

REQUEST FOR PROPOSALS FOR

# Chicago Codes



CHICAGO COOK  
WORKFORCE PARTNERSHIP

A proud partner of the  American Job Center network

69 W. WASHINGTON – SUITE 2860  
CHICAGO, IL 60602

**RESPONSES DUE:**  
**Friday September 14, 2018 – 4:00 P.M. (Central Time)**

**Karin M. Norington-Reaves, CEO**  
**Chicago Cook Workforce Partnership**

Dr. Ken Ender  
Co-Chair

George Wright  
Co-Chair

*Version 2: The original RFP has been updated for clarity in several places and was re-posted on 8/30. Each update/correction is indicated with a footnote.*

## PROJECT BACKGROUND

Developers and programmers are in high demand in Chicago, with nearly 1,400 projected openings per year.<sup>1</sup> Tech employers' challenges with attracting and retaining a diverse workforce are well documented, particularly with respect to programmers. Across industries, diverse companies are 35 percent more likely to outperform their respective industry medians<sup>2</sup>, but at the same time female, black and Latinx individuals make up a smaller proportion of the US technology workforce than they do the workforce at large.<sup>3</sup>

In response, the Chicago Cook Workforce Partnership is launching the Chicago Codes program, with support from The Rockefeller Foundation, Facebook, Chicago Mayor Rahm Emanuel, and Microsoft. Launching this year, Chicago Codes will identify untapped tech talent in Chicago and offer enrollment in a rigorous, tuition-free coding academy in a high-need community on Chicago's south side. Students will complete industry-approved curriculum, secure software development internships with local firms and ultimately move on to permanent employment.

Chicago Codes is designed to meet growing demand for computer programmers and software developers in Chicago, while helping tech employers with the challenge of recruiting a diverse workforce. Some support and guidance has been received from Cleveland Codes, which launched a similar model in January 2016 and now has 80 alumni, with over 70 percent currently working in technology.

The Chicago Cook Workforce Partnership is issuing a Request for Proposals (RFP) for a program operator for Chicago Codes.

### ***About the issuer***

The Chicago Cook Workforce Partnership (The Partnership) oversees the nation's largest workforce system (WDB), administering over \$50 million in Workforce Innovation and Opportunity Act (WIOA) funding throughout Chicago and Cook County. In addition to its federally-funded initiatives, The Partnership has leveraged its 501(c) (3) status and breadth of expertise to create a host of programs funded through philanthropic contributions from corporations, foundations and individuals. To date, The Partnership has received and managed more than \$50M in non-WIOA grants. The Partnership's mission is 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. Our vision is that every person has the opportunity to build a career; and every business has the talent to grow and compete in a global economy. We work toward achieving that vision in part by implementing robust sector-based

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<sup>1</sup> EMSI 2018

<sup>2</sup> <https://www.mckinsey.com/business-functions/organization/our-insights/why-diversity-matters>

<sup>3</sup> <https://www.gao.gov/assets/690/688460.pdf>

workforce strategies, including delivering WIOA services through four “sector centers” which focus on employer customers in high demand industries including manufacturing, information technology, and hospitality.

## SCOPE OF WORK

This proposal asks respondents to design and deliver a Python coding and development training program. The outcome of the proposal should be a minimum of 50 program graduates, i.e. 50 individuals completing the Chicago Codes program over the course of 12 months. Please back into this number by setting targets for program respondents, program enrollees, and retention over 3 cohorts.

A Note on Physical space: Space build-out, occupancy costs, telecommunications, and furniture need not be included in this proposal. The Partnership will provide a physical space for the program, compliant with the American with Disabilities Act, and accessible via public transportation. Awardee may be asked to advise on the layout of the space, as well as furniture and other office equipment purchase, but does not need to address that in this proposal, and can assume a move-in ready space with a classroom with capacity for roughly 25-30 workstations, reception area, an office, and break room.

Please use the parameters below to organize your proposal narrative. These are repeated in Section C of the Appendix, as the subsections of the requested proposal narrative.

