



CHICAGO COOK
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Request For Proposals Delegate Agency Title I Provider Bidders' Conference

June 29, 2021

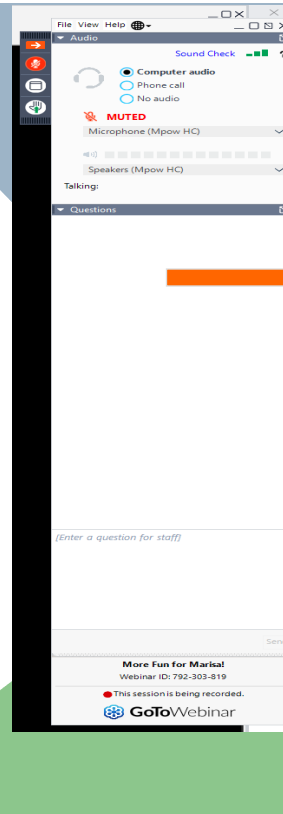
Housekeeping



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Request For Proposals Bidders Webinar



Participants
are muted.

Enter your
questions or
technical
issues here.

Presenters



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Patrick Combs

Chief Program Officer

Dora Randle

Regional Manager

Amy Santacaterina

Director of WIOA Programs

Phaedra M. Leslie

Director of Business Relations and Economic Development

Oscar De Luna

Accountant

Agenda



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1. Welcome

2. Submission and Review Timeline

3. Background

- Overview of The Partnership
- Purpose of The RFP
- Priority Communities and Populations

4. Delegate Agency Roles and Responsibilities

- Relationships
- Job Seeker Services
- Employer Services
- Performance Measures

5. Eligible Respondents and Funding Period

6. Evaluation Criteria

7. Electronic Submittal Procedures and Requirements

- Proposal Components
- Fiscal Components
- Electronic Submission

8. Questions

Submission and Review Timeline



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PY2021 – Delegate Agency RFP

- ▼ **June 29, 2021** - Bidder's Webinar
- ▼ **July 12, 2021** - RFP questions due at 4:00 PM
- ▼ **July 20, 2021** - RFP Q&A posted on Partnership website
- ▼ **July 30, 2021** - Proposals due at 4:00 PM
- ▼ **Aug – Sept 2021** - Review, selection, notification
- ▼ **October 2021** - Anticipated contract start

Proposal → <https://chicookworks.org/request-for-proposals-for-delegate-agencies-wioa-title-i-services/>

Questions → RFPquestions@chicookworks.org

Background



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About The Partnership



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Created in 2012, The Chicago Cook Workforce Partnership (The Partnership) is an umbrella organization operating the public workforce system in the City of Chicago and Cook County.

The Partnership:

- Combines federal and philanthropic resources to broaden the reach and impact of workforce development services for both employers and job seekers
- Administers Workforce Innovation and Opportunity Act (WIOA) funding and services in Chicago and Cook County
- Manages a provider network of 10 American Job Centers (One-Stops), 50+ community-based organizations, and industry-focused sector centers
- Has helped to place over 70,000 individuals in employment, collaborated with over 2,000 employers, and administered more than \$300 million in government and philanthropic funds

About The Partnership



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Vision

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

Mission

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

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

Partnership Priorities



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- The Partnership is committed to improving racial and gender equity in the workforce.
 - Delegate Agencies prioritize serving disadvantaged communities of color
 - Delegate Agencies work to ensure access to jobs that are safe and pay a living wage, offer benefits, provide career pathways and opportunities for mobility
 - Partnership aligns work with **City of Chicago's INVEST South/West Initiative**
 - Partnership aligns work with **Cook County's Comprehensive Economic Development Strategy**

Purpose of RFP



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To identify and fund qualified respondents that will provide workforce services for job seekers and businesses in accordance with the Title I Workforce Innovation and Opportunity Act (WIOA)

