Request For Proposals
Delegate Agency Title I Provider
Bidders’ Conference

June 29, 2021
Housekeeping

Enter your questions or technical issues here.

Participants are muted.
Presenters

**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

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Agenda

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

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/](https://chicookworks.org/request-for-proposals-for-delegate-agencies-wioa-title-i-services/)

Questions → RFPquestions@chicookworks.org

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Background

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8. Questions
About The Partnership

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

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
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

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

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Delegate Agency Proposal Key Points

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

<table>
<thead>
<tr>
<th>Chicago Communities</th>
<th>Suburban Cook Municipalities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auburn Gresham</td>
<td>Bellwood</td>
</tr>
<tr>
<td>Austin</td>
<td>Berwyn</td>
</tr>
<tr>
<td>Bronzeville</td>
<td>Blue Island</td>
</tr>
<tr>
<td>Calumet Heights</td>
<td>Calumet City</td>
</tr>
<tr>
<td>Chatham</td>
<td>Chicago Heights</td>
</tr>
<tr>
<td>Garfield Park (East &amp; West)</td>
<td>Cicero</td>
</tr>
<tr>
<td>Greater Englewood</td>
<td>Country Club Hills</td>
</tr>
<tr>
<td>Greater Grand Crossing</td>
<td>Dixmoor</td>
</tr>
<tr>
<td>Humboldt Park</td>
<td>Dolton</td>
</tr>
<tr>
<td>Little Village</td>
<td>Harvey</td>
</tr>
<tr>
<td>Marquette Park</td>
<td>Lansing</td>
</tr>
<tr>
<td>New City</td>
<td>Maywood</td>
</tr>
<tr>
<td>Near and Lower West Side</td>
<td>Park Forest</td>
</tr>
<tr>
<td>North Lawndale</td>
<td>Phoenix</td>
</tr>
<tr>
<td>Roseland</td>
<td>Riverdale</td>
</tr>
<tr>
<td>West Lawn</td>
<td>South Holland</td>
</tr>
<tr>
<td>Woodlawn</td>
<td></td>
</tr>
<tr>
<td>South Chicago</td>
<td></td>
</tr>
<tr>
<td>South Shore</td>
<td></td>
</tr>
</tbody>
</table>
Target Population

➢ 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

➢ 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

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Roles and Responsibilities

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   - Relationships
   - Job Seeker Services
   - Employer Services
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Roles and Relationships

Delegate Agency

Business Customers

Connects businesses to skilled workers
Connects jobseekers to opportunities

Sharing job leads with the rest of the workforce system
Working with the American Job Centers and network of agencies

Job Seekers
Community

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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

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WIOA Job Seeker Services

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

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

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Business Services

Listed 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

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### Performance Measures

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

- 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 of 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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   ➢ Fiscal Components
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8. Questions
Funding and Performance Period

➢ Funding is awarded for each WIOA Title:

<table>
<thead>
<tr>
<th>WIOA Title I</th>
<th>PY 20 Funding Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult</td>
<td>$90,000-$217,000</td>
</tr>
<tr>
<td>Dislocated Worker</td>
<td>$100,000-$545,000</td>
</tr>
</tbody>
</table>

➢ 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

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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

➢ Entities who had a previous contracted 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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   ➢ Employer Services
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   ➢ Electronic Submission

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## Evaluation Criteria and Selection Process

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>POINT VALUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organizational Structure and Capacity for serving Community/Target Population</td>
<td>25</td>
</tr>
<tr>
<td>Program Narrative: Job Seeker Services</td>
<td>20</td>
</tr>
<tr>
<td>Program Narrative: Business Services</td>
<td>15</td>
</tr>
<tr>
<td>Past Performance and Planned Outcomes</td>
<td>15</td>
</tr>
<tr>
<td>Financial Structure and Fiscal Plan</td>
<td>25</td>
</tr>
<tr>
<td><strong>Total Points Available</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>
Evaluation and Selection Process

Partnership Recommendations → Service Delivery Committee Review → Chicago Cook Workforce Development Board Review
Submittal Procedures and Process

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Proposal Program Response

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

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

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Fiscal Component

Budgets for each applicable WIOA Title (Adult and/or Dislocated Worker)
Budget Narratives
  (Follow Budget Instructions)

Fiscal Narrative (response to Fiscal Questions 1-14)

Fiscal Proposal

Required Fiscal Forms:
Fiscal Questionnaire
Segregation of Duties Form

Attachments (as Applicable):
IRS W-9 Taxpayer Identification Number Certificate
501(c)(3) letter
Certificate of Good Standing
Most recent audited financial statements
List of Board members
Cost allocation plan
Indirect cost rate determination letter

