

**CHICAGO COOK WORKFORCE PARTNERSHIP
ILLINOIS LOCAL WORKFORCE INNOVATION AREA #7**

**REQUEST FOR QUALIFIED RESPONDENTS
FOR
Chicago Transit Authority RPM Project**



CHICAGO COOK
WORKFORCE PARTNERSHIP

A proud partner of the **AmericanJobCenter** network

FUNDING PERIOD October 1, 2020 – July 31, 2021
(With Potential for Annual Renewal Through Term of Project)

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

**RESPONSES DUE:
Friday, September 4th 2020 , by 4:00 PM**

Bidder Webinar:** Friday, August 21st, 2020, 11:00am – 12:00 PM (CST)

Webinar Registration:

<https://attendee.gotowebinar.com/register/7889308599208020238>

**Attendance is not mandatory, but respondents are highly encouraged to attend

CTARFQSubmissions@chicookworks.org

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

**George Wright, Co-Chair
Jaclene Robinson-Ivy, Co-Chair
Chicago Cook Workforce Innovation Board**

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SECTION I. Purpose, Performance Period, Funding, and Schedule

A. Purpose

The Chicago Cook Workforce Partnership (The Partnership) releases this RFP to identify one to two American Job Centers to support our efforts in the outreach, enrollment, training, and placement of jobseekers, including Workforce Innovation and Opportunity Act (WIOA) eligible individuals in skilled, family-sustaining jobs that become available through the Chicago Transit Authority’s (“CTA”) Red and Purple Modernization (RPM) Project. This RFP describes the specific services The Partnership seeks and sets forth application requirements for eligible respondents. The Partnership will evaluate all timely submitted proposals and will competitively award up to two sub-grantee agreements to respondents whose submission is most aligned to the need for services described herein.

B. Performance Period

The period of performance begins on October 1, 2020 and concludes on July 31, 2021. The Partnership reserves the right to renew grant agreements for up to three (3) additional one year terms not to exceed a total of four (4) years dependent upon funding availability and the selected respondent’s achievement of benchmarks and conformity with The Partnership’s vision for the public workforce system.

C. Funding

The Partnership anticipates releasing \$100,000 through this RFP to fund one or two entities from October 1, 2020 to June 30, 2021.

Agreements executed as a result of this RFP process will be paid through cost reimbursement unless otherwise specified. Final agreements will be subject to any changes in legislation, regulations, or policies promulgated by the funder. The Partnership reserves the right to vary or change the terms of any agreement executed as a result of this RFP, including funding levels, scope of services, performance standards, and contract terms, as it deems necessary.

D. Tentative Schedule

Release of RFP	August 14th, 2020
Bidder Webinar	August 21st, 2020
Proposal Submittal Deadline	September 4 th , 2020
Proposal Review	September 2020
Selection Review	September 2020
Anticipated Contract Commencement	October 1 st , 2020

E. Eligible Respondents

This solicitation is limited to current American Job Center (AJC) providers.

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, State, City or County department/agency, quasi-governmental agency (including but not limited to CTA, CHA, City or Suburban community Colleges, CPS et.al), or The Partnership; 2) have existing grants with any Federal, State, County or City agency that have been suspended or otherwise not in good standing within the past two years; or 3) are not in compliance with the Illinois Department of Revenue or the Federal Internal Revenue Service or Federal Office of Management and Budget requirements. Awards made to entities

subsequently found to have been ineligible may have funds clawed back at The Partnership's sole discretion.

SECTION II. Project Overview

A. Overview of CTA RPM Project

The Chicago Transit Authority (CTA) is undertaking the largest capital improvement project in CTA history: the Red and Purple Modernization Program (RPM). This major initiative will completely rebuild the Lawrence, Argyle, Berwyn and Bryn Mawr stations and all the tracks and support structures for more than a mile adjacent to the stations. The stations will be accessible for the first time and include wider platforms, better lighting and modern amenities. The RPM Project will add capacity to accommodate current and future riders, and deliver faster and smoother rides with more frequent service.