- Provide services to Chicago and Cook County residents who reside in communities facing economic hardships and/or have been historically underserved
- Serve individuals from targeted populations
- Seeks innovative service delivery proposals characterized by Customer Service, Collaboration, Integration, Racial Equity, Accountability, Continuous Improvement and Outcomes
- Provide high quality integrative services to optimize experience and outcomes for job seeking and business customers

Delegate Agency Proposal Key Points



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- A** Geographic Community of High Need
- B** High Need Target Population
- C** 10325 South Halsted Street Site
- D** Compelling case for alternative geographic community or target population

High Need Communities



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Chicago Communities

- Auburn Gresham
- Austin
- Bronzeville
- Calumet Heights
- Chatham
- Garfield Park (East & West)
- Greater Englewood
- Greater Grand Crossing
- Humboldt Park
- Little Village
- Marquette Park
- New City
- Near and Lower West Side
- North Lawndale
- Roseland
- West Lawn
- Woodlawn
- South Chicago
- South Shore

Suburban Cook Municipalities

- Bellwood
- Berwyn
- Blue Island
- Calumet City
- Chicago Heights
- Cicero
- Country Club Hills
- Dixmoor
- Dolton
- Harvey
- Lansing
- Maywood
- Park Forest
- Phoenix
- Riverdale
- South Holland

Target Population



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- Returning residents (formerly incarcerated)
- Persons with disabling conditions
- Individuals who are experiencing homelessness
- Residents of public housing
- Persons with limited English skills
- Make compelling case for target group using research and data

Washington Heights Location



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- The Partnership holds lease and pays the rent at **10325 S. Halsted** which includes trash removal and exterior maintenance
- Respondent must be willing to go into current space-no other options
- Approximate 800 square feet
- Selected Respondents must pay utilities, phone and Internet
- All computers and furniture will remain at the location
- Delegate Agency must provide both Adult and Dislocated Worker Services

Roles and Responsibilities



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4. Roles and Responsibilities

- **Relationships**
- **Job Seeker Services**
- **Employer Services**
- **Performance Measures**