- 1. Staff:** Respondents will be asked to plan/budget for at least 4 staff: a senior instructor, an associate instructor, a caseworker who can also provide administrative support, and an employer liaison. The Senior Instructor and Associate Instructor must have practical coding experience as well as teaching experience. Proposals must identify all staff, and include resumes and job descriptions. The Partnership may conduct interviews with the identified staff as part of the proposal evaluation process. Alternative staffing structures may be proposed, but must account for all necessary functions outlined in this RFP.
- 2. Computer equipment:** The respondent should include all computer equipment and software in the proposal narrative and budget. Chicago Codes students will be issued a laptop for the duration of the program. Respondents should provide 1-2 recommended laptop models that balance cost and suitability for programming, and should outline the policy for students taking laptops off the premises and for graduates to keep their laptops. Please account for equipment loss and damage in cost estimates. The respondent should also include cost estimates for instructor machines (if different), projector, screens, and other technology equipment.

3. **Eligibility:** Chicago Codes students should be Chicago residents who are over 18 years old, and who have obtained a high school diploma or GED. If the respondent has other eligibility criteria, they should be outlined in the proposal narrative. Prior coding experience should not be considered a requirement.
4. **Recruiting strategy<sup>4</sup>:** The respondent should provide a detailed recruiting plan, and may include marketing and communications cost in the budget narrative. The recruiting strategy should demonstrate an understanding of the Chicago Codes mission of identifying and training untapped tech talent from high need neighborhoods. To successfully recruit, partnerships with nonprofits and community-based organizations are encouraged.
5. **Application:** 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.
6. **Assessment:** Proposals should include a thorough description of the processes and tools to be used to assess program applicants for admission. The assessment should be designed to identify the qualities and competencies that will lead to success in the program and should support the Chicago Codes mission of identifying untapped tech talent within eligibility guidelines listed in section 3 above. This can be offered online, in person, or a combination of the two. The assessment tool is subject to negotiation and final approval by The Partnership.
7. **Technical curriculum and schedule:** Respondent will focus on teaching Python programming language. Python is one of the easier languages for first time coders to learn, there is demonstrated local demand for the skill, and it has wide applicability across development and data science. The Partnership envisions a full time program lasting between 10 and 16 weeks per cohort, with at least 75% of class time devoted to Python instruction. Respondent should provide the class start and end time, with approximate schedule for instruction, breaks, group work, project work, and independent study, as well as a week by week list of topics to be covered in technical training. Students will receive a weekly training stipend from The Partnership for the duration of the program.
8. **“Professional development” days:** Respondent should plan for up to 25% of class time each week to be spent on professional development, and should account for this in the curriculum and schedule. This may take the form of weekly sessions covering different topics of interest to emerging coders, including guest speakers, employer site visit or field trips, or resume/job search skills. Please include a sample of topics

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<sup>4</sup> This section has been revised for clarity in version 2 of the RFP

that you plan to cover, and/or local groups and initiatives that you plan to connect with (i.e. ChiHackNight, Black Tech Mecca), as well as a list of professional development topics.

**9. Capstone project:** A capstone project is a student-centered culminating experience at the end of the course. Groups of students will work together with support from program staff to design and carry out a development project that demonstrates a proficiency and application of course material. Respondent should plan for capstone projects for each cohort, and outline the nature of this project or projects, including how it fits in to the program schedule. Ideally, projects should be tied to an employer-specific request, or to a civic-tech project that addresses a societal challenge/opportunity in the community.

**10. Employer partnerships:** Employer engagement will be a key focus of the Chicago Codes initiative, with employer partners signing on prior to launch and maintaining a role throughout the project, including curriculum input, guest lectures, providing work based learning experiences and internships for project graduates, and considering project graduates for permanent employment. The Partnership's Business Relations and Economic Development (BRED) team employs industry specialists in IT and other sectors. These liaisons cultivate relationships with local employers, industry associations, and other initiatives in their respective sectors. The respondent should include a plan in the proposal narrative to work with the IT specialist on developing employer partnerships, and asking employer to participate in one or more of the following ways:

- a. Marketing: Use online or social media presence to spread the word about Chicago Codes to employers and potential students, serve as a spokesperson for the program.
- b. Advisory: Serve on a committee that will review assessment tools and technical curriculum, suggest topics for professional development curriculum, assist in instructor selection, etc.
- c. Professional Development: Participate in one or more weekly professional development sessions for students. Topic may include an overview of what coders and developers do at your company, assistance with interview prep, advice on creating LinkedIn profiles, an introduction to civic tech, others.
- d. Scholarships: Subsidize all or part of tuition for subset of students based on demographics or career goals.
- e. Equipment: Assist with obtaining discounted or subsidized hardware, software, furniture, or other needed items.
- f. Group Projects: Provide real-life scenarios based on your work that a team of students can solve through coding, as a way to exercise their new skills.
- g. Apprenticeships and Internships: Host a graduate onsite at your company for an 8 week apprenticeship in coding/development.

