements as listed.
- Proposers must be eligible entities as described in Section V. H., "Qualifications for Proposers, 1. Eligible Proposers".
- **The proposal and all signature forms contained therein must be signed by the proposer's authorized signatory authority.**
- Proposers who intend to use established subcontractor(s) to provide services must include original certifications from each subcontractor attesting to their agreement to all terms of the proposal and any resulting contract and reference supporting procurement policies and documents.

2. Evaluation process:

An ad hoc review committee will evaluate proposals. The review committee will be selected by the Workforce Board and may be made up of Workforce Board members, staff and other workforce professionals.

The review committee will independently evaluate each proposal. The scores will be aggregated with the average score recorded. The review committee will then discuss proposals and develop recommendations. **Proposals evaluated with an average score below 70 of the possible 100 points will not be considered.** The review committee may request additional information from any proposer prior to developing a recommendation for consideration by the Youth Council of Workforce Board.

3. Evaluation Criteria:

The proposal will be evaluated based on proposer's responses to the questions in Section IV.

Demonstrated Ability	30 points
Service Design and Approach	50 points
Budget	20 points
TOTAL	100 points

J. Governing Provisions and Limitations

Violation of any of the following provisions may cause a proposal to be rejected:

1. The Workforce Board is not liable for any cost associated with responding to this RFP and will not authorize such costs as part of the contract with the selected organization.
2. The Workforce Board reserves the right to accept or reject any or all proposals received, to cancel or reissue this RFP in part, or its entirety.
3. The Workforce Board reserves the right to award a contract for any items/services solicited via this RFP in any quantity the Workforce Board determines is in its best interest.
4. The Workforce Board reserves the right to correct any error(s) and/or make changes to this solicitation as it deems necessary.
5. The Workforce Board reserves the right to negotiate the final terms of any and all contracts or agreements with proposers selected and any such terms negotiated as a result of this RFP may be renegotiated and/or amended in order to successfully meet the needs of the workforce development area.
6. The Workforce Board reserves the right to contact any individual, organization, employer or grantees listed in the proposal, to contact others who may have experience and/or knowledge of the proposer's relevant performance and/or qualifications; and to request additional information from any and all proposers.
7. The Workforce Board 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.
8. Proposers shall not under penalty of law, offer or provide any gratuities, favors, or anything of monetary value to any officer, member, employee, or agent of the Workforce Board for the purpose of having an influencing effect toward their own proposal or any other proposal submitted hereunder.
9. No employee, officer, or agent of the Workforce Board shall participate in the selection, award or administration of a contract supported by workforce development funds, if a conflict of interest, or potential conflict, would be involved.
10. Proposers shall not engage in any activity that will restrict or eliminate competition. Violation of this provision may cause a proposer's bid to be rejected.
11. All proposals submitted must be an original work product of the proposers.
12. The contents of a successful proposal may become a contractual obligation if selected for award of a contract. Failure of the proposer to accept this obligation may result in cancellation of the award. No plea of error or mistake shall be available to successful proposer as a basis for release of proposed services at the stated price/cost. Any damages accruing to the Workforce Board as a result of a proposer's failure to contract may be recovered from the proposer.
13. A contract with the selected proposer may be withheld, at the Workforce Board's sole discretion, if issues of contract or questions of non-compliance, or questioned/disallowed costs exist, until such issues are satisfactorily resolved. The Workforce Board may withdraw award of a contract if the resolution is not satisfactory to the Workforce Board.

K. Administrative Requirements and Procedures

The following administrative requirements and procedures should be carefully reviewed prior to development of a proposal.

1. It is the Workforce Board's intent to award multiple contracts under this RFP.
2. The successful proposer will be required to maintain automated and/or paper records of customer activity, financial management, property, procurement, plans, policies and

- procedures, internal and external evaluations and performance. In the event the contract is not renewed or is terminated, the current contractor agrees to provide any and/or all of the identified records to the Workforce Board.
3. The successful proposer agrees to use Illinois Workforce Development System (IWDS) to maintain all customer records required to be tracked and reported to the Illinois Department of Commerce and Economic Opportunity (DCEO) in the manner and timeframe required by DCEO and/or the Workforce Board.
 4. The successful proposer agrees to comply with the Workforce Board and/or DCEO policies related to information technology, including compliance and support of technology management system components of the Workforce Board's integrated management system, the area one-stop system's youth guidance web-based tool, www.EmploytheFuture.org; the region's web-based repository of youth services, www.youthfuturesmetro.org; DCEO's Illinois' workNet, www.illinoisworknet.com, and other possible sites and/or tracking and management tools.
 5. The successful proposer agrees to keep and hold all Proprietary Information disclosed by the Workforce Board, one-stop partners, affiliates, customers, or vendors of the Workforce Board in strict confidence and trust. Proprietary Information being that information of a confidential or secret nature, which includes, but is not limited to, marketing plans, product plans, business strategies, financial information, forecasts, human resource information, and customer lists.
 6. The successful proposer acknowledges that for any product and/or deliverable provided as part of the contract, the successful proposer warrants that it created said product/deliverable and that the successful proposer has full power and authority to transfer ownership of same without the consent of any other party and that any product and/or deliverable is delivered free of any rightful claim of any third party by way of infringement or otherwise, arising from or related to the claimed rights in any product and/or deliverable. Any product produced by WIA funding that generates revenue is program income as defined by WIA Section 195 (7)(A).
 7. Proposers may not charge individuals eligible for workforce programs a fee for any service however, if the proposer intends to charge fees for non-eligible individuals, the service and fee structure must be fully described in the narrative and captured as program income as defined by WIA Section 195 (7)(A).