5. Eligible Respondents and Funding Period

6. Evaluation Criteria

7. Electronic Submittal Procedures and Requirements

- Proposal Components
- Fiscal Components
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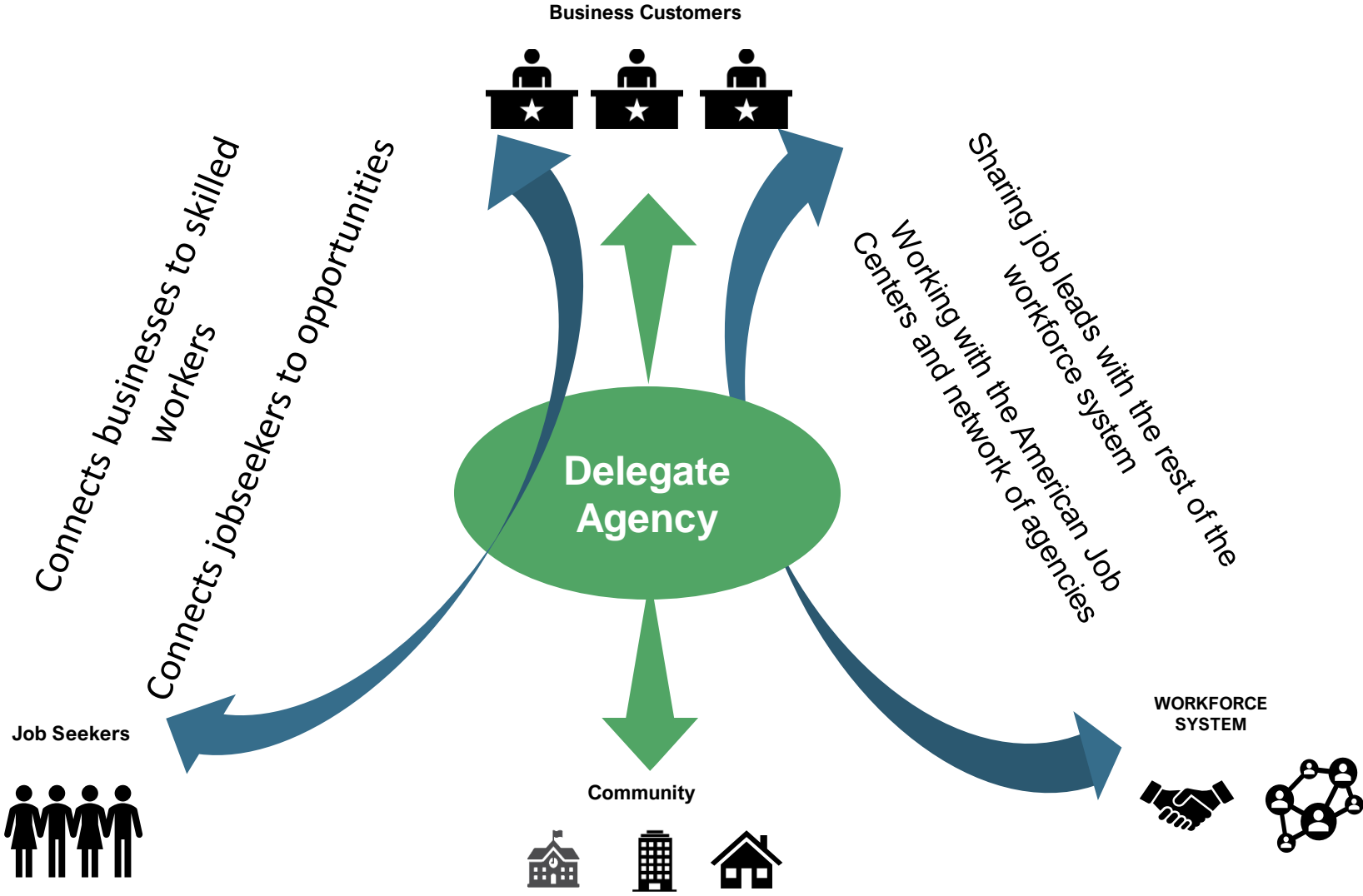
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Roles and Relationships



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Delegate Agency Responsibilities



Job Seeker Services

Provide a variety of employment related workshops to the public

Conduct outreach activities to the community

Resource area open to the public for job search and resume development

Provide basic career services as described under WIOA

Conduct intake, eligibility screening and vocational assessments

Provide career coaching and individual career services to eligible job seekers

Business Services

Conduct customized recruiting, screening, and retention services for employers

Coordinate, staff and hold hiring events

Provide employers with labor market information and technical assistance

Develop and share job leads

Facilitate On The Job Training and/or customized training agreements

Provide individualized job placement assistance

WIOA Job Seeker Services



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Lists contain examples of career services and is not inclusive of all requirements

Basic Career Services

Community Outreach

Resource Area

Intake

Orientation

Job Referrals

Labor Market Information

Job Readiness Workshops

Basic Assessment

Eligibility Screening

Financial Aid Assistance

Individualized Career Services

Career Coaching

Comprehensive Assessment

Individualized Employment Plans

Pre-vocational Training

Workforce Preparation

Financial Literacy

English as a Second Language

Supportive Services

Training:

Individual Training Account

On the Job Training

Customized Training

Follow up

12 months post-employment

Counseling

Coaching

Business Services

Lists contain examples of career services and is not inclusive of all requirements

Customized Recruiting and Screening

Advertise job openings

Access to space

Customized workforce recruitment

Tailored job seeker candidate screening

Coordinate/Facilitate job fairs and hiring events

Information and Technical Assistance

Educate and advise employers on workforce matters

Human resources consultation

Provide information on local and federal resources

Connect with training providers and associations

Layoff aversion, downsizing and outplacement services

Employer Development

Develop/Coordinate new hire and current employee training services

Collaboration with sector centers

Implement sector strategies

Provide retention services

Performance Measures



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Performance Measures	Definition	Adult	Dislocated Worker
2 nd Quarter Employment	The percentage of participants who are in unsubsidized employment during the second quarter after exit.	73%	81%
4 th Quarter Employment	The percentage of participants who are in unsubsidized employment in the fourth quarter after exit.	71%	80%
Median Earnings	The median earnings of participants who are in the second quarter after exit.	\$6,500	\$10,000
Credential Attainment	The percentage of participants who obtain a recognized post-secondary credential or secondary school diploma/GED within 1 year after exit from the program.	73%	70%
Skills Gains	The percentage of participants enrolled in a training or education program who show documented skills gains during a program year.	47%	44%

