

# CHICAGO COOK WORKFORCE PARTNERSHIP

REQUEST FOR PROPOSALS FOR

**Consultant: Develop Manufacturing Assessment Tools  
Business Relations and Economic Development**



CHICAGO COOK  
WORKFORCE  
PARTNERSHIP

CHICAGO COOK WORKFORCE PARTNERSHIP  
69 W. WASHINGTON - SUITE 2860  
CHICAGO, IL 60602

**RESPONSES DUE:**  
**Wednesday, March 25, 2015 - 4:00 P.M. (Central Time)**

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

**Frank Clark, Jr., Co-Chair**  
**Dr. Kenneth Ender, Co-Chair**  
**Chicago Cook Workforce Investment Board**

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## SECTION I. INTRODUCTION

### The Chicago Cook Workforce Partnership

In May 2014, the Chicago Cook Workforce Partnership (The Partnership) received a one year grant from the Chicago Community Trust to develop a comprehensive understanding of our Business Relations and Economic Development (BRED) Department's employer engagement process and determine opportunities for efficiency gains, intentional and thoughtful responsiveness to meet business human resource needs using tools that effectively measure the needs of the manufacturing industry in the Cook County area. The Partnership is a collaboration between the City of Chicago and Cook County to create a comprehensive workforce development system designed to work with the business community and job seekers. The Partnership administers the Workforce Investment Act ("WIA"), the federal funding for workforce development activities. The Chicago Cook Workforce Investment Board (the "WIB") oversees The Partnership, has statutory responsibility for the local implementation of WIA and provides a forum for business, labor, education, government, community-based organizations and other stakeholders to work together to develop strategies that can address the supply and demand challenges confronting the local workforce.

The Chicago Cook Workforce System comprises six types of organizations:

- **Workforce Centers** are high-capacity centers serving the general job-seeking population as well as businesses. Workforce Centers serve both Adult and Dislocated workers (Youth optional) and have active participation from one of the mandated WIA partners.
- **Affiliates** provide services to job seekers and businesses, differing from workforce centers in that they are smaller and may serve a smaller geographic area or special population.
- **Youth Affiliates** provide services to assist youth ages 16-21 in achieving academic and employment success.
- **Business Intermediary** provides services to regional business customers and Adult and Dislocated workers; is responsible for employer-focused employment training services including, but not limited to, customized and on-the-job training services.
- **Workforce Centers for Business (aka Sector Centers)** are business service hubs concentrating on business and job seeker services related to a specific industry sector, such as manufacturing, and responsible for educating the other WIA delegate agencies on aspects of the given sector.
- **Bridge Programs** prepare residents with limited academic or limited English skills to enter and succeed in credit-bearing postsecondary education and training leading to career-path employment in high- demand, middle- and high-skilled occupations.

These six groups of organizations work together to provide the most effective possible service to our customers. This collaborative system includes multiple entry points for both businesses and job seekers to access the full range of workforce development services and benefits.

In addition, WIA organizations are expected to work closely with the following WIA partners (as mandated by law) to ensure the highest quality of service:

- Adult Education and Literacy
- Youth Education and Literacy
- Perkins Post-Secondary Vocational Education
- Senior Community Service Employment Program
- Trade Adjustment Assistance Act
- Unemployment Insurance
- Veterans Employment

- Vocational Rehabilitation
- Wagner Peyser
- Job Corps
- TANF Employment and Training Programs
- Food Stamp Employment and Training Programs

### **The Partnership's Mission and Goals**

Mission: The Partnership's 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

The Partnership contracts with delegate agencies to deliver WIA services that will achieve the following goals:

- **Increase Skill and Educational Attainment for Customers to Find and Retain Employment:** In today's challenging economic climate, it is critical that our community members have the skills they need to compete in the workforce; that they can find and keep jobs; and that local businesses can access the skilled labor they need. The Secretary of Labor has issued a High Priority Performance Goal to increase credential attainment by participants of the public workforce system. Regardless of where they are starting, there needs to be a path to credentials for all residents. The public workforce system should help individuals achieve long-term self-sufficiency through career pathway models that articulate the connections between education and employment.
- **Support Economic Growth.** The public workforce system provides resources to help businesses grow. The main avenue for accomplishing this growth is assisting businesses in accessing the skilled labor they need. The Partnership identifies growing industries and addresses the local workforce's skills gaps to meet the needs of employers in those industries. The public workforce system helps businesses to find the skilled labor they need and to create opportunities for achieving economic self-sufficiency for employees.