The Partnership has been contracted to support the CTA, Walsh-Fluor Design Build Team, trade unions, delegate agencies, and training providers to recruit and prepare people for employment on the RPM project and careers in construction trades. The Partnership will work closely with the CTA's primary contractors and subcontractors to ensure its employment needs are fulfilled. In collaboration with the Authority and the contractor, The Partnership will identify those high-need occupations that become available through the RPM project, develop programming that meets industry standards, and build a talent pipeline.

B. Project Goals

The Red and Purple Modernization (RPM) Program will create construction and other project-related jobs such as rail workers, electricians, bricklayers and more. The RPM Project will increase the capacity and ability of The Partnership's network skilled trades. The RPM project will also support the long-term goals incorporated into The Partnership's 2020 Local Plan; as well as priorities identified by the Office of the Mayor and Offices under the President of the Cook County Board. The CTA has outlined the following goals for the RPM Project:

- Workforce Innovation and Opportunity Act (WIOA) Goal: 10% of total labor hours worked by WIOA registered individuals
- RPM Apprentice Goal: 15% of total labor hours worked by apprentices
- Economically Disadvantaged Area Goal: 35% of total labor hours worked by people who live in economically disadvantaged areas, which are defined as zip codes within the region where the median income is less than \$40,000)

Section III. Delegate Agency Role and Responsibilities

- A. Community Outreach and Engagement:** The Partnership expects the selected AJC provider(s) to work in close collaboration with Partnership Staff to provide outreach and serve as a system-wide access point for the RPM Project for interested job seekers. The selected AJC provider(s) will identify and prepare qualified disadvantaged individuals and dislocated workers for training and employment opportunities on project. The selected AJC provider(s) must conduct regular outreach activities and develop recruitment strategies to inform Chicagoland residents, businesses, faith groups and public offices, of the workforce services available. The selected AJC provider(s) must also ensure a steady pipeline of participants for RPM employment opportunities. This includes networking and outreach to community and faith-based organizations, schools and other WIOA service providers and mandated partners. Additionally, The Partnership may require the selected AJC provider to periodically staff booths at community resource fairs, elected official events and/or special events during the year.

- B. Coordinate System-wide Recruitment:** The selected AJC provider is expected to work in close collaboration with Partnership Staff to respond to open job orders from RPM construction vendors. The selected respondent is expected to share job leads with WIOA-registered individuals as well as individuals who are in non-WIOA programs who have construction trades experience. The selected AJC provider should share job leads with the entire public workforce system, and coordinate resume collection, screening, and eventual referral to an employer. This sharing of job leads is done with the goal of making the best possible fit between job opening and job candidate. This must be done in an honest and fair manner, without preference for the agency's own candidates. Similarly, the delegate agency is expected to refer candidates to workforce services that best meet the individuals' needs such as career pathway programs, other agencies offering specialty services or program offerings.
- C. Training and Apprenticeship:** The selected AJC provider is expected to develop and maintain relationships with local trades training providers including WIOA-certified training providers as well as non-WIOA training providers offering industry-recognized credentials in the construction trades. The selected AJC provider is expected to develop and maintain relationship(s) with local unions. The selected AJC provider should be aware of apprenticeship application requirements and is expected to seek out pre-apprenticeship training programs for job seekers needing additional training.
- D. Special Projects:** The selected AJC provider must act as lead facilitator in staffing special outreach and recruitment events for the CTA RPM project as assigned by The Partnership. These may include job fairs, service fairs, large scale hiring events, hosting tables at conferences or other public events, and participating in other County-wide sponsored projects and activities.
- E. Collaborative Partnership:** The AJC provider must be knowledgeable of and willing to promote the various program offerings available to participants including non-WIOA programming offered through The Partnership such as: Opportunity Works (Opportunity Youth), Back to Work 50+ (older workers), ConstructionWorks (skilled trades training/placement), Chicago Codes (Information Technology training/placement).

