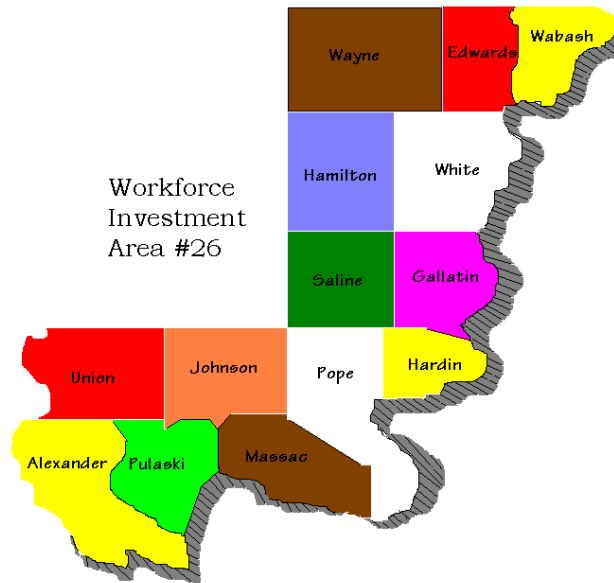


**SOUTHERN 14 WORKFORCE INVESTMENT BOARD, INC.**

**REQUEST FOR PROPOSAL  
FOR PROVIDERS OF ADULT AND DISLOCATED  
WORKER SERVICES**



**FOR THE PROGRAM YEAR 2020  
July 1, 2020 thru June 30, 2021**

**CONTRACT PERIOD  
July 1, 2020 thru June 30, 2022**

**INQUIRIES AND PROPOSALS SHOULD BE DIRECTED TO:**

Name: Pamela Barbee  
Title: Executive Director  
Entity: Southern 14 Workforce Investment Board  
Address: P.O. Box 186, Carmi IL 62821  
Phone: (618) 382-5024  
Email: pbarbee@so14lwib.com

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**I. GENERAL INFORMATION**

**A. Purpose**

The purpose of this RFP is to solicit proposals from interested organizations to operate a year-round Adult and Dislocated Worker program under the Workforce Investment and Opportunity Act (WIOA). The program will prepare and equip eligible Adults and Dislocated Workers with the necessary skills to meet the current and upcoming workforce needs of employers in our business communities. Communities to be served will be Alexander, Edwards, Gallatin, Hamilton, Hardin, Johnson, Massac, Pope, Pulaski, Saline, Union, Wabash, Wayne and White Counties in Southern Illinois.

**B. Price**

Funding available for all services requested under this RFP are as follows, by county allocation:

Southern Seven Counties		
	Adult Funding	Dislocated Worker Funding
Alexander	46,337	13,709
Hardin	19,794	8,001
Johnson	82,450	27,423
Massac	76,126	40,303
Pope	18,276	8,353
Pulaski	38,557	16,176
Union	97,691	42,479
Total Funding	379,230	156,443

Northern Seven Counties		
	Adult Funding	Dislocated Worker Funding
Edwards	15,266	10,375
Gallatin	22,606	12,846
Hamilton	28,742	13,453
Saline	141,857	62,155
Wabash	44,502	10,928
Wayne	70,660	35,307
White	51,785	13,051
Total Funding	375,417	158,116

**C. Who May Respond**

Local educational agencies, units of local government, non profit agencies within the WIOA and any other entities requesting the solicitation for proposal.

**D. Bidder's Conference**

A bidders conference will not be held for this RFP. Questions may be submitted electronically to [boffice@so14lwib.com](mailto:boffice@so14lwib.com) responses will be posted on the Southern 14 web site So14lwib.com

**E. Conditions of Proposal**

All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Offeror and will not be reimbursed by Southern 14 Workforce Investment Board. Due to the geographical size and rural nature of our area it is anticipated that proposals will be for either the northern seven counties, Edwards, Gallatin, Hamilton, Saline, Wabash, Wayne, White, and or the southern seven counties – Alexander, Hadin, Johnson, Massac, Pope, Pulaski, Union. Proposals that include service to other county combinations will be rejected.