### **Sector Based Approach**

The Partnership's Business Relations and Economic Development (BRED) unit provides a system-wide infrastructure for employer engagement activities, which include: meeting with employers to understand their workforce needs and industry requirements; sharing job leads across the workforce system to ensure quality and timely fulfillment for employers; and providing training for delegate agency staff on job development strategies and industry specifications. The Chicago Cook Workforce Partnership employs a sector based strategy to respond to the unique needs of employers in the area. The Partnership currently focuses on six high growth, high demand job sectors: (1) Manufacturing, (2) Transportation, Distribution and Logistics, (3) Healthcare, (4) Retail and Hospitality, (5) Information Technology, (6) Business and Professional Services.

### **Scope of Work**

The consultant will gather data and best practices and (1) Assess the current manufacturing business engagement model of the BRED unit, (2) develop a strategy and necessary tools (survey, questionnaires, etc.)

that could be used to assess manufacturers' needs, and (3) train the current BRED team on using these newly developed tools.

Deliverables include:

- Identify Best Practices: The consultant will research and identify best practices and tools for documenting human resources challenges
- Map the Process: The consultant will map the process showing the sequence of events on how BRED could more efficiently identify the workforce needs of an employer
- Develop strategies to achieve goals
- Identify approaches, techniques, and strategies for the BRED unit to use in order to identify the workforce challenges
- In collaboration with staff from the Partnership, develop a comprehensive assessment tool that looks into different occupations and skill sets required for each occupation

At a minimum, these recommendations will address the following questions:

- What are the proposed ways to make the current process more effective? Are there any duplicative or unnecessary steps? Is there a more effective manner of engagement and follow up that may enhance the team's ability to assist an employer?

1. *Research based review.* The consultant will conduct a research review that maps the specific skill-sets required in manufacturing (for example, what are the specific skills that employers look for and how do they translate academically). The Partnership is interested in identifying the overall skills that manufactures require (math competency, use of measurement tools, etc.).
2. Based on a field research, assess manufacturers' views on the WIA training subsidies. Study and identify success stories and best case scenarios. Develop a plan based on these lessons that will inform the creation of the assessment tool that would be used when approaching manufacturers.
3. The analysis will help the BRED unit answer how to improve upon service delivery, implement consistent practices and identify resources for manufacturers. For example, would it make sense to promote training subsidies to all manufacturers? How do you best approach them and sell them on this subsidy? What are the specific tools that could be used to assess the workforce needs of manufacturers?
4. *Training.* After the complete assessment of BRED's delivery of service and the creation of assessment tools to identify the workforce needs of manufacturers, the consultant will train staff of the BRED unit (or other Partnership staff as appropriate) in the use of the assessment tools. The consultant will train and work closely with the staff of the BRED unit to ensure that the Partnership is using the assessment tools effectively and are truly evaluating the workforce needs of manufacturers.

## **SECTION II. GENERAL INFORMATION**

This Request for Proposals (RFP) is the final step in a competitive process to select the consultant.

### **Eligible Respondents**

Respondents must be eligible to do business with the City of Chicago and Cook County. Entities are **ineligible** if they: 1) are currently barred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by a Federal or State department/agency; 2) have existing grants with any State or County agency that are suspended or otherwise not in good standing; or 3) are not in compliance with the Illinois Department of Revenue or the Federal Internal Revenue Service requirements.

### **Available Funding and Performance Period**

The Partnership will award the Develop Manufacturing Assessment Tools consultant contract to one entity that best demonstrates an ability to effectively deliver services as described herein. All proposals must be comprehensive and address the full scope of services contemplated by this RFP.

The Partnership anticipates funding a contract effective early April 2015 through June 30, 2015 for an amount not to exceed \$15,000.

### **Insurance**

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

The Contractor 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.

If The Partnership determines that the contractor fails to comply with these insurance requirements, the contractor will be placed on a "Suspension" status. No payments will be processed or paid until said Suspension is lifted.

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

Funded proposals may be subject to public disclosure, in response to requests received under provisions of the Freedom of Information Act (5 ILCS 140/1 *et seq.*) Information that could reasonably be considered proprietary, privileged, or confidential commercial or financial information should be identified as such in the proposal. The Partnership will maintain the confidentiality of that information only to the extent permitted by law. If the respondent has a special need to maintain the confidentiality of proprietary or privileged information, a supplemental letter of explanation must be attached to the proposal and all allegedly proprietary or privileged information should be identified as such.