SECTION IV. Performance and Deliverables

A. Performance

The Partnership will assess the performance of the sub-contractor based on its execution of each of the functions and responsibilities described in Section III of this RFQ and its accomplishment of the following objectives:

- 1) Identify and prepare qualified disadvantaged individuals and dislocated workers for training and employment opportunities on the project;
- 2) Support Prime and Sub-contractors in meeting percentage metrics of hours logged on the project by specific subsets of potential workforce including WIOA-enrolled/eligible, Union Apprentices, Economically Disadvantaged, Females, and People of Color and Veterans;
- 3) Conduct outreach and serve as public point of contact through events and networking with a range of community and labor-based stakeholders;
- 4) Produce deliverables as identified in contract including recruiting target populations, preparing individuals for success in apprenticeship programs, developing relationship with industry stakeholders, and performing employment and retention services for candidates; and
- 5) Produce regular reports and participate in required meetings.

B. Performance Incentives

The Partnership's Agreement with the CTA provides performance-based incentives upon: participant completion of pre-apprenticeship training; participant acceptance into a union apprenticeship program; and/or placement into work on the RPM project. Incentives will be awarded to the AJC provider), the training provider (selected respondents to companion RFP), and to the individual program participant. Incentives will be disbursed per the table below. Selected respondents will invoice The Partnership for earned incentives on a monthly basis. The AJC provider must provide incentives to jobseekers upon the successful completion of training program and submit reimbursement invoice to The Partnership. The Partnership will provide additional guidance to the selected AJC provider(s).

Incentive Type	Agency	Training Entity	Jobseeker
Completing Pre-Apprenticeship Training (44 hours or less)	\$500	\$300	\$100
Completing Pre-Apprenticeship Training (45-84 hours)	\$400	\$300	\$200
Completing Pre-Apprenticeship Training (85 hours or more)	\$300	\$300	\$300
Placement in Union Apprenticeship and Employment on RPM Project	\$900	0	0

C. Deliverables

The selected AJC provider is expected to utilize the Career Connect case management system to track participant data including Demographic information and outcomes. The selected AJC provider is also expected to complete the following reports:

Workforce Diversity Report (monthly)

1. New Candidates
2. Candidates placed into a pre-apprenticeship program
3. Candidates that completed a pre-apprenticeship program
4. Candidates accepted into U.S. DOL registered apprentice program(s)
5. Candidates hired by a contractor or subcontractor on the project

SECTION VI. Proposal Questions and Required Attachments

A. All Required Submittal Documents

Proposals must include all of the following documents (as applicable) to be considered complete and eligible for review:

Program Proposal

- 1) CTA RPM RFQ Provider Checklist*
- 2) Program Design (Response to Program Questions 1-5)
- 3) Staff Resumes and/or Job Descriptions
- 4) Budget*^

Fiscal Proposal

- 5) Fiscal Statement (Response to Fiscal Questions a)

- 6) Accounting Department Organizational Chart
- 7) Chart of Accounts
- 8) Segregation of Duties Worksheet*
- 9) List of Board Members
- 10) IRS W-9 Request for Taxpayer Identification Number and Certification
- 11) IRS 501(c)(3) Tax Exempt Determination Letter
- 12) Certificate of Good Standing
- 13) Most Recent Financial Audit
- 14) Budget*^

***Required forms can be downloaded with this RFP from The Partnership’s website at <https://chicookworks.org/our-network/request-for-proposals/>.** Other attachments listed above are described in the narrative questions in Section VI(B) below. Forms and attachments do not count toward page limits for narrative responses.

^Both the Program Proposal and Fiscal Proposal must include copies of all budget forms.