## **F. Instructions to Prespective Contractors**

### **1. Proposal Response Format**

Each applicant is requested to submit their proposal in a format that is easy to ready and understand. Applicant must avoid repetitious material. Each proposal should clearly demonstrate the applicant's ability to effectively manage and operator a program under WIOA and provide the services requested.

All proposals must be submitted in a sealed envelope and plainly marked, 'Request for Proposal' with the name of the proposed description of services and also the name and address of the applicant clearly marked on the outside in the upper left hand corner of the sealed envelope and in the lower left-hand corner with the following information:

#### **SEALED PROPOSAL**

#### **For Adult / Dislocated Worker Services**

*Failure to do so may result in premature disclosure of your proposal*  
*Due to the limitation of contact email responses will be accepted – email submission to*  
*[boffice@so14lwia.com](mailto:boffice@so14lwia.com) or [pbarbee@so14lwib.com](mailto:pbarbee@so14lwib.com)*

### **2. Closing Submission Date**

Proposals must be received no later than close of business June 18, 2020 It is the responsibility of the Offeror to insure that the proposal is received by the Southern14 Workforce Investment Board by the closing submission date.

### **3. Inquiries**

Inquires concerning this RFP should be directed to Ms. Pamela Barbee at Southern 14 Workforce Investment Board 618-382-5024 or email [pbarbee@so14lwib.com](mailto:pbarbee@so14lwib.com). Responses to all inquiries will be posted on the Southern 14 web site.

### **4. Specific Instructions**

The complete application includes:

- a. **Executive Summary of Proposed Work:** The Executive Summary should be no more than one single-spaced typed page. This portion of the proposal should be a brief synopsis of the proposed program, including area to be served, funds requested, proposed services, organizational structure and coordination efforts.
- b. **Program Design and Technical Qualifications:** This portion of the proposal should be typed and double spaced, and must be titled and follow the format of the table of contents of this request for proposal.
- c. **Program Cumulative Registrants Form:** The offeror should complete one 'Attachment A', Program Cumulative Registrant Form to specify the number of clients, by category, proposed to be served.

- d. **Detailed Budget Form:** The offeror should complete one 'Attachment B', Detailed Budget Form. Offeror's proposed price should be submitted in a separate sealed envelope.
- e. **Assurances:** The offeror should complete 'Attachment C', Assurances, which must be signed and dated by the individual authorized to enter into a contract on behalf of their organization.

**5. Submission of Proposals**

Respondent must submit an original unbound copy .....  
***Proposals may be sent via e-mail or facsimile. Late proposals will not be considered.***

Your proposal should be addressed as follows:

Southern 14 LWIB, Inc.  
 ATTN: Adult and Dislocated Workers RFP  
 PO Box 186  
 304 East Robinson Street, Suite 210  
 Carmi, IL 62821

**G. Performance Measures**

Successful applicants will also define strategies and commit to meet quantifiable performance measures each program year. Programs, at a minimum, will be measured on their success in achieving each WIA performance measure. The WIA performance indicators for Adult and Dislocated Workers currently are:

Adults:

- Entered Employment Rate – 2<sup>nd</sup> Quarter After Exit..... 72.0%
- Entered Employment Rate – 4<sup>th</sup> Quarter After Exit ..... 73.0%
- Median Earnings.....\$5,000
- Credential Attainment ..... 70.0%

Dislocated Workers:

- Entered Employment Rate – 2<sup>nd</sup> Quarter After Exit..... 75.0%
- Entered Employment Rate – 4<sup>th</sup> Quarter After Exit ..... 75.0%
- Median Earnings.....\$5,900
- Credential Attainment ..... 68.0%

**H. Priority Of Service To Veterans And Eligible Spouses**

WIOA programs are required to implement Veteran's Priority of Services because they are the delivery point for a significant percentage of qualified job and training programs and services. Projects must be conducted in accordance with the Veteran's Priority Provisions of the 'Jobs for Veteran's Act' Public Law 107-288. The Training and Employment Guidance Letter 10-09, November 10, 2009 provides general guidance regarding the implementation of the Veteran's priority and how this priority will affect current business practices. Applicants must be familiar

with Veterans Benefits Title 38, US Code (U.S.C.), Section 101(2).