## **SECTION III. PROPOSAL SUBMISSION PROCESS**

### **Proposal Deadline**

***THE DUE DATE FOR SUBMISSION OF PROPOSALS, IN RESPONSE TO THIS REQUEST FOR PROPOSALS March 25, 2015 at 4:00PM CENTRAL TIME.*** Proposals received after the due date and time may be deemed NON-RESPONSIVE and therefore subject to rejection.

### **Submittal Procedure**

All proposals must be submitted in **both electronic and paper form**, according to the following rules.

Paper versions must adhere to all of the following requirements:

- One original and two copies of the full proposal.
- One complete proposal containing original signatures in blue ink signed by the President, CEO or equivalent of the organization marked "Original."
- A maximum of 20 pages excluding the Appendices
- 8 1/2 x 11 letter size paper
- Double-sided printing
- Bound on the left side
- One inch margins
- Double-spaced
- Minimum 11-point font

In addition, proposals must be submitted on a USB flash drive or CD with all documents saved as adobe.pdf, Microsoft Word or Microsoft Excel files. In the electronic submittal, the Narrative should be provided separately from the Appendices. (Appendices may be combined in one electronic document.)

Both the paper files and USB flash drive or CD must be submitted together. The outside of each envelope or package should be labeled using the following guide:

RFP for Develop Manufacturing Assessment Tools CONSULTANT

Date of Submission:

Name of Respondent:

Package \_\_\_ of \_\_\_

Delivered to:

Chicago Cook Workforce Partnership  
69 W. Washington  
Suite 2860  
Chicago, IL 60602  
ATTN: Oswaldo Alvarez

Complete proposals will be accepted prior to the due date from 9:00 a.m. to 4:00 p.m. Monday – Friday at the same location. Late or incomplete proposals may not be reviewed. In-person or bonded messenger delivery of proposals is encouraged.

### **Questions**

Respondents are strongly encouraged to submit all questions and comments related to the RFP via e-mail to [manufacturingtoolrfp@workforceboard.org](mailto:manufacturingtoolrfp@workforceboard.org). The **deadline for questions is Wednesday, March 18, 2015 at 4:00pm.**

### **Schedule of Events**

Release of RFP	March 4, 2015 – 4pm Central Time
Deadline for Questions	March 18, 2015 – 4pm Central Time
Proposals Due to The Partnership	March 25, 2015 – 4pm Central Time
Announcement of Awards	Early April 2015
Contract Period Begins	Early April 2015

### **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.

### **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 applicant 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;
- 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.

## **SECTION IV. ORGANIZATION OF THE PROPOSAL**

### **Submission Format**

All proposals must be organized and assembled as described in this Section.

1. Completed Checklist (Attached as Exhibit B to this RFP)
2. Proposal Narrative
3. Appendices in the order listed below

### **Proposal Narrative**

The proposal narrative must provide specific detailed responses for the items listed below in a **maximum of 20 pages**. Spell out acronyms for technical terms upon first use in the narrative.

### **Technical Plan**

- 1) Briefly explain your experience with assessing the overall business needs of manufacturers.
- 2) Scope of Work – use the questions below to provide a detailed scope:
  - a. *Survey*: Describe your plan for assessing the current workforce needs of manufacturers in the Cook County and Chicago area and their workforce needs. Do you have established relationships in the Chicago area with manufacturers that could provide data? Are you familiar with the Workforce Investment Act? Is your knowledge current regarding the needs of manufacturers and how WIA may intersect and address these needs?
  - b. *Literature Review*: How will an assessment tool to evaluate the needs of manufacturers support their overall business growth? Can WIA programs benefit manufacturers? What specific WIA



programs could help promote the business strategy of the manufacturers? Explain the hiring trends and overall hiring culture of the manufacturing field and how WIA could help establish a pipeline of workers.