**11. Internship development:** Respondent will also work with the BRED team to place Chicago Codes program graduates in 8 week coding or programming internships with local tech employers, working a minimum of 30 hours/week. The Partnership may subsidize up to 50% of the internship wages.

**12. Job placement:** Respondent will be responsible for placing program graduates in permanent training-related employment after the conclusion of the internship. The respondent should state their goal for successful job placements at 30 days, 60 days, and 90 days post-graduation.

**13. Support services and retention services:** The respondent should demonstrate an understanding of the specific support services necessary to ensure students' success in this program, and outline potential partners in this area. The Partnership will make funding available to connect Chicago Codes students to necessary support services (while enrolled in the program) and retention services (during program graduates' internships and early employment).

## **OTHER PROJECT INFORMATION**

### **Eligibility**

Any organization currently providing training in software development or coding; and has been in operation for at least 1 year.

### **Branding**

The primary name, brand, and identity of this program will be of Chicago Codes, rather than of the contracted program operator. Staff titles, email addresses, business cards and program marketing, signage, and other materials will predominantly feature Chicago Codes. The program operator's organization name and/or logo may be featured in a secondary way on program materials. That placement, along with all branding and marketing materials, must be approved by The Partnership prior to public release.

### **Insurance Requirements**

Prior to a contract being executed, the following insurance requirements must be met:

The awardee should be self-insured and shall maintain the following minimum insurance coverage and limits of liability at all times during the term of the contract:

- Workers' Compensation – Workers' Compensation and Employers' liability as required by law.

- Commercial General Liability - Coverage at a minimum shall be \$1,000,000 per occurrence and \$2,000,000 in the aggregate for bodily injury and property damage liability.
- Business Automotive Liability - Including coverage for all owned, hired and non-owned vehicles. Coverage shall at a minimum be \$75,000 combined single limit, bodily injury & property damage.

The awardee and The Partnership may or may not choose to negotiate insurance obligations as part of their budget negotiations post-award based on the balance of other costs and deliverables. If The Partnership determines that the sub-grantee fails to comply with these insurance requirements, the sub-grantee will be placed on a “suspension” status. No payments will be processed or paid until said suspension is lifted.

### **Funding Availability**

The available funding is \$500,000 for one year, but proposals will be evaluated on their ability to generate **50 program graduates** at the lowest cost. Budgets must contain the following, at a minimum:

- 4 staff: Instructor, Associate Instructor, Social Worker/Reception, Employer Liaison
- Laptops for every student (Students will be allowed to take laptops home. Program graduates will be allowed to keep laptops. Budget for lost and broken machines)
- Subcontractor travel
- Office Supplies – include computer software and network infrastructure, as well as office machines
- Communications and Marketing
- Conferences/ Meetings

Do not include the following in proposal budgets, as these costs will be covered by The Partnership.

- Other facilities costs (rent, utilities, maintenance)
- Office furniture
- Training and internship stipends for program graduates
- Funds for supportive services

### **Grant Term**

This will be a 12 month grant period, ending 12 months from the contract start date.

### **Goals and Reporting Requirements**

The respondent will be required to recruit, evaluate, and enroll enough students over the course of 3 cohorts to result in 50 program completers. Awardees should complete the following planned outcomes table, and submit monthly reports showing progress toward these goals.

	Cohort 1 Dates:	Cohort 2 Dates:	Cohort 3: Dates:	Total
# Applicants				
# Invited to Enroll				
# Enrollees				
# Completers				50
# 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 <sup>5</sup>				

The selected contractor must submit monthly reports outlining the activities, updates, changes, and outcomes of the previous month, as well as a monthly project invoice and budget-to-actual report.