**I. Right to Reject**

Southern 14 Workforce Investment Board reserves the right to reject any and all proposals received in response to the RFP. A contract for the accepted proposal will be based upon the factors described in this RFP.

**J. Notification of Award**

It is expected that a decision selecting the successful organization will be made within 3 weeks of the closing date for the receipt of proposals. Upon conclusion of final negotiations with the successful offeror. Offerors submitting proposals in response to this Request for Proposal will be informed, upon written request, of the name of the successful organization(s).

**K. Payment**

A contract will be issued between the Southern 14 Workforce Investment Board, Inc. and the successful offeror for the amount negotiated. Payments will be made to the offeror, by check from the Administrative offices of the Southern 14 Workforce Investment Board, Inc. Payments may be requested bi-weekly based on actual and anticipated expenses.

**L. Options**

The Southern 14 Workforce Investment Board, Inc., at its discretion reserves the option to make changes to any contract awarded based on local policies or clarification of Federal Regulations, State Legislature, or guidance provided by the State or Federal Government regarding the implementation of the Workforce Investment Act.

As an alternative to requesting a full response to the RFP for Adult and Dislocated Worker, the Southern 14 Workforce Investment Board, Inc. may elect to negotiate with current Adult and Dislocated Worker Service Providers for contracts to provide services in the succeeding year without the submission of a full RFP. Current providers must notify the Southern 14 Workforce Investment Board, Inc., in writing, that their proposed area of service and activities have remained unchanged from the previous year. Negotiations will be based on prior year's performance, number of clients served, cost per client and amount of allocations received from DCEO. Current Service Providers must submit a full RFP every 3 years. Respondents other than current Adult and Dislocated Worker Services Providers must submit a full response to the RFP.

**II. PROGRAM DESIGN / REQUIRED ELEMENTS**

All proposals must adhere to the required format and, in order to be competitive, must include all of the requested information, completed forms, and attachments. Applicants are required to demonstrate knowledge, experience, and capacity to provide services to Adult and Dislocated Workers through the proposal narrative. The applicant must clearly describe its capability to conduct and administer a federally funded project including the ability to collect and report financial and participant data as required. Applicants must also be aware of the state and federal Americans with Disabilities Act (ADA) regulations, laws and procedures for ensuring universal access. The proposal must specifically address the following elements:

