



CHICAGO COOK  
WORKFORCE PARTNERSHIP

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# Chicago Codes Program Operator RFP

September 4, 2018



**Marisa Lewis**

Program Development Specialist

ChicagoCodes@workforceboard.org



## QUESTIONS

- Participants are muted. Please type your questions in the chat bar. After the webinar, send questions to [ChicagoCodes@workforceboard.org](mailto:ChicagoCodes@workforceboard.org).
- Any questions received by the end of the day tomorrow (9/5) will be compiled with answers and posted here by the end of this week: <http://workforceboard.org/funding/request-for-proposals/>

## SLIDES

- We will post these slides at <http://workforceboard.org/funding/request-for-proposals/>

## PROPOSAL DUE DATE

- September 14, 2018, 4:00pm Central Time

# About The Partnership

Created in 2012, The Chicago Cook Workforce Partnership (The Partnership) is an umbrella organization operating the public workforce system in the City of Chicago and Cook County. The Partnership combines federal and philanthropic resources to broaden the reach and impact of workforce development services for both employers and job seekers.

As the largest workforce development system in the nation, The Partnership has helped place more than 60,000 individuals in employment, collaborated with more than 2,000 employers and administrators more than \$200 million in federal and philanthropic funds. The Partnership's network of 53 community-based organizations, 10 American Job Centers, and sector-driven workforce centers serve 132 municipalities.

Focusing on the region's labor market, The Partnership provides training, business services, career coaching and data analysis, in the following high-growth and high-demand industries:



Business and Professional Services



Healthcare



Retail, Culinary, and Hospitality



Information Technology



Manufacturing



Transportation, Distribution, and Logistics



Construction

For more information about The Partnership, visit [workforceboard.org](http://workforceboard.org) call 312.603.0200, follow us on social media @ChiCookWorks, or Subscribe to [In the Works](#), The Partnership's monthly eNewsletter.





## Vision

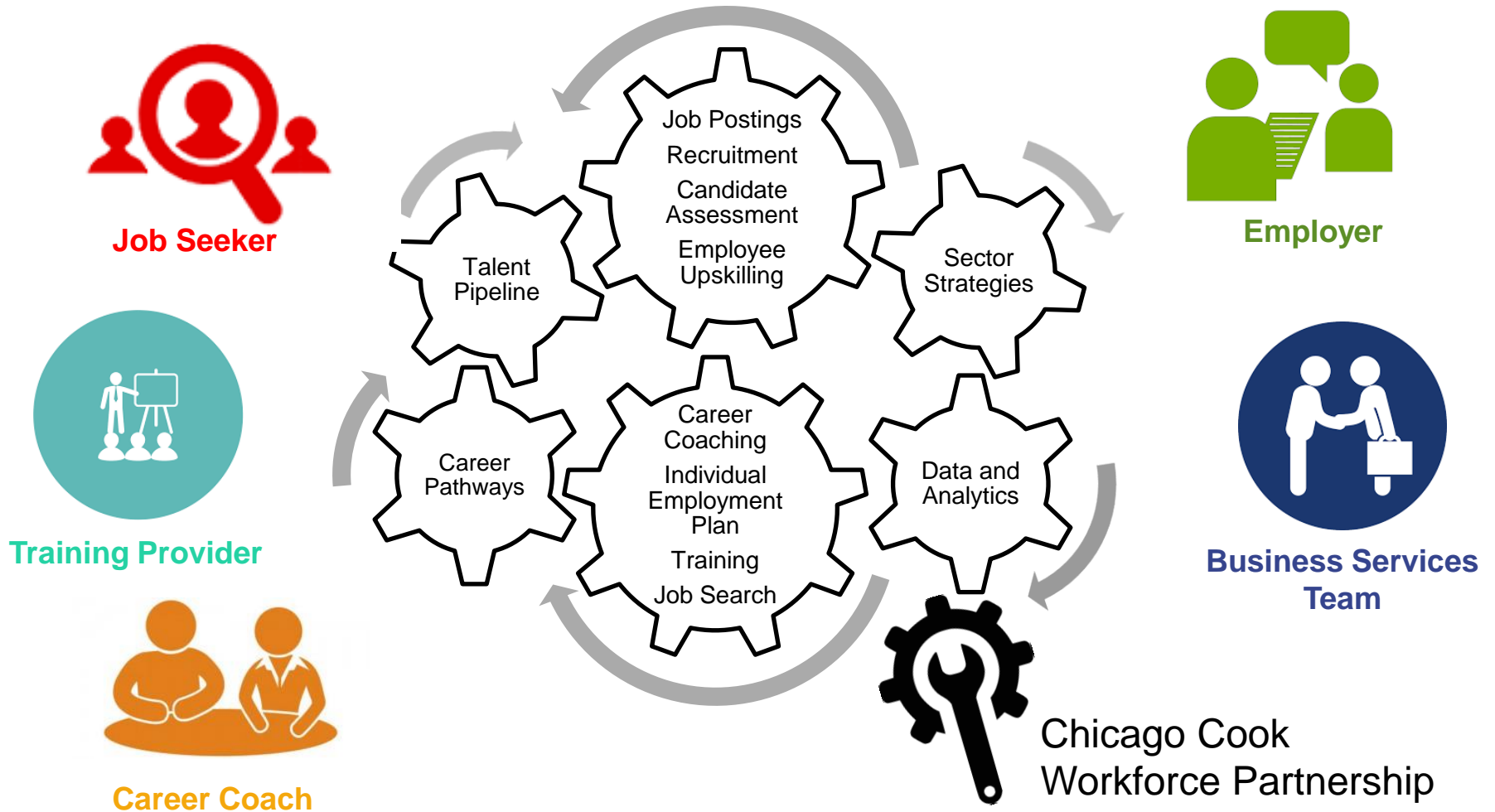
Every person has the opportunity to build a career; every business has the talent to grow and compete in a global economy.