B. Proposal Questions

Provide narrative responses to the questions below to demonstrate your organization’s technical, administrative, and fiscal capacity for performing the scope of services outlined in Section IV(C): Functions and Responsibilities.

Program Design Questions (6 pages maximum)

1. **What is your organization’s interest in and capacity for performing CTA RPM services in LWIA 7?**
 - a. Describe your organization’s vision and mission, objectives, and major programs and/or services. Explain how your organization’s vision, mission, and objectives align with this funding opportunity.
2. **What experience does your organization have providing services relevant to the functions and responsibilities of the CTA RPM Project as outlined in Section III, including services similar in scope, complexity, and scale?**
 - a. Describe your organization’s relevant construction industry experience within the past three (3) years, including experience: (1) operating workforce development programs and/or (2) operating sector-based programs.
3. **What are the qualifications of individual staff who will perform the work on this project, and how does the organization develop staff professionally?**
 - a. Provide the name and title of each individual staff who will perform the services of the CTA RPM Project. Describe the relevant education and training, professional experience, skills, and other characteristics that qualify each to perform the proposed role. **Attach a current resume (with up-to-date information on current title and functions) for each proposed staff. Attach a job description for each proposed staff position that has not yet been hired.**
4. **How will your organization deliver the CTA RPM Project scope of services outlined by this RFP?**

- a. Describe the strategies, methods, and specific activities your organization will undertake to successfully perform each of the functions and responsibilities of the CTA RPM Project as outlined in Section III.
- b. Describe the work your organization will undertake during the first 90 days of the contract period to learn current circumstances and effectively plan workstreams and timelines for the remaining contract period.

5. What is your staffing plan for successfully performing each of the functions and responsibilities of the CTA RPM Project as outlined in Section III?

- a. Specify the annual percent FTE budgeted for each staff (specify title) who will perform the work on the CTA RPM Project. Provide a detailed explanation of the role each staff will play in executing the proposed program design.
- b. Describe the management and reporting structure that will govern the work of the proposed staff.

Fiscal Statement

- a. Describe the leveraged resources that the organization will utilize to perform this scope of work. These may include in-kind or cash contributions, staff effort, space, or other revenue, including revenue from fee-for-service work. List each source of leveraged resources, the dollar value, and the function of each leveraged resource (e.g., to spread operating costs or to broaden the scope of services, etc.). Note that budgets must support this information with a breakdown of the funding from each source as it is utilized for this scope of work.

Fiscal Attachments

- b. **Attach an organizational chart for the accounting department.**
- c. **Attach a chart of accounts.**
- d. **Complete and attach The Partnership's Segregation of Duties Worksheet.**
- e. **List of Board Members:** All non-governmental respondents must submit a list of current board member names, affiliations and titles, business mailing addresses (other than responding entity's address), e-mail addresses, and phone numbers.

The following attachments are only required if they have changed in the last program year. If any of the items below have changed they must be submitted. Please complete the Fiscal Affidavit to list documents already submitted to The Partnership.

- **IRS W-9 Request for Taxpayer Identification Number and Certification:** All respondents must provide a completed form W-9 regardless of organization type. Form W-9 may be downloaded from the IRS website at <https://www.irs.gov/forms-pubs/about-form-w-9>.
- **IRS 501(c)(3) Tax Exempt Determination Letter:** If applicable, submit a current letter (dated within the last three years) from the IRS verifying that the responding organization is exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code.
- **Certificate of Good Standing:** Any respondent incorporated as a not-for-profit under the General Not for Profit Corporation Act of 1986 (805 ILCS 105/101.01 et seq.) is required to submit a Certificate of Good Standing from the Illinois Secretary of State's Office, Department of

Business Services. A Certificate may be obtained through the Illinois Secretary of State's website at <https://www.ilsos.gov/corporatellc/index.jsp>. The Department may be reached at (217) 782-6875; (217) 782-6961; or TDD (800) 252-2904.