## **A. PROGRAMMATIC ELEMENTS**

- 1. Outreach and Recruitment:** Funded partners will be required to conduct outreach and recruitment for program participants, as well as providing eligibility determination prior to enrollment. Funded partners will provide outreach to community service providers and agencies, including social service agencies, county and government programs, shelters, resource fairs, etc. Proposals may include letters of commitment from such organizations.
- 2. Eligibility:** An Adult is identified as an individual 18 years of age or older who is either a US Citizen or has the Right to Work in the US. All males who are born after 01/01/1960 must be in compliance with Selective Service registration requirements. The individual must also be a resident within the Southern 14 Workforce Investment Board area. A Dislocated Worker is defined as an individual who meets Adult eligibility and the additional criteria of one of the following categories: Laid Off or Terminated; Plant Closure; Formerly Self-Employed; or Displaced Homemaker. Please refer to Policies 15-WIOA-4.2 (Adult) and 15-WIOA-4.3 (Dislocated Worker) for Eligibility for WIOA Title I Services.
- 3. Individual Employment Plan:** Funded partners will be required to develop an Individual Employment Plan (IEP) with each program participant within five (5) business days after the determination of eligibility. The IEP is developed based upon the results of the participant's assessed vocational interests, aptitude, barriers, skills and skill deficiencies, and training needs. The IEP will include, but is not limited to, goals pertaining to services such as training activities, job search skills and job retention skills. The IEP will also include a clear employment objective, with a focus on at least one of the industry sectors identified in the Governor's Economic Development Plan:
  - Agriculture, Forestry, Fishing & Hunting
  - Mining and Utilities
  - Construction
  - Manufacturing
  - Wholesale & Retail Trade, Transportation and Warehousing
  - Finance and Insurance, Real Estate & Management
  - Information Professional & Technical
  - Administrative Support & Other Services
  - Educational Services
  - Health Care and Social Assistance
  - Accommodations, Food and Entertainment
  - Public Administration
- 4. Services.** The proposal must address the services to be delivered under the program. Services to be provided must include outreach, eligibility determination, assessment, referral to and coordination with support service providers, case management, training, job search and placement assistance and follow-up services per WIOA Section 134 (c)(2)(A)(B)(C).
- 5. One-Stop Career Center:** Applicants will be required to enter into a Memorandum of



Understanding (MOU) agreement as a One-Stop system partner.

- 6. Timely Data Entry:** Funded partners will be required to enroll participants into the data tracking system (IWDS) within five (5) business days after the determination of eligibility. Funded partners will be required to enter all participant data within eight (8) business days from the data of the service into IWDS.
- 7. Occupational Skills Training:** Funded partners are required to provide services from approved training providers. A list of training providers can be found on the Eligible Training provider List located on the Illinois Workforce Development System <https://iwds.dceo.illinois.gov/iwds/iwdshome.html>. A minimum of 40% of the total recommended award must be allocated to occupational training services and related supportive services.
- 8. On-The-Job Training (OJT):** An OJT is a training activity that pays a wage subsidy to employers for a new employee's pre-determined training period. An OJT is appropriate when the need for training has been identified in the IEP. OJT's must be with an employer that will commit to full time, permanent employment for the participant at the end of the OJT contract term.
- 9. Enrollment and Expenditure Schedule:** Funded partners will be required to adhere to an implementation schedule of enrollments and expenditures to ensure that enrollment and spending goals are achieved. This schedule will be developed and negotiated during contract negotiations.

## **B. BUDGETARY ELEMENTS**

- 1. Budget and Budget Narrative:** Each applicant is required to submit a project budget using the So. 14 LWIB Excel budget template that is located at <http://www.so14lwib.com/>. (This template can be found on the website under the 'News' tab at the top of the page, click on 'Request for Proposals' on the drop down box). If you have a problem getting the spreadsheet on the website, please send a request to [boffice@so14lwib.com](mailto:boffice@so14lwib.com).

On the budget summary page identify the name and contact information for the staff person who may be contact for any questions regarding your budget submission.

- 2. Budget Period and Amount:** The SO 14 LWIB requested funding portion of this line-item budget must be less than or equal to the total funding applicable to counties served by proposal. The budget should identify all proposed costs for the the initial 12 month funding period from July 01, 2019 through June 30, 2020.
- 3. Budget Requirements:** Each budget submitted must meet the following requirements:
  - a. Training costs must equal at least 50% of the total request.
  - b. Occupational skills training and related supportive services must be included in request.
  - c. To ensure sufficient case management for this project there must be at least one case manager full-time equivalent for every 75 new participants to be service by this project.

4. **Allocated Costs:** Funded partners are required to describe their 'Allocation Base' (e.g. Direct Hours Worked, Square Footage Usage, etc) on several budget detail pages. This allocation base describes the existing or anticipated methodology that will be used to prorate common or shared operating costs among projects. Examples of shared operating costs are infrastructure/operating costs (e.g. rent, copier machines) as well as personnel (e.g. receptionist, fiscal staff, senior management) providing benefits to multiple funding sources.
5. **Indirect Costs:** Indirect costs are costs incurred by an organization that do not directly benefit any one program or project, but indirectly support all aspects of the organization. For agencies awarded funds, any indirect costs budgeted must be supported by an indirect cost rate agreement with a federal or state cognizant agency or a cost allocation plan approved by the SO 14 LWIB that describes how indirect and common operating costs are distributed to the different funding sources. The extent to which an applicant can meet performance objectives while minimizing indirect costs will be a factor in the evaluation process.