- c. *Stakeholder Engagement*: Describe your methodology for creating the assessment tool, including engaging manufacturers in the process, and the BRED unit of the Partnership. Reference any specific experience your agency has conducting similar projects. Describe specific staff member roles for this project.
  - d. *Technical Assistance*: Describe how you would deliver trainings for the BRED unit on using the assessment tools. Describe your methodology for training staff on the assessment tools. How would you evaluate if the training was effective? What is your commitment to ensure that staff from the BRED unit clearly comprehends the use and application of the assessment tools?
  - e. *Programming*: Describe how you would evaluate the effectiveness of the assessment tool for manufacturers and the overall project?
- 3) What environmental factors, technical issues, areas of uncertainty, and/or possible risks do you anticipate, and how will your plan address those issues if they arise?

### **Project Timeline & Deliverables**

- 4) Provide a description of project deliverables and a timeline for implementing each element of the scope and deliverables.

### **Budget**

- 5) The maximum budget is \$15,000. Provide a budget narrative and overall budget total that is matched to the specific deliverables and timeline described in the Project Timeline and Deliverables section above. The budget should be linked to deliverables and show levels of effort for each staff member by deliverable.

### **Financial Management Capacity**

- 6) The contract will be deliverables based whereby the contractor will invoice upon submission of deliverables. Describe your agency's financial capacity to manage this contract on a cost-reimbursement basis.
- 7) Has the organization ever been declared seriously deficient in the operation of a grant or contract? If so, please describe the circumstances.

### **Appendices**

Please provide the following documents as appendices. Unless otherwise noted, documents should be submitted for the Lead Agency that will serve as fiscal agent for the project. If a document is not applicable, please note this on the Checklist:

- Most recent audited financial statements.
- Unaudited financial statements for the current fiscal year.
- If your agency was subject to OMB A133 audit in the past three years, submit a copy of the most recent A133 audit report.
- 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).
- Three references, preferably from projects of similar scope and magnitude as described in this RFP. Include the organization name; contact name, address, phone number and email address; brief

description of work performed; project start and end dates; initial and final (or current, if project is in process) contract amount. 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.

- Complete an Agency Declaration Form (attached as Exhibit C to this RFP) for each agency that is proposing to perform work under this RFP.
- **Non-governmental entities MUST also provide the following:**
  - List of current Board Member names, mailing addresses (other than responding agency's address), occupation/affiliation, e-mail address and phone numbers.
  - If applicable, submit a *current* letter (within last three years) from the IRS verifying the organization is exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, IRS Department of the Treasury, (877) 829-5500.
  - If applicable, submit a copy of the most recently filed IRS Form 990.
- **Illinois Nonprofit Organizations MUST provide the following:**
  - Entities that are incorporated as a not-for-profit under the General Not For Profit Corporation Act of 1986 (805 ILCS 105/101.01 *et seq.*) are required to submit a certificate of good standing from the Illinois Secretary of State's Office, Department of Business Services, (217) 782-7880 or (217) 782-6961 (TDD: (800) 252-2904).
  - Entities that are organized as a Charitable/Not-For-Profit entity in Illinois, which includes any person, individual, group of individuals, association, not-for-profit corporation, or other legal entity under the Charitable Trust Act (760 ILCS 55/1 *et seq.*) are required to submit a letter of good standing from the Charitable Trust Bureau, Office of the Illinois Attorney General, 100 W. Randolph St, 11<sup>th</sup> floor, Chicago, IL 60601, (312) 814-2595 (TTY: (312) 814-3374).
- To be considered for the 5 additional points for minority- or women-owned business (MBE/WBE) or Business Enterprises Owned or Operated by People with Disabilities (BEPD):
  - For MBE/WBE/BEPD certified entities, provide proof of certification.
  - For nonprofit organizations, provide a breakdown of board members and senior staff by gender and race/ethnicity.
  - For research institutes at institutions of higher learning, provide a list of board members and senior staff of the research institute, with a breakdown of gender and race/ethnicity. If the research institution does not have its own board, provide a list of board members of the university with a breakdown by gender and race/ethnicity.

## **SECTION V. PROPOSAL REVIEW PROCESS**

### **Process**

A panel of workforce development professionals selected by The Partnership will review and evaluate all proposals based on the criteria outlined above.

The Partnership will then select a respondent for recommendation to its Board, which will approve the final selection. 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 information on respondent’s financial situation;
- 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, acquisition or other event that might affect an organization’s ability to operate the requested program; and
- Review respondent’s performance on any previous and/or existing contracts associated with The Partnership or its antecedent organizations, the Chicago Department of Family and Support Services, the Chicago Department of Community Development, the Mayor’s Office of Workforce Development, Cook County Works, the President’s Office of Employment and Training, the Chicago Workforce Investment Council and the Workforce Board of Northern Cook County.