Any respondent organized as a charitable not-for-profit (including any individual, group of individuals, association, or other legal entity) under the Charitable Trust Act (760 ILCS 55/1 et seq.) is required to submit a Certificate of Good Standing from the Office of Illinois Attorney General, Charitable Trust Bureau, 100 W. Randolph St, 11th floor, Chicago, IL 60601. The Bureau may be reached at (312) 814-2595 and TDD: (312) 814-3374.

- **Most Recent Audited Financial Statements:** Include Single Audit (if applicable), management letter, and federal and state tax returns (or 990 / AG990-IL informational returns). Entities whose total public contributions (fund-raising activities) in a single year are below the State of Illinois audit threshold¹ should provide their most recent 2-year comparative financial statements (e.g., statements of financial position, statements of activities, statements of cash flows, and statements of functional expenses) if applicable.

C. Budget

Budget forms and instructions are posted with this RFQ on The Partnership's website at <https://chicookworks.org/our-network/request-for-proposals/>.

Submit the following required items:

- 1) Budget (Excel workbook inclusive of all sheets/tabs) – submit electronic copy in Excel format

Private for-profit organizations should indicate anticipated program-related fixed fees over program costs in the relevant sheet of the Budget. Fixed Fees will be negotiated as a separate element of cost during the grant agreement negotiations. In negotiating fixed fees, the following factors will be considered: (1) the complexity of the work involved; (2) risk borne by the grant recipient; (3) the grant recipient's investment; (4) the amount of subcontracting; (5) the quality of its past performance; and (6) the industry profit rates in the surrounding geographical area for similar work. Further, the fixed fee amount may not exceed 7% of the total other cost categories (less pass through). For more information, see Chicago Cook Workforce Partnership Policy Letter, "Cost Plus Fixed Fee" at <https://workforceboard.zendesk.com/hc/en-us/articles/360016307011-Cost-Plus-Fixed-Fee-Policy>

Please note, the policy on profit, stated profit levels, and procedures for determining and paying profit are all subject to change in keeping with Federal, State, or local regulations, or Chicago Cook Workforce Innovation Board policy.

SECTION VII. Submittal Procedure and Requirements

A. Submittal Procedure and Format

To be considered for funding, respondents must submit a complete response to this RFQ as described above in Section VI(A): All Required Submittal Documents. Narrative responses may not exceed page limits specified above in Section VI(B) Proposal Questions. Page limits exclude all attachments.

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

¹ Per 225 ILCS 460/4-Solicitation for Charity Act, the audit threshold for charitable organizations is gross receipts of \$300,000, or if the charity used a paid professional fund raiser and raised contributions in excess of \$25,000.

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

If your organization is unable to provide scanned signature originals, include unsigned forms in your proposal and include the following statement in the email body of your proposal submission:
“Respondent requires electronic signature follow-up.”

The Partnership will contact your organization to obtain the electronic signature of its authorized signatory following receipt of your proposal. Please note that the electronic signature process may occur after the proposal submittal deadline. Proposals that include unsigned forms but are otherwise complete will be considered complete at the time of submission so long as respondents comply with the instructions herein regarding electronic signature follow-up.

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 RFQ **by email** with sections organized as follows:

Subject Line of Email	“CTA RPM Project –” + Organization Name
Body of Email	“CTA RPM Project RFQ” List of Email Attachments Organization Name Organization Address Contact Person for Proposal Contact Email and Phone Number **Include statement re: electronic signature follow-up if applicable**
Attachment 1 Named “CTA RPM 2020_OrganizationName_Checklist” As PDF	CTA RPM Proposal Checklist
Attachment 2 Named “CTA RPM 2020_OrganizationName_Program” As <u>one</u> PDF	Program Design Staff Resumes and/or Job Descriptions Budget Budget Narrative
Attachment 3 Named “CTA RPM 2020_OrganizationName_Fiscal” As <u>one</u> PDF (*) Asterisked items only need to be submitted if there have been changes in the last program year.	Fiscal Statement Accounting Department Organizational Chart Chart of Accounts Segregation of Duties Worksheet List of Board Members IRS W-9* IRS 501(c)(3) Letter* Certificate of Good Standing* Most Recent Financial Audit*
Attachment 4 Named “CTA RPM 2020_OrganizationName_Budget” As Excel	Budget