The Program operator will use The Partnership's performance management system, Career Connect ([www.chicagolandcareerconnect.org](http://www.chicagolandcareerconnect.org)) to track and report program enrollments, activities, and outcomes. At enrollment, the awardee should track the demographics of every applicant, including age, sex, race/ethnicity, education level, and community area of residence, and provide an updated demographic breakdown on each of the above measures in the monthly reports. For internships, the program operator must track the employer name, contact person name and contact info. For employment, program operator must track all of the above, plus job title of the Chicago Codes student, and starting wage.

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<sup>5</sup> May be defined as employers contributing in one of the following ways: Marketing, Advisory, Professional Development, Scholarships, Equipment, Group/Capstone Projects, Apprenticeships/Internships, and Permanent Employment of Program Graduates



## INSTRUCTIONS FOR SUBMITTING A PROPOSAL

### **Proposal Due Date**

Proposals are due Friday, September 14, 2018 at 4:00PM Central Time. Proposals received after the due date and time will be deemed non-responsive and therefore subject to rejection.

### **Proposal Organization**

The proposal must contain the sections described below. The Appendix to this RFP includes cover pages for each section, along with forms or questions for each section where applicable. All type should be double spaced, 12-point Times New Roman for ease of readability.

Proposal Section	Description	Max page count <sup>6</sup>
A	Cover Sheet	1 completed form
B	Agency Declaration Form	1 completed form
C	Proposal Narrative	10 (plus cover page)
D	Project Timeline and Deliverables	2 (plus cover page)
E	Project Budget and Narrative	2 (plus cover page)
F	Agency Qualifications and Experience	1 (plus cover page)
G	Job Descriptions and Resumes for Program Staff	(No page limit)
H	References	1 completed form
I	Financial Management Capacity Narrative	1 (plus cover page)
J	Financial Statements and Documentation (no page limit). Please attach the following: <ol style="list-style-type: none"> <li>1. Most recent audited financial statements;</li> <li>2. Unaudited financial statements for the current fiscal year</li> <li>3. A completed IRS W-9 Request for Taxpayer Identification Number &amp; Certification. This form can be emailed upon request or downloaded at <a href="http://www.irs.gov">www.irs.gov</a></li> <li>4. MBE/WBE Requirements – Letter of Certification from one of the following: Cook County; City of Chicago (2 CFR §§200.318).</li> </ol>	

<sup>6</sup> This section has been revised for clarity in version 2 of the RFP

## **Submittal**

Please prepare an envelope or package containing:

- One original proposal, with original signatures in blue ink on all forms, from the President, CEO, or equivalent 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

## **Schedule**

Release of RFP	August 27, 2018
Informational Webinar <sup>7</sup>	Tuesday September 4, 2018; 11:00 am Central Time Webinar is optional but encouraged. Visit <a href="http://workforceboard.org/funding/request-for-proposals/">http://workforceboard.org/funding/request-for-proposals/</a> to register for the webinar.
Deadline for Questions	Submit questions and comments related to the RFP to <a href="mailto:Chicagocodes@workforceboard.org">Chicagocodes@workforceboard.org</a> by: Wednesday September 5, 2018; 5:00pm Central Time
Answers to Questions Posted	Answers to questions submitted via webinar or email will be compiled, answered, and posted to <a href="http://workforceboard.org">workforceboard.org</a> by: Friday, September 7, 2018; 5:00 pm Central Time
Proposals Due to The Partnership	Friday, September 14, 2018
Announcement of Awards	Friday, September 28, 2018
Contract Period Begins	On or after October 1, 2018, per contract negotiations

<sup>7</sup> This section has been revised in version 2 of the RFP

## PROPOSAL REVIEW PROCESS AND NOTICE OF AWARD

### Criteria

All proposals will be scored according to the criteria outlined below. The top scoring respondents may be interviewed. Because the final selection will be based on a combination of scores and interviews, The Partnership is not required to contract with the entity receiving the highest raw average score.

