

Request for Proposal One-Stop Career Service Center & Satellite Offices

Summary

Southeastern Illinois College is proposing to establish the One- Stop Career Service Center at the SIC Carmi-White County facility in Carmi, Illinois. With this proposal, we would provide two part-time staff members to provide reception, check-in, referral services, tracking of customers, and quarterly meetings with providers. In addition, we will provide office space to IDES, service providers and other partners as needed and access to our computer lab. This will allow the space to be a true “One-Stop Service Center” where customers can get a full range of services on-site or electronically to fulfill their needs. With the assistance of the Southern Board and mandated partners, we will establish a referral policy, create a resource referral manual, add value-added partners to the system, hold quarterly partner meetings and establish a survey for continuous quality control.

With SIC’s longevity, reputation and relationships in the area, we are well versed to the lead this project. We have established relationships with employers, service providers and community service agencies that will allow for a seamless transition of this new proposal. The Mission Statement we stand behind at Southeastern Illinois College is “Southeastern Illinois College enhances lifelong learning by providing quality accessible educational programs, cultural enrichment opportunities, and support for economic development.” This statement defines who we are as an organization as well as our commitment to the community as a whole. Those goals will align perfectly with the One-Stop Service Center and allow us to assist customers and employers in the area.

The proposed budget for year’s one and two are as follows:

Year One		Year Two	
Salaries	21,500	Salaries	23,220
Benefits	3,500	Benefits	3,780
Facilities Cost	24,000	Facilities Costs	25,920
Supplies	1,000 (includes signs)	Supplies	1,080
Total	50,000	Total	54,000