Other Deliverables



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- Number of enrollments
- Number of enrollments residing in the targeted community or within the targeted population
- Number of total served
- Number of active cases per month (capacity/utilization)
- Number of individuals receiving ITAs
- Number or credentials earned
- Number of individuals placed
- Number of businesses served
- Number of job orders posted/filled
- Customer satisfaction rates (job seekers/businesses)

Eligible Respondents and Funding



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Funding and Performance Period



- Funding is awarded for each WIOA Title:

WIOA Title I	PY 20 Funding Range
Adult	\$90,000-\$217,000
Dislocated Worker	\$100,000-\$545,000

- **Grant Agreements will be awarded for each of the Delegate Agency locations for an initial one-year performance period October 1, 2021 – September 30, 2022**
- Contracts are cost-reimbursement
- Awards are **renewable for up to four (4) additional one-year terms** based on upon funding availability, performance, compliance with WIOA, and conformity with The Partnership's and Workforce Innovation Board's vision for public workforce system
- Sunset and Closeout considerations: serve customers and consider hiring staff

Eligible Respondents



- Any governmental, not-for-profit, educational institution or for-profit entity properly operating in accordance with Federal, State, and local law, and **in business for at least three years**, may submit a proposal for consideration. Minority-owned and women-owned businesses are encouraged to apply.
- Respondents must be eligible to do business with the City of Chicago, Cook County, and the State of Illinois
- Must possess the technical competence, management expertise, professional staff, administrative and fiscal capacity and demonstrated fiduciary responsibility

Eligibility criteria are described in detail in the RFP in Section III: Eligible Respondents. These criteria include general eligibility criteria for doing business with The Partnership.

Ineligible Respondents



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- Entities who had a previous contract terminated for inadequate performance, or for any WIOA proscribed action within the previous 24-month period
- Entities who are currently barred, suspended, proposed for debarment by a Federal, State, County, City Department/Agency
- Have existing grants with any Federal, State, County or City Agency that have been suspended or otherwise deemed not in good standing within the past 2 years
- Entities who are not in compliance with the Illinois Department of Revenue, Federal Internal Revenue Services or Federal Office of Management and Budget

Eligibility criteria are described in detail in the RFP in Section III: Eligible Respondents. These criteria include general eligibility criteria for doing business with The Partnership.

Evaluation Criteria and Process



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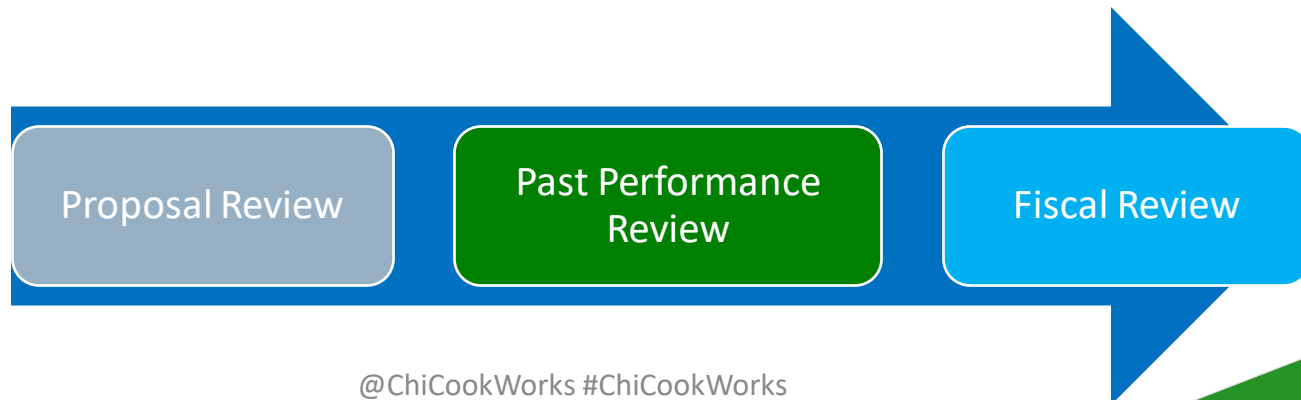
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Evaluation Criteria and Selection Process