## Mission

To create, promote, and effectively manage a network of workforce development organizations that:

- Designs innovative solutions to address business needs, and,
- Prepares individuals for, and connects them to, career opportunities

# System Overview



# Region's Labor Market



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Business and Professional Services



Healthcare



Retail, Culinary, and Hospitality



Information Technology



Manufacturing



Transportation, Distribution, and Logistics



Construction

# What is Chicago Codes?



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- A rigorous, tuition-free coding academy in a high-need community on Chicago's south side.
- Designed to meet growing demand for computer programmers and software developers in Chicago
- Will identify untapped tech talent in Chicago while helping tech employers with the challenge of recruiting a diverse workforce
- Students will complete industry-approved curriculum, secure software development internships with local firms and ultimately move on to permanent employment.

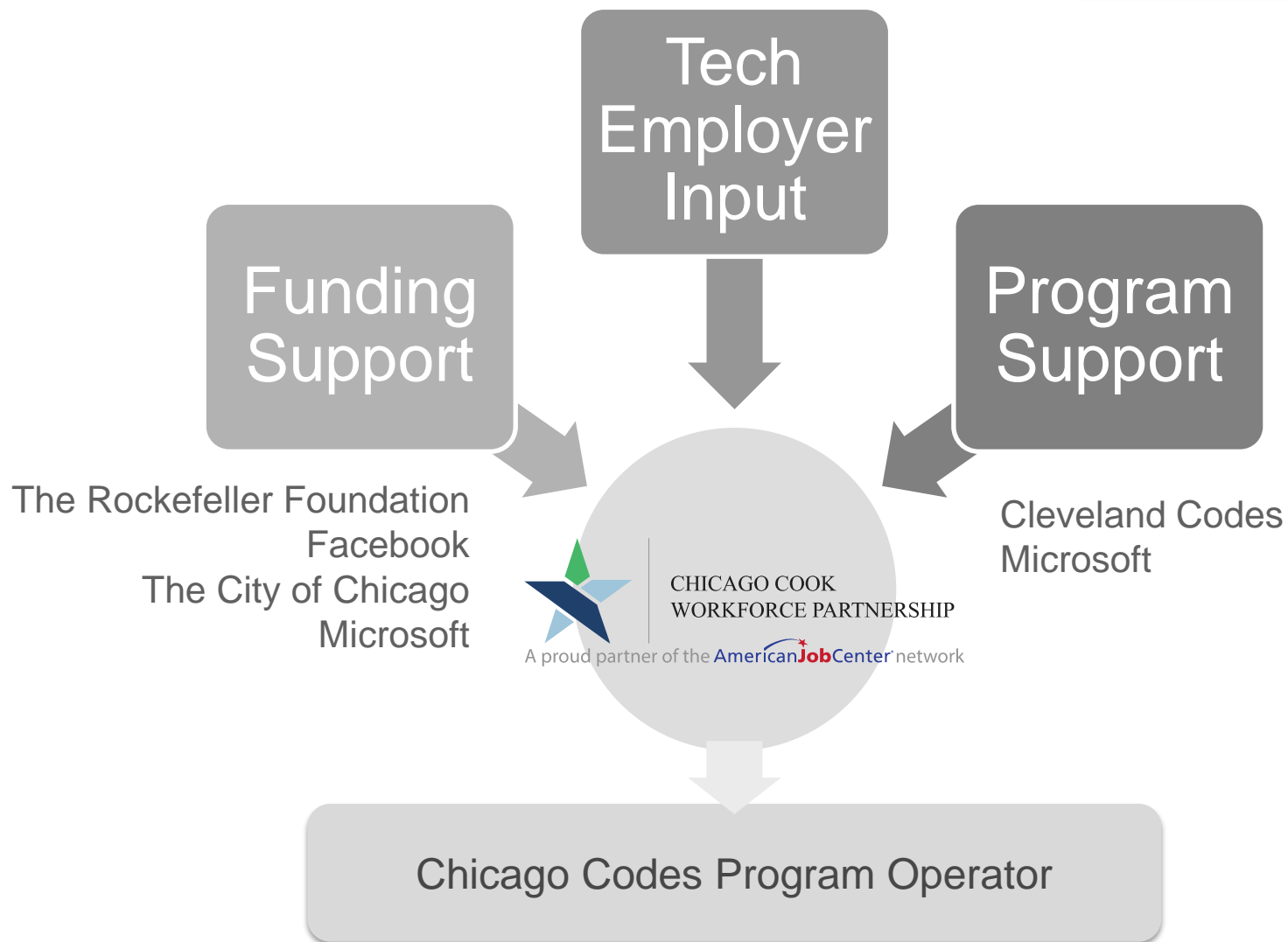


# Organization



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# Program Operator Scope and Budget