Proposal Section	Description and Evaluation Criteria	Possible Points
A	Cover Sheet <ul style="list-style-type: none"> <li>Completed Form</li> </ul>	1
B	Agency Declaration Form <ul style="list-style-type: none"> <li>Completed Form</li> </ul>	1
C	Proposal Narrative <ul style="list-style-type: none"> <li>A clear plan for the proposed implementation of each element of the scope of work of this RFP.</li> </ul>	25
D	Project Timeline and Deliverables <ul style="list-style-type: none"> <li>A clear understanding of the project goals</li> <li>A proposed timeline and deliverables that achieve the goals in the required timeframe</li> </ul>	15
E	Project Budget and Narrative <ul style="list-style-type: none"> <li>A budget that will realistically finance the proposal's goals and scope. This includes the accuracy of the budget; its applicability to the tasks, timeline and deliverables; and the overall cost effectiveness of the proposed services.</li> </ul>	15
F	Agency Qualifications and Experience <ul style="list-style-type: none"> <li>Demonstrated organizational capacity for implementing this initiative</li> <li>A reasonable staffing plan for project implementation</li> <li>Demonstration of business relationships in the tech sector</li> </ul>	15
G	Job Descriptions and Resumes for Program Staff <ul style="list-style-type: none"> <li>Instructors with both practical coding experience and teaching experience</li> <li>A case manager with</li> <li>A business relations expert with demonstrated connections to and understanding of the local tech sector, especially with respect to coding and</li> </ul>	10

	programming functions	
H	References <sup>8</sup> <ul style="list-style-type: none"> <li>Completed reference form</li> <li>Phone or email conversations with references that support the respondent's reputation and claims about program effectiveness</li> </ul>	7
I	Financial Management Capacity Narrative <ul style="list-style-type: none"> <li>The extent to which the respondent has the resources and expertise to manage a contract of this size and scope, as evidenced by the Financial Management Capacity section of the proposal narrative and in the financial statements (both audited and unaudited) provided.</li> </ul>	7
J	Financial Statements and Documentation (no page limit). Please attach the following: <ol style="list-style-type: none"> <li>Most recent audited financial statements;</li> <li>Unaudited financial statements for the current fiscal year</li> <li>A completed IRS W-9 Request for Taxpayer Identification Number &amp; Certification. This form can be emailed upon request or downloaded at <a href="http://www.irs.gov">www.irs.gov</a></li> <li>MBE/WBE Requirements – Letter of Certification from one of the following: Cook County; City of Chicago (2 CFR §§200.318).</li> </ol>	4  (2 points for attaching required applicable documentation 2 points for MBE/WBE)
	TOTAL AVAILABLE POINTS	100

### **Process**

The Partnership will review and evaluate all proposals based on the criteria outlined above. The Partnership will then select a group of finalists for recommendation to its Chief Executive Officer and potentially to select members of the Service Delivery, Business Relations, and/or Executive Committees of the Chicago Cook Workforce Innovation Board for approval. The Partnership reserves the right to award contracts on the basis of proposals received without further discussions with respondents. However, The Partnership may conduct post-application investigation prior to awarding grants including the following:

- Request and review further financial information
- Interview references from respondent's current or past funders
- Assess the risk posed by any recent, current or potential litigation, court action, investigation, audit, bankruptcy, receivership, financial insolvency, merger,

<sup>8</sup> This section has been revised for clarity in version 2 of the RFP

acquisition or other event that might affect an organization's ability to operate the requested program

### **Notice of Award**

All respondents will be notified as to their award status. Unsuccessful respondents who wish to obtain information on the evaluation of their proposal should submit a written request to this effect to The Partnership's Chief Administrative Officer/General Counsel (Illona Sheffey-Rawlings, [illona.sheffey-rawlings@workforceboard.org](mailto:illona.sheffey-rawlings@workforceboard.org)).

## **SECTION IV. LEGAL**

### **Freedom of Information Act / Confidential Information**

The Partnership will not publically disclose proprietary information obtained as a result of this RFP. However, all responses to this RFP may be subject to the Illinois Freedom of Information Act (FOIA). To the extent that respondent submits proprietary information, The Partnership will use all reasonable efforts to claim available exemptions under state FOIA law, and will notify respondent if a FOIA request is received in connection with that proprietary information. All materials that the respondent believes are proprietary MUST be labeled "Proprietary, privileged and confidential." The Partnership cannot guarantee that its efforts to claim available exemptions will be successful and The Partnership may be required to disclose the respondent's information.

### **Additional Conditions**

The Partnership may request interviews/presentations from respondents as part of the evaluation process. The Partnership shall not pay for any costs incurred by the respondents in the completion of this RFP.