**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.

**Technical Plan (20 points).** The extent to which the Technical Plan meets the expectations and requirements outlined in the scope of services. This includes quality and clarity of proposed implementation of each element of the scope, demonstrating a clear understanding of The Partnership’s goals for the project and a reasonable staffing plan for project implementation.

**Project Timeline and Deliverables (15 points).** The proposed timeline and deliverables achieve the necessary outcomes in the required timeframe.

**Budget and Financial Management Capacity (10 points)**

**Budget:** The extent to which the proposed budget will realistically finance the strategic plan’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.

**Financial Management Capacity:** The extent to which the respondent has the resources and expertise to manage a federally funded contract on a cost-reimbursable basis, as evidence by the Financial Management Capacity section of the proposal narrative and in the financial statements (both audited and unaudited) provided.

**Proposal Quality (5 points).** Proposals should clearly and concisely articulate proposed outcomes and means of accomplishing them.

**MBE/WBE/BEPD (5 points).** Up to five additional points will be awarded to minority- or women-owned businesses (MBE/WBE) or Business Enterprises Owned or Operated by People with Disabilities (BEPD). Nonprofit agencies and institutions of higher learning will earn points in this category if a majority of their board members and/or senior staff are women or minorities. Please provide relevant information, such as a board list or a MBE/WBE/BEPD certification, to verify if your organization qualifies for the 5 additional points.

**SECTION VI. 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) 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.

## **SECTION VII. LIMITATIONS**

The Partnership shall not pay for any costs incurred by the applicant agencies in the completion of this RFP. Submission of an RFP 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 applicants 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.

## **SECTION VII. MODIFICATION OF CONTRACTS**

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

- a. Contractor fails to meet performance and service expectations set forth in the contract, or
- b. The federal or state government increases, reduces or withdraws funds allocated to The Partnership, which impact services solicited under this RFP, or
- c. There is a change in federal or state legislation and/or their regulations, local laws, or applicable policies and procedures.

**EXHIBIT A**  
**TECHNICAL PROPOSAL**

**EXHIBIT B  
PROPOSAL CHECKLIST**



## Develop Manufacturing Assessment Tools CONTRACTOR PROPOSAL CHECKLIST

Name of Lead Agency (fiscal agent): \_\_\_\_\_

Year Lead Agency was legally established: \_\_\_\_\_

State in which the Lead Agency is incorporated: \_\_\_\_\_

Proposal submissions should be compiled in the following order:

- \_\_\_\_\_ Completed Checklist
- \_\_\_\_\_ Proposal Narrative (15 pages maximum)

### **APPENDICIES (indicate below if any documents are not applicable)**

- \_\_\_\_\_ Most recent audited financial statements
- \_\_\_\_\_ Unaudited financial statements for the current fiscal year
- \_\_\_\_\_ Most recent OMB A133 audit report (if A133 audit was required in any of the past three fiscal years)
- \_\_\_\_\_ Completed IRS W-9 Request for Taxpayer Identification Number & Certification
- \_\_\_\_\_ References
- \_\_\_\_\_ Agency Declaration Form for each entity proposing to perform work under this RFP

### **For nongovernmental entities only:**

- \_\_\_\_\_ List of Board Members
- \_\_\_\_\_ Current (within the last three years) IRS letter verifying 501(c)3 status
- \_\_\_\_\_ Most recently filed IRS Form 990

### **For Illinois organizations only:**

- \_\_\_\_\_ Certificate of Good Standing from the Illinois Secretary of State
- \_\_\_\_\_ Letter of good standing from the Office of the Illinois Attorney General

### **For consideration of additional points for MBE/WBE/BEPD status:**

- \_\_\_\_\_ For-profit entities, proof of MBE/WBE/BEPD certification
- \_\_\_\_\_ Nonprofit entities and institutions of higher learning, list of board members and senior staff members with a breakdown of gender and race/ethnicity.
- \_\_\_\_\_ **Electronic copy of proposal and all attachments on a CD or Flash Drive**

**EXHIBIT C**  
**AGENCY DECLARATION FORM**





CHICAGO COOK  
WORKFORCE  
PARTNERSHIP

**AGENCY DECLARATION**

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: \_\_\_\_\_