CRITERIA	POINT VALUE
Organizational Structure and Capacity for serving Community/Target Population	25
Program Narrative: Job Seeker Services	20
Program Narrative: Business Services	15
Past Performance and Planned Outcomes	15
Financial Structure and Fiscal Plan	25
Total Points Available	100

Evaluation Process

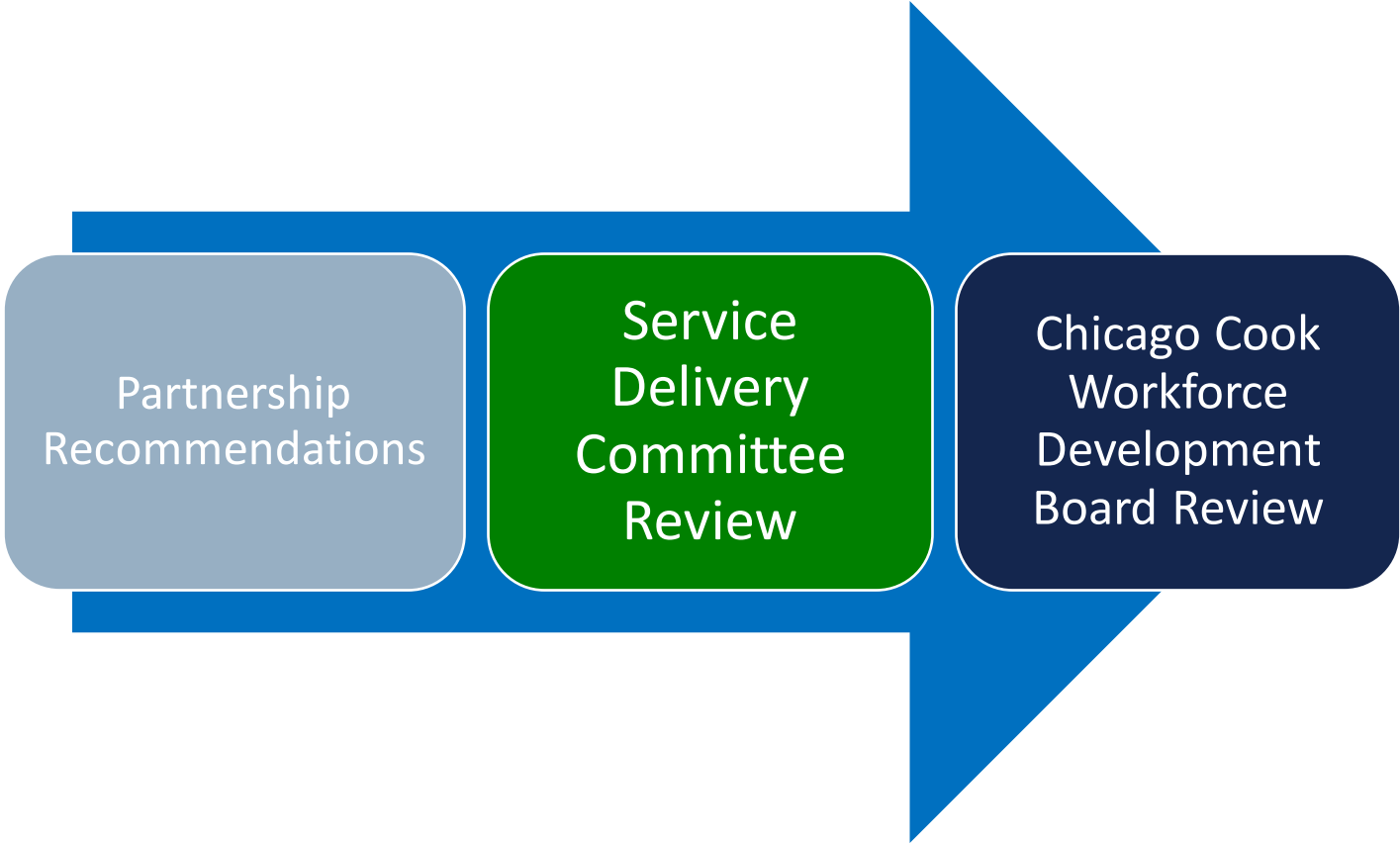


Evaluation and Selection Process



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Submittal Procedures and Process



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Proposal Program Response



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Executive Summary

- Organizational Leadership Survey
- Brief Summary
- Amount of funding
- 2-page limit

Program Narrative

- Response to Questions #1-32
- Required Program Forms