### C. **SCORING**

1. **Cover Page** - Please see appendix for template.
2. **Executive Summary** - Provide a brief history of your organization and a concise overview of this project (one page maximum)
3. **Demonstrated Ability** (30 Points Maximum)
  - a. Provide a clear description of the organization including history, program and services, populations served and major funding sources. Explain the organization's experience providing high quality services to Adult and Dislocated Workers and the organization's capacity to service the proposed number of participants. (10 points maximum)

***PLEASE NOTE THAT ALL APPLICANTS WILL ONLY ANSWER EITHER b OR bii.***

- b. *Incumbent applicants only:* Applicant must present specific qualitative outcomes of previous WIA programs. Outcomes must present a compelling case for past success. Please explain new programmatic elements or innovations planned that will increase this project's performance and quality of service over Program Year 2015. Please complete the Attachment E found in the required appendix. (10 points maximum)
- bii. *New Applicants Only:* Applicant must present specific qualitative outcomes for previous activities or programs. Outcomes must present a compelling case for past success. Describe how these activities or programs will impact this project's program design. Explain programmatic elements or innovations planned that will ensure this project's performance and quality of service. Please complete the attachment E found in the required appendix. (10 points maximum)
- c. Applicant must present detailed strategies to meet performance measures (WIA Common Measures). Applicant must describe a plan to ensure that performance measures are properly managed and regularly monitored. (10 points maximum)

**4. Proposed Services (15 Points Maximum)**

- a. Prior Experience: Provide a description of the organizations experience working with at-risk populations includ adult, dislocated worker, veterans, ex-offenders, individuals with disabilities and individuals with significant barriers to employment. (5 point maximum)
- b. Applicant must present a detailed strategy that will ensure the provision of service to WIOA eligible Adult and Dislocated Workers. Refer to Policy 15-WIOA-4.2 and 15-WIOA-4.3, Eligibility for WIA Title I Services. (5 points maximum)
- c. Applicant must describe a staffing plan, including positions area of responsibility and selection criteria for hiring that is adequate, appropriate, and likely to sucessfully support the program. Present a plan to successfully integrate the program into the organizaitonal structure. (5 points maximum)

**5. Program Components (20 Points Maximum)**

- a. Applicant must present a detailed strategy for recruiting WIA eligible Adults and Dislocated Workers. Applicant must describe effective methods for assessing participants to determine their interest, skills and aptitudes prior to enrollment. Applicant must include a specific plan on how to recruit and enroll Dislocated Workers. (5 points Maximum)
- b. Applicant must present detailed strategies for training participants across the industry sectors identified by the Governor's Economic Development Plan. Consider any related supportivee services (transportation, childcare, etc.) and describ how these will be provided through this project or leveraged through other community resources. (5 points maximum)
- c. Present a clear narrative describing hos a participant would progress through the project. Describe an effective ethod for ensure Adults and Dislocated Workers remain engaged and committed to accomplishing the goals and objectives outlined in their IEP. (10 points maximum)

**6. Partnerships (5 points Maximum)**

- a. Applicant must describe a minimum of four parterns or potential partners, appropriate to carry out the program as it is described. Applicant must describe the roles, responsibilites and communitments of each partner, appropriately fulfilling all functions in a manner that is likely to ensure successful outcomes. A letter of support or MOU must be attached in the appendix for each partner listed in this section. (5 points maximum)

