

**Electronic Submission Instructions for WIOA Delegate Agency at Chatham RFP**

All proposals must be submitted in **electronic form**. Any material considered proprietary must be so designated by annotation within the document.

For the purposes of electronic submission, originals are scans of paper documents that contain **original signatures in blue ink or DocuSign facsimiles** of the President, CEO, or equivalent person with legal signature authority for the organization and **marked “Original.”**

Narrative responses must be formatted as follows:

- 8.5 x 11-inch (letter size)
- One-inch margins
- 12-point font
- Double spacing
- Numbered pages with organization name in footer
- Page break for each new section with clear section header

Submit your complete RFP **by email** with sections organized as follows:

<b>Subject Line of Email</b>	“WIOA Chatham –” + Organization Name
<b>Body of Email</b>	“WIOA Chatham Operator RFP” List of Email Attachments Organization Name Organization Address Contact Person for Proposal Contact Email and Phone Number
<b>Attachment 1</b> <b>Named “Chatham 2020_OrganizationName_Program”</b> <b>As <u>one</u> PDF</b>	Organizational Information Form Executive Summary Program Narrative Response Program attachments (Resumes, Job Descriptions, etc.) Consortium Partner or Subcontractor MOUs Proposed Outcome Form Budget Summary Forms Budget Narrative Form
<b>Attachment 2</b> <b>Named “Chatham 2020_OrganizationName_Fiscal”</b> <b>As <u>one</u> PDF</b>	Fiscal Questionnaire Fiscal Narrative IRS W-9 Certificate of Good Standing or IRS 501(c)(3) Letter Most Recent Financial Audit Cost Allocation Plan List of Board Members Signed Statement of Compliance Signed Assurances and Certifications

<b>Attachment 3</b> Named "Chatham 2020_OrganizationName_BudgetNarrative" As PDF	Budget Narrative
<b>Attachment 4</b> Named "Chatham 2020_OrganizationName_Budget" As Excel	Budget

**Submittal Address and Deadline**

Completed RFP responses must be submitted **electronically to [ProposalSubmission@chicookworks.org](mailto:ProposalSubmission@chicookworks.org)**.

RFP responses must be received **before or by 5:00 PM CST on Monday, April 13, 2020. Proposals received after this date and time will not be accepted.**

**Technical Problems with Submission**

If you experience a technical problem when submitting your proposal (e.g. file size is too large), immediately email [ChathamRFP@chicookworks.org](mailto:ChathamRFP@chicookworks.org) to explain the problem. Enter "submission problem" and your organization name in the email subject line.

If you experience a technical problem when submitting your proposal within three (3) hours of the submittal deadline, email [ChathamRFP@chicookworks.org](mailto:ChathamRFP@chicookworks.org) as instructed above and call:

**Chatham RFP Submission Support Hotline: (312) 291-1644\***

\*Calls to this number will only be answered within three (3) hours of the submittal deadline, from 2:00 – 5:00 PM on Monday, April 13, 2020. Do not call this number at any other time.