- Resumes and Job Descriptions
- Other Attachments
- 30-page limit



Fiscal Response

- Response to fiscal Questions 1-14
- Budget forms for each applicable Title
- Budget Narratives
- Required Fiscal forms
- Cost Allocation Plans
- Audited Financial Statement
- Applicable Attachments
- List of Board of Directors

Proposal Components



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Program Proposal

- Leadership Survey
- Executive Summary
- Program Narrative (Questions 1 to 32)
- Required Program Forms
- Staff Resumes and Job Descriptions



Fiscal Proposal

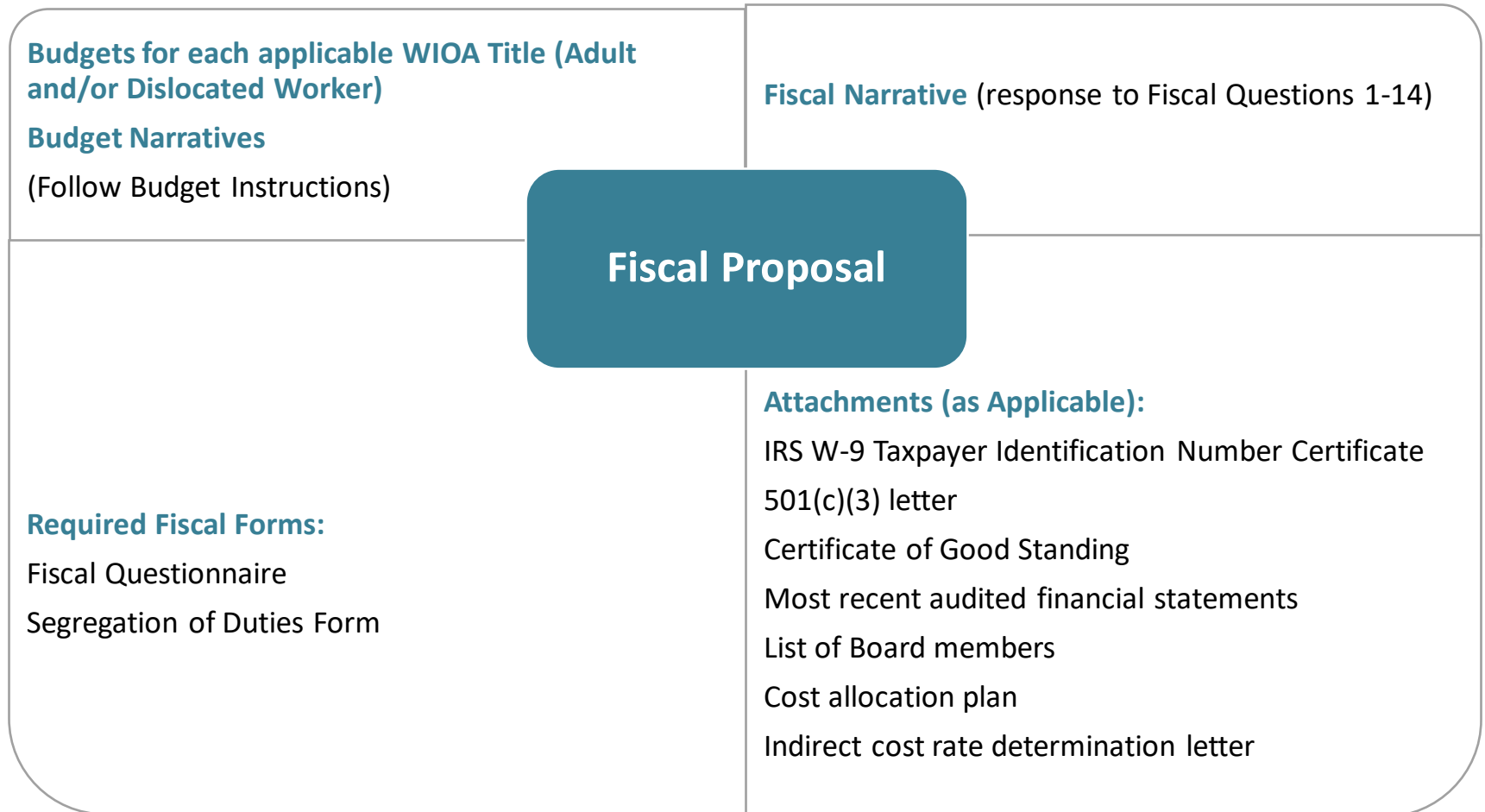
- Fiscal Narrative (Questions 1-14)
- Budget and Budget Narratives
- Cost Allocation Plan
- List of Board Members
- Required Fiscal Forms
- Audited Financial Statements
- Applicable documents