### **Disclaimers**

The issuance of this RFP does not obligate The Partnership to award a contract or to pay any costs incurred in the preparation of a proposal. The Partnership reserves the right to accept or reject any or all proposals received in response to this RFP. The Partnership can cancel or rescind this RFP, in part or in whole, if deemed necessary. All contract awards by The Partnership, pursuant to this RFP, are contingent upon the availability of funds. Respondents are liable for any and all costs incurred prior to final authorization by and the execution of a contract with The Partnership. The Partnership also reserves the right to:

- Rescind an award and/or reallocate the funding to another entity should the successful respondent fail to execute its grant agreement in a timely fashion;
- Change and amend as necessary its policies or procedures governing the scope of services described herein;
- Change and amend as necessary the timeframes indicated in the Schedule of Events; and

- Perform an assessment of the risk that any recent, current, or potential litigation, court action, investigation, audit, bankruptcy, receivership, financial insolvency, merger, acquisition, or other event might have on an organization's ability to provide services.

### **Evaluation Criteria**

The Partnership 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 Partnership reserves the right to contract with any respondent that falls within the acceptable point range.

All proposals will be scored according to the evaluation criteria and rank ordered from highest to lowest score.

### **Protest Procedures to Resolve Procurement Disputes**

All protests to resolve disputes concerning this RFP shall be submitted in writing, must specify in detail the grounds of the protest, the facts and evidence in support thereof, and the remedy sought. The written protest must be delivered to The Partnership (c/o Illona Sheffey-Rawlings, General Counsel, [illona.sheffey-rawlings@workforceboard.org](mailto:illona.sheffey-rawlings@workforceboard.org)) within the time limits provided below. In the absence of a timely and properly submitted written protest, no party responding to this RFP shall be eligible for any remedy. Any applicant desiring to protest a determination concerning this RFP must file a protest, in writing, with The Partnership no later than five (5) calendar days following release of the staff recommendation. The Partnership shall resolve any protest based upon the written protest and any oral and written response thereto provided by The Partnership staff before, or in conjunction with, The Partnership's consideration of the application and the staff recommendation. Resolution of the protest shall be deemed final.

### **Limitations**

The Partnership shall not pay for any costs incurred by the respondent agencies in the completion of this RFP. Submission of a proposal does not, in any way, obligate The Partnership to award a contract. The Partnership reserves the right to accept or reject any applications, to negotiate with all qualified sources, or to cancel in part or in its entirety this RFP, if it is in the best interest of The Partnership to do so. The Partnership may require successful respondents to participate in contract negotiations prior to contract finalization. The Partnership shall reserve the right to terminate, with or without cause, any contract entered into as a result of this RFP process.

### **Modification of Contracts**

Any contract awarded pursuant to this RFP may be unilaterally modified by The Partnership upon written notice to the awardee under the following circumstances:

- a. Awardee fails to meet performance and service expectations set forth in the contract, or
- b. The Rockefeller Foundation or the City of Chicago, reduces or withdraws funds allocated to The Partnership, which impact services solicited under this RFP

**Appendix: Cover Sheets and Forms for Proposal Sections.**

Please use the following cover page and section dividers in your proposal.





### Section A. Cover Sheet for Chicago Codes Operator Proposal

Respondent Organization	
Respondent Address	
Contact Name	
Email	
Phone	
Proposed Budget	



**Section B. Agency Declaration Form**

I understand and acknowledge the requirements for funding as stated in the RFP. I further understand that this RFP does not commit the Chicago Cook Workforce Partnership (The Partnership) to award or pay any costs incurred in the preparation of a proposal.

I also understand that The Partnership is in no way bound to fund this proposal in whole or in part. I understand that The Partnership is not bound to accept the budget, timeline or deliverables proposed, and that all of these may be negotiated if appropriate. If The Partnership awards funds pursuant to this RFP, I also understand that The Partnership may unilaterally de-obligate funds due to underutilization or non-performance.

Is the undersigned agency the subject of current or potential litigation, court action, investigation, audit, bankruptcy, receivership, financial insolvency, merger, acquisition or other event that might affect an organization's ability to operate the requested program?