B. Submittal Address and Deadline

Completed RFQ responses must be submitted electronically to:

CTARFQSubmissions@chicookworks.org

RFQ responses must be received **before or by 4:00 PM CST on Friday, Sept. 4th, 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 RFPquestions@chicookworks.org with subject line “CTA RFP submission problem” to explain the problem.

SECTION VIII. Evaluation Process and Criteria

A. Proposal Review Process

Proposals will be evaluated by a team of reviewers, which may include Partnership staff, Workforce Innovation Board members, and outside experts.

Review of Proposal Narrative: Members of the review team will conduct an in-depth assessment of the narrative sections of each proposal. Reviewers will use a scoring instrument based on the evaluation criteria given in the RFQ.

Fiscal Review: The Partnership will conduct a fiscal review of all qualified proposals including, budgets, audits, leveraged funds, and responses to questions related to fiscal operations. The Partnership reserves the right to review and request further information regarding the respondent’s financial situation, if not sufficiently outlined in the submitted proposal. The Partnership reserves the right to 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 entity’s ability to operate the requested program.

The review team will perform an in-depth evaluation of all responsive proposals based upon the criteria herein. Prior to its final funding decision, The Partnership may also:

- a. Meet with representatives of the responding entity to discuss the proposed program and budget;
- b. Identify and/or negotiate program or budget changes the responding entity must make as a condition of funding; and
- c. Identify other documentation the entity must provide as a condition of funding.

Based on its evaluation of proposals, The Partnership will select a respondent for recommendation to the Service Committee of the WIB and full WIB for approval. Once approved by the WIB, The Partnership may award grant agreements to the successful respondent.

An entity’s failure to submit a complete proposal or to respond in whole or in part to RFP requirements may cause The Partnership to deem the proposal non-responsive and thus ineligible for review. Entities that fail to meet the evaluation criteria specified herein, or proposals that do not meet the service needs will not receive further consideration for funding. Failure to meet evaluation criteria can include, but is not limited to, non-responsive language in the submission, failure to clearly address all RFP questions, lack of required documentation, and proposing services that do not meet the specified scope of work.

B. Evaluation Criteria

All eligible proposals will be scored according to the evaluation criteria set forth below.

CRITERIA	POINT VALUE
Program Proposal	
Program Implementation (Q1 – Q5)	35
Fiscal Capacity	15
Total Points Available	50

SECTION IX. Solicitation and Terms

A. Period of Solicitation

This RFP will be released on Friday August, 14th 2020. The deadline to submit a response to the RFP is Friday, September 4th, 2020 by no later than 4:00 pm (CST).

B. RFP Inquires, Questions, and Answers

The primary mode of communication between The Partnership and potential bidders will occur via <https://chicookworks.org/our-network/request-for-proposals/>. A Question and Answer page will appear on The Partnership website at <https://chicookworks.org/our-network/request-for-proposals/>. It is the bidder's responsibility to check the website page frequently to stay apprised throughout the process. Only those questions directed to the above email or received on the Bidder Webinar will be answered. Questions will not be answered over the phone or in person.

C. Bidder Webinar

The Partnership will host a Bidder Webinar for all prospective respondents to this RFQ, where Partnership staff will review program information, key proposal requirements, and contract terms, as well as respond to questions. Attendance is highly recommended.

A brief period will be reserved on the Bidder Webinar for questions. Every effort will be made to answer questions posed on the Webinar; however, no answers are final until posted on the website. Questions not answered on the Webinar should be submitted to RFPquestions@chicookworks.org with subject line "CTA RPM."