L. Legislative Authority

All contracts funded from this Request for Proposal are subject to the following requirements:

- Workforce Investment Act of 1998 (Public Law 101-220); federal regulations 20 CFR Parts 652 and 660 through 667;
- Wagner-Peyser Act of 1933, as amended, (29 USCA S. 29 et.seq.)
- Portions of Public Assistance Programs under the Social Security Act (42 USC ss301, et.seq.);
- Food Stamp Act of 1977 (7 USC ss 200 et.seq.);
- The Trade Act of 2002 as amended;
- Federal regulations issued by the U.S. Department of Health and Human Services at 45 CFR Parts 270 through 275, inclusive, for services funded by Temporary Assistance to Needy Families; federal regulations issued 45 CFR Part 260, et al.;
- Federal regulations issued by the U.S. Department of Agriculture at 7 CFR ss271 through 273 Food Stamp employment and training services;
- Federal laws and regulations concerning nondiscrimination and equal opportunity; federal labor laws and standards;
- Federal cost principles applicable to the Contractor or its subcontractors.
 - Allowable costs for state, local and Indian Tribal government organizations are contained in OMB Circular A-87;
 - Allowable costs for non-profit entities are contained in OMB Circular A-122;
 - Allowable costs for institutions of higher education are contained in OMB Circular A-21; and
 - Allowable costs for commercial organizations and those non-profit organizations listed in Attachment C to OMB Circular A-122 are contained in Federal Acquisition Regulations (FAR), at 48 CFR Part 31.
 - Administrative Requirements shall be in accordance with 29 CFR 95 or 97, whichever is applicable.
- Illinois Department of Commerce and Economic Opportunity, Policy Letters, procedures, manuals, and other guidance issued by DCEO;
- Plans, policies and procedures of The Workforce Board of Northern Cook County related to the workforce system contractors and operations.

Interested parties may obtain additional information about the Workforce Investment Act, including the law, regulations, policies and other documents and resources through the following websites:

www.ilworkforce.org
www.commerce.state.il.us
www.doleta.gov
www.workforceboardsmetrochicago.org
www.workforceboard.org
www.nawb.org

Section IV - Appendices

Appendix A Proposal Cover Sheet
Appendix B Budget Information
Appendix C Staffing Plan

APPENDIX A – Proposal Cover Sheet

The Workforce Board of Northern Cook County 2604 E. Dempster, Suite 305 Park Ridge, IL 60068	FOR INTERNAL USE ONLY Proposal Number: PY 2008_____ Rec'd by_____ Date_____ Time_____ Rating_____
Workforce Investment Act Youth Services Programs	
Name of Agency	Federal Employer ID
Address – Administrative	Address – Other
Contact Person	Telephone
Fax Number	Email address
Proposed Costs:	
Project Name and Brief Description	
Type of Organization () Public Agency () Private Nonprofit Corporation () Private for Profit Corporation () Other_____	
Agency Statement of Certification	
This proposal was prepared independently without consultation, agreement or cooperation with any other proposing agency or party to determine a competitive cost for the services offered. This proposal has been duly authorized by the governing body of the proposer. The applicant will comply with all rules and regulations of the funding agency and will revise this proposal, if necessary.	
_____ Authorized Signer's Name Typed	_____ Authorized Signature
_____ Authorized Signer's Title	_____ Date Signed

APPENDIX E – Budget Information

Complete the following budget detail for services to be provided. The total amount shown for each part should be the same.

Service/Cost Type	Youth In School Funds	Youth Out of School Funds	Total In-Kind	Total
Wages and Salaries				
Benefits				
Travel				
Facilities Cost				
Telecommunications				
Equipment				
Supplies				
Costs incurred on behalf of youth participants				
Individual Training Accounts				
Licensing and Exam Fee				
Incentives				
Work Experience Wages				
Support Services				
Transportation				
Child Care				
Supplies & Uniforms				
Other (specify)				
Total by Cost Type				

Appendix C: Staffing Plan

All staff positions of your organization who will be involved in WIA Recovery Act services or support are to be displayed on this table. All allocations across funding streams must be supported by matching job descriptions and a cost allocation plan.

Submit an organizational chart depicting the staffing plan.

If subcontractors or other organizations are to be used, the relationship of these subcontractors or other organizations to the respondent must also be depicted on the respondent's organizational chart.

Positions Assigned to the Project			% of Staff's Time Allocated to:				
Position Title	Annual Salary	% Fringe Benefits	Proposed Project	Youth In School	Youth Out of School	Other Funding	Total