Fiscal Component



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Full proposal instructions are in RFP Section VIII: Proposal Questions and Required Attachments. All required forms and budget instructions are available with the RFP at: <https://chicookworks.org/request-for-proposals-for-delegate-agencies-wioa-title-i-services/>

Budget Documents



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- Consists of Budget Instructions
- Budget Summary Forms
- Budget Narrative Forms
- Use required forms on the website

Expense Categories



Personnel
and other
Program
Costs

Do not
budget for
Supportive
Services or
Direct
Training
Cost

CHICAGO COOK WORKFORCE PARTNERSHIP		FORM 1A			
BUDGET RECAP					
ADULT or DISLOCATED WORKERS					
2021 PROGRAM					
A. Sub Grantee:	0	E. Contract Number:	0		
B. Vendor Code#:	0	F. Contract Period:	0		
C. Program:	0	G. Award Allocation:	\$0		
D. CFDA#:	0	H. FEIN:	0		
(17,258 WIOA Adult Activates, 17,278 WIOA Dislocated Workers Activities)					
0	I. Budget Summary				
(1)	(2)	(3)	(4)	(5)	(6)
Item of Expenditure	Total Program Cost (\$)	Other Funding Share of Costs (\$)	WIOA Share of Cost (\$)	WIOA % of Total Cost	Staff Time DT
Personnel	0	0	0	0%	0
Fringe Benefit	0	0	0	0%	0
Operating/ Technical	0	0	0	0%	
Professional and Technical Services	0	0	0	0%	
Materials and Supplies	0	0	0	0%	
Equipment	0	0	0	0%	
Other (please specify)	0	0	0	0%	
Indirect Costs	0	0	0	0%	
Fixed Fee	0	0	0	0%	
TOTAL	\$ -	\$ -	\$ -	0%	\$ -
% Supportive Services to Total Budget			#DIV/0!		
% Training Cost to Total Budget			0		
<p>Make sure Budget Summary Form 1 reflects the correct totals from this Budget Recap form 1A before applying authorize signature.</p>					