Other than during the Bidder Webinar, staff members are unable to provide technical assistance during the application process. Please do NOT contact staff directly with any questions. All questions should be directed to RFPquestions@chicookworks.org with subject line "CTA RPM"

The Bidder Webinar will be held on **Friday, August, 21st 2020 from 11:00AM – 12:00 PM CST**. In order to attend, you must first register for the Bidder Webinar at:

<https://attendee.gotowebinar.com/register/7889308599208020238>

D. Limitations

The Partnership shall not pay for any costs incurred by the applicant(s) in the completion of this RFQ. Submission of an RFQ 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 RFQ, if it is in the best interest of The Partnership to do so. The Partnership may require the successful applicant(s) 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 RFQ process.

E. Disclaimers

All contract awards by The Partnership, pursuant to this RFQ, are contingent upon the availability of funds. The respondent is liable for any and all costs incurred prior to final authorization by the Chicago Cook Workforce Innovation Board 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; or manner
- Increase funding levels for any or all entities selected pursuant to this RFQ, if additional funds become available, based on performance, effectiveness and other details;
- Change and amend as necessary its policies or procedures governing the delivery or scope of services described herein; 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 entity's ability to operate a proposed program.

F. Notice of Award

All respondents will be notified by mail 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 at llona.sheffey-rawlings@chicookworks.org. Unsuccessful respondents are encouraged to re-apply in subsequent funding cycles.

G. Protest Procedures to Resolve Procurement Disputes

Any applicant desiring to protest a determination concerning this RFQ must file a protest with The Partnership no later than five (5) calendar days following notification of the Chicago Cook Workforce Innovation Board vote. All protests shall be submitted in writing to llona.sheffey-rawlings@chicookworks.org and must specify in detail the grounds of the protest, the facts and evidence in support thereof, and the remedy sought. The Partnership shall resolve any protest based upon the written protest and any oral and written response thereto provided by The Partnership staff, in conjunction with the WIB's consideration of the application and the staff recommendation. Resolution of the protest shall be by WIB vote and shall be deemed final. In the absence of a timely and properly submitted written protest, no party responding to this RFP shall be eligible for any remedy.

H. Disallowed Costs and Cancellations

The successful bidder(s) must accept liability for all aspects of any Workforce Innovation and Opportunity Act program conducted under contract with The Partnership. The successful bidder(s) will be liable for any disallowed costs or illegal expenditures of funds or program operations conducted. The Partnership reserves the right to cancel an award immediately if new state or federal regulations or policy makes it necessary to change the program purpose or content substantially, or to prohibit such a program.

I. Contracting

The contract award will not be final until The Partnership and the bidder have executed a mutually satisfactory contractual agreement. The Partnership reserves the right to make an award without further discussion of the proposal submitted. No program activity may begin prior to the WDB approval of the award and execution of an award letter and/or contractual agreement between the successful bidder and The Partnership. Reductions in the funding level of any contract resulting from this solicitation process may be considered during the contract period when a bidder fails to meet expenditure, participant, and/or outcome goals specified in the contract or when anticipated funding is not forthcoming from federal or state governments. The Partnership reserves the right to determine both the number and the funding levels of contracts finally awarded. Such determination will depend upon overall fund availability and other factors arising during the proposal review process.

J. Cost and Negotiations

The Partnership reserves the right to reject any or all proposals received and to negotiate with any and all offers on modifications to proposals. Bids submitted which are over the maximum amount of funds specified for this RFQ will be rejected. The proposal warrants that the costs quoted for services in response to the RFQ are not in excess of those that would be charged any other individual for the same services performed by the bidder.

K. Modification of Contracts

Any contract awarded pursuant to this RFQ 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 RFQ; or
- c. There is a change in federal or state legislation and/or their regulations, local laws, or applicable policies and procedures.