\_\_\_\_\_ Yes (explain below)

\_\_\_\_\_ No

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The attached proposal and all appendices and attachments are true and accurate and are being submitted with my permission as the

Title: \_\_\_\_\_

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

Signature (use blue ink): \_\_\_\_\_

Date: \_\_\_\_\_



### **Section C. Proposal Narrative**

Provide a narrative (up to 10 pages, double spaced, 12-point Times New Roman) to outline your approach to each of the following. Please see the Scope of Work section on page 1 of this RFP for more detail.

1. Staff
2. Computer equipment
3. Eligibility
4. Recruiting strategy
5. Application
6. Assessment
7. Technical curriculum and schedule
8. "Professional development" days
9. Capstone project
10. Employer engagement
11. Internship development
12. Job placement
13. Support services and retention services



## **Section D. Qualifications and Experience**

Include responses to the following questions:

1. Provide an overview of the organization's qualifications, including the number of years it has successfully provided training, types of programs offered, and outcomes (graduation rate, employment rate)
2. Identify proposed staffing plan for the project including names, titles, and job descriptions. Provide detailed job descriptions including qualifications sought and hiring criteria for any additional positions to be created in response to this RFP.
3. Identify the three biggest challenges to this project and explain potential solutions to those challenges.



**Section E. Project Timeline and Deliverables**

Include a description of project deliverables and a timeline for implementing each element of the scope and deliverables. Please include a completed version of the table below.

	Cohort 1 Dates:	Cohort 2 Dates:	Cohort 3: Dates:	Total
# Applicants				
# Invited to Enroll				
# Enrollees				
# Completers				50
# 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 <sup>9</sup>				

<sup>9</sup> May be defined as employers contributing in one of the following ways: Marketing, Advisory, Professional Development, Scholarships, Equipment, Group/Capstone Projects, Apprenticeships/Internships, and Permanent Employment of Program Graduates



## **Section F. Project Budget and Budget Narrative**

Please attach a 12 month budget worksheet, including a 6 week ramp up period, and an accompanying budget narrative. The available funding is \$500,000 for one year, but proposals will be evaluated on their ability to generate 50 program graduates at the lowest cost. Budgets must contain the following, at a minimum:

- 4 staff: Instructor, Associate Instructor, Social Worker/Reception, Employer Liaison
- Laptops for every student (Students will be allowed to take laptops home. Program graduates will be allowed to keep laptops. Budget for lost and broken machines)
- Subcontractor travel
- Office Supplies – include computer software and network infrastructure, as well as office machines
- Communications and Marketing

Do not include the following in proposal budgets, as these costs will be covered by The Partnership.

- Other facilities costs (rent, utilities, maintenance)
- Office furniture
- Training and internship stipends for program graduates
- Funds for supportive services



**Section G. Job Descriptions and Resumes for Project Staff**

Please attach job descriptions and resumes for the following positions: a senior instructor, an associate instructor, a caseworker who can also provide administrative support, and an employer liaison



## Section H. References

Please complete this form providing two references who can speak to the quality of your program. These may include partner organizations, clients, alumni, or employer partners. If your proposal includes multiple agencies or contractors, include at least one reference for each agency/contractor and note which agency/contractor worked on the referenced projects. This RFP does not request, and will not review, letters of support. This information should follow this format, but may be included on a separate sheet.

Reference #1

Organization:

Contact Name:

Contact Job Title:

Phone Number:

Email Address:

Description of Relationship:

Reference #2

Organization

Contact Name

Contact Job Title

Phone Number

Email Address

Description of Relationship:





## Section I. Financial Management Capacity

Please address the following questions in this section.

1. Describe the agency's financial capacity to manage this contract on a cost-reimbursement basis.
2. Describe any history or experience managing grant dollars (public or private) and meeting compliance requirements.
3. Has the organization ever been declared seriously deficient in the operation of a grant or contract with a government agency (federal, state or local)? If so, please describe the circumstances.



## Section J. Financial and Organization Documentation

Please attach the following:

1. Most recent audited financial statements;
2. Unaudited financial statements for the current fiscal year
3. A completed IRS W-9 Request for Taxpayer Identification Number & Certification. This form can be emailed upon request or downloaded at [www.irs.gov](http://www.irs.gov)
4. MBE/WBE requirements – Letter of Certification from one of the following: Cook County; City of Chicago (2 CFR §§200.318).