Chart of Accounts



Cost Categories				
5001	Personnel	5409	Professional and Technical Services	Supportive Services
	Staff Salary and Wages		Temporary Employees	5914 Recognition Events and Activities
			Professional Services	5712 Support Services - Non-Training
5002	Staff Fringe Benefits		Prof & Tech Membership Fees	6007 Support Services - Training Related
	Staff Fringe Benefits		Consultants	Child Care
	Payroll Taxes			Clothing
	Dental Care	5605	Materials and Supplies	Eye Glasses
	Group Health Insurance		Training Supplies	Health Care
	Group Life Insurance		Assessment Tools	Testing Fees
	Pension Admin		Book, Periodicals & Publishing	Transportation
	401K Admin		Computer Operation Supplies	Needs Based Payments
	401K Employer Match		Instructional Supplies	
	Social Security Medicare		Office Supplies	
	Unemployment Compensation			
	Vision Care	5301	Equipment	
	Workmen's Compensation		Computer & Equipment	
	Tuition Reimbursement			
5713	Operating/Technical		Other (please specify)	
	Conferences/Workshops	5406	Incentive Programs	
	Staff Training	5411	Special Programs	
	Registration Fees			
	Local Travel	5410	Fixed Fee	
	Out of Town Travel		Profit	
	Furniture & Fixture			
	Lease Expense	5407	Indirect Costs	
	Software		Indirect Costs	
	Depreciation Expense			
	Accounting		Direct Training	
	Auditing	5908	Occupational Classroom Training ITAs	
	Cell Phones	5909	Occupational Classroom Training Non ITAs	
	Payroll Processing Fees	5901	Academic Remediation/Pre-vocational Services	
	Telephone	5903	Bridge Programs	
	Business Owners Insurance	5915	Stipends	
	Directors & Officers Insurance	5904	Customized Training	
	Errors & Omissions	5910	On-the-Job Training OJT	
	Insurance-multi-peril	5911	Paid Work Experience-Wages	
	Professional Insurance	5912	Paid Work Experience-Fringe	
	Unemployment Insurance	5913	Paid Work Experience-Taxes	
	Advertising/Marketing	5902	Apprenticeships/Internships	
	Conference Calls			
	Delivery & Postage			

Electronic Submission



EMAIL

Subject Line: “Delegate Title I Provider-Org Name”

Body: List of email attachments

+ org info

+ request for e-signature follow-up if applicable

A
T
T
A
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1. “Delegate_OrgName_Checklist”

Proposal Checklist

2. “Delegate_OrgName_Program”

Program proposal + attachments and required forms

3. “Delegate_OrgName_Fiscal”

Fiscal narrative + fiscal attachments

4. “Delegate_OrgName_BudgetNarrative”

Budget Narrative

5. “Delegate_OrgName_Budget”

Budget

Email proposals to:

DelegateRFP@chicookworks.org

By 4:00 PM CDT on July 30, 2021

Full submittal instructions are in RFP Section IX: Submittal Procedure and Requirements. Instructions outline formatting requirements, attachment contents and file format, deadlines, etc.

Electronic Submission



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Technical Problems with Electronic Submission

- **Prior to 12:00 PM CDT on July 30, 2021:**
Email RFPquestions@chicookworks.org with subject line “ Delegate Agency submission problem” to explain problem.
- **Between 12:00 – 4:00 PM CDT on July 30 ,2021*:**
Email RFPquestions@chicookworks.org with subject line “Delegate Agency submission problem” to explain problem.

And call:

**RFP Submission Support Hotline
(312) 848-7174**

*The hotline will not be staffed at any other time.

Full submittal instructions are in RFP Section IX: Submittal Procedure and Requirements. Instructions outline formatting requirements, attachment contents and file format, deadlines, etc.



QUESTIONS?

Type your questions into the
Go To Webinar Questions function

Email additional questions by **4:00 PM CDT on July 12, 2021**, with subject line “Delegate Agency” to:

RFPquestions@chicookworks.org

A Q&A page will appear on The Partnership website on July 20, 2021, at:
<https://chicookworks.org/our-network/request-for-proposals/>

No answers are considered final until posted on The Partnership’s website.



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Thank You!!!



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