**7. Fiscal Plan (10 points maximum)**

- a. Briefly describe the elements of the organizations internal fiscal system and fiscal controls that demonstrate the ability to manage Federal funds. (4 points maximum)
- b. Describe the experience that fiscal staff employed by the organizaiton have in a administering Federal funds. (3 points maximum)

- c. Describe the organizations process for self-monitoring of financial compliance and budgetary performance that will ensure effective fiscal quality control. (3 points maximum)

**8. Budget** - Please see So. 14 website for Budget Template (20 points maximum)

- a. The majority of funds for the So. 14 LWIB requested portion of the budget are for Participant Services Costs per the Budget Summary page (budget tabs A and B combined)  
4 points - 60.1% or more of the funds allocate to participants services  
3 points - 55.1%-60.0% allocated to participants services  
2 points - 50.1%-55.0% allocated to participant services  
1 point - 50.0% allocated to participants services  
0 points - 49.9% or less allocated to participant services  
(4 points maximum)
- b. Occupational skills training and related supportive services total at least 40% of So 14 LWIB request portion of the budget per the Budget Summary Page (2 points if yes, 0 points if no)
- c. All training activities equal at least 50% of So14 LWIB requested portion of the budget per the budget per the Budget Summary Page (2 points if yes, 0 points if no)
- d. Case management resources are sufficient for the project per the Budget Summary page. (2 points if yes, 0 points if no)
- e. Matched resources equal at least 5% of the total project per the Budget Summary page. (2 points if yes, 0 points if no)
- f. Overhead and supports costs are minimized to allow for more direct participant services. (2 points maximum)
- g. Participant costs, direct staff and overhead costs are clear and correctly categorized with appropriate narrative descriptions (3 points maximum)
- h. The project's proposed budget supports the stated objectives and activities in the project narrative. (3 points maximum)

**9. Required Appendix**

**Attachment A** – Affirmation and Certification (see Appendix Attachment A)

**Attachment B** - Resumes and/or Job Descriptions of Key Personnel - Please include resumes and/or job descriptions for key personnel funded by this project, either in whole or in-part.

**Attachment C** (*New Applicants Only*) - Letter of Collaboration and Documentation of Partners and/or Subcontractors - Include a minimum of four appropriate MOU's or letters of support for each confirmed partner, on organizational letterhead that identifies roles, responsibilities and commitments.

**Attachment D** (*New Applicants Only*) - Organizational Reference - Include two reference letters from partnering agencies or funders (excluding So. 14 LWIB) on organizational letterhead.

### III. PROPOSAL EVALUATION

#### C. Non Responsive Proposals

Proposals may be judged non responsive and removed from further consideration if any of the following occur:

1. The proposal is not received timely in accordance with the terms of the RFP.
2. The proposal does not follow the specified format.
3. The proposal does not include the Certifications.
4. The proposal is not adequate to form a judgment that the proposed program would comply with the requirements of the Workforce Innovation & Opportunity Act.
5. It has been determined that the offeror has provided any false or misleading information in their proposal.

#### B. Evaluation Criteria

Evaluation of each proposal will be based on the following criteria:

Factors	<u>Point Range</u>
1. Executive Summary .....	0-10
2. Program Design.....	0-40
3. Prior Experience, Fiscal and Programmatic Controls .....	0-20
4. Ability to Meet Program and Performance Goals.....	0-15
5. Budget and Cumulative Registrant Page .....	<u>0-15</u>
<b>MAXIMUM POINTS:.....100</b>	

#### C. Review Process

The Adult and Dislocated Worker Committee of the Southern 14 LWIB along with staff of the Southern 14 Workforce Board will review and evaluate all proposals received based on the evaluation criteria. Southern 14 Workforce Investment Board contemplates award of the contract(s) to the responsible Offeror(s) with the highest total points.

The Southern 14 Workforce Investment Board may, at its discretion, request presentations by and/or meetings with any or all Offerors, to clarify or negotiate modifications to the Offerors' proposals, however, Southern 14 Workforce Investment Board reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, which

the Offeror can propose.