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- Design and deliver a Python coding and development training program
- Up to \$500,000 for one year

## Include in Proposal and Budget

Staff

Computer equipment and office supplies

Travel and meetings

Communications and marketing

## Do NOT Include in Proposal or Budget

Facilities costs

Training and internship stipends

Funds for supportive services

# Staffing and Computers



## Staff

- Plan for 4 staff
  - Senior instructor
  - Associate instructor
  - Caseworker  
/administrative support
  - Employer liaison
- Alternate staffing structures may be proposed.
- Proposals must identify staff and include resumes and job descriptions.

## Computer Equipment

- Proposal should include all computer equipment and software in the proposal narrative and budget.
- Student laptops (1-2 recommended models)
- Staff computers
- Projector
- Screens
- Other classroom equipment

# Eligibility and Recruiting



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## Eligibility

- Chicago residents
- Over 18 years old
- High school diploma or GED
- Outline other eligibility criteria in the proposal narrative.
- Prior coding experience should not be considered a requirement.

## Recruiting Strategy

- Recruiting should aim to reach untapped tech talent from high need neighborhoods.
- Include marketing and communications cost in the budget narrative.
- Partnerships with nonprofits and community based organizations are encouraged.

# Application and Assessment



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## Application

- Create a web-based application
- Include suggested questions in RFP
- The respondent should will be expected to work with The Partnership on the creation of provide a web-based application. All questions suggested by respondent should be included as part of the proposal narrative.

## Assessment

- Describe assessment/selection of program applicants
- How will assessment identify the qualities and competencies that will lead to success in the program?
- Must support the mission of identifying and training untapped tech talent in underserved areas

# Curriculum and Schedule



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## Curriculum

- Python
- Provide week by week list of topics to be covered in technical training.
- Note: Students will receive a weekly training stipend from The Partnership for the duration of the program.

## Schedule

- Schedule
  - 10 to 16 weeks per cohort
  - Start and end time
  - Instruction, breaks, group work, project work, independent study.
- Students will receive a weekly training stipend from The Partnership for the duration of the program.

# Professional Development & Capstone



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## Professional Development

- Plan for up to 25% of class time each week for professional development
- Account for this in the curriculum and schedule
- Provide list of sample topics and activities

## Capstone

- Group project required for course completion.
- Development project that demonstrates a proficiency and application of course material.
- Tied to an employer-specific request, or to a community specific challenge/opportunity

# Employer Partnerships and Internships



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## Employer Partnerships

- Marketing
- Advisory
- Professional Development
- Scholarships
- Equipment
- Group Projects

## Internships

- Place graduates in 8 week coding or programming internships with local tech employers
- Minimum of 30 hours/week, paid
- Subsidized wages available

Work with Partnership's Business Relations Team and IT Sector Specialist



# Job Placement and Retention



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## Job Placement

- Place program graduates in permanent training-related employment
- Work with Partnership's Business Relations Team and IT Sector Specialist

## Support and Retention Services

- Demonstrate understanding of support services that will help students succeed in program.
- Identify potential partners.

# Proposal Organization



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	<b>Pages (not including cover pages)</b>	<b>Points</b>
<b>Cover Sheet</b>	1 Form	1
<b>Agency Declaration Form</b>	1 Form	1
<b>Proposal Narrative</b>	10	25
<b>Project Timeline and Deliverables</b>	2	15
<b>Project Budget and Narrative</b>	2	15
<b>Agency Qualifications and Experience</b>	1	15
<b>Job Descriptions and Resumes for Program Staff</b>	2 + resumes	10
<b>References</b>	1 Form	7
<b>Financial Management Capacity Narrative</b>	1	7
<b>Financial Statements and Documentation</b>	No max	4

# Monthly Reporting



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# Applicants	
# Invited to Enroll	
# Enrollees	
# Completers	
# placed in 8 week coding internships (30+ hours/week)	
# completing 8 week coding internships	
# Securing Permanent Employment	
# Securing Training-Related Permanent Employment	
90-Day Retention	
# of Businesses Engaged	

# Submittal Instructions



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Please prepare an envelope or package containing:

- One original proposal, with original signatures in blue ink on all forms, from the President, CEO, or legally authorized representative from the responding organization
- Two copies of the proposal
- A USB drive containing a PDF electronic file of the proposal

Please label the outside of the envelope or package as follows:

RFP for Chicago Codes Program Operator

Date of Submission:

Name of Respondent:

Please deliver proposals to:

Chicago Cook Workforce Partnership  
69 W. Washington Suite 2860 Chicago, IL 60602  
ATTN: Chicago Codes, Sylvia Rivera



## QUESTIONS

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