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

➢ Consists of Budget Instructions
➢ Budget Summary Forms
➢ Budget Narrative Forms
➢ Use required forms on the website
### Expense Categories

#### Personnel and other Program Costs

<table>
<thead>
<tr>
<th>Item of Expenditure</th>
<th>Total Program Cost ($)</th>
<th>Other Funding Share of Costs ($)</th>
<th>WIOA Share of Cost ($)</th>
<th>WIOA % of Total Cost</th>
<th>Staff Time</th>
<th>DT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Fringe Benefit</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
<td>0</td>
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<tr>
<td>Operating/Technical</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td></td>
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<tr>
<td>Professional and Technical Services</td>
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<td>0</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Materials and Supplies</td>
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<td>0</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td></td>
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<tr>
<td>Equipment</td>
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<td>0</td>
<td>0</td>
<td>0%</td>
<td>0</td>
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<td>Other (please specify)</td>
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<td>0</td>
<td>0%</td>
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<tr>
<td>Indirect Costs</td>
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<td>0</td>
<td>0</td>
<td>0%</td>
<td>0</td>
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<tr>
<td>Fixed Fee</td>
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<td>0</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td></td>
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<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$</strong></td>
<td><strong>$</strong></td>
<td><strong>$</strong></td>
<td><strong>0%</strong></td>
<td><strong>0</strong></td>
<td><strong>DT</strong></td>
</tr>
</tbody>
</table>

**% Supportive Services to Total Budget**

**% Training Cost to Total Budget**

Make sure Budget Summary Form 1 reflects the correct totals from this Budget Recap form 1A before applying authorize signature.

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## Chart of Accounts

<table>
<thead>
<tr>
<th>Cost Categories</th>
<th>Personnel</th>
<th>Professional and Technical Services</th>
<th>Supportive Services</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>5001</strong></td>
<td>Staff Salary and Wages</td>
<td>5409 Temporary Employees</td>
<td>5914 Recognition Events and Activities</td>
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<tr>
<td></td>
<td>Staff Fringe Benefits</td>
<td>5409 Professional Services</td>
<td>5712 Support Services - Non-Training</td>
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<tr>
<td></td>
<td>Staff Fringe Benefits</td>
<td>5409 Supportive Services</td>
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<tr>
<td></td>
<td>Staff Fringe Benefits</td>
<td>5409 Staff Salary and Wages</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Staff Fringe Benefits</td>
<td>5409 Temporary Employees</td>
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</tr>
<tr>
<td><strong>5002</strong></td>
<td>Staff Salary and Wages</td>
<td>5409 Professional and Technical Services</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Staff Salary and Wages</td>
<td>5409 Supportive Services</td>
<td></td>
</tr>
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<td></td>
<td>Staff Salary and Wages</td>
<td>5409 Staff Fringe Benefits</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Staff Salary and Wages</td>
<td>5409 Payroll Taxes</td>
<td></td>
</tr>
<tr>
<td><strong>5713</strong></td>
<td>Staff Salary and Wages</td>
<td>5409 Dental Care</td>
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<td>Staff Salary and Wages</td>
<td>5409 Materials and Supplies</td>
<td></td>
</tr>
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<td></td>
<td>Staff Salary and Wages</td>
<td>5409 Group Health Insurance</td>
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<tr>
<td></td>
<td>Staff Salary and Wages</td>
<td>5409 Group Life Insurance</td>
<td></td>
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<tr>
<td></td>
<td>Staff Salary and Wages</td>
<td>5409 Pension Admin</td>
<td></td>
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<tr>
<td></td>
<td>Staff Salary and Wages</td>
<td>5409 401K Admin</td>
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<tr>
<td></td>
<td>Staff Salary and Wages</td>
<td>5409 401K Employer Match</td>
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<tr>
<td><strong>5301</strong></td>
<td>Staff Salary and Wages</td>
<td>5409 Social Security Medicare</td>
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<td>Staff Salary and Wages</td>
<td>5409 Unemployment Compensation</td>
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<tr>
<td><strong>5915</strong></td>
<td>Staff Salary and Wages</td>
<td>5409 Vision Care</td>
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<td></td>
<td>Staff Salary and Wages</td>
<td>5409 Workmen's Compensation</td>
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<td></td>
<td>Staff Salary and Wages</td>
<td>5409 Tuition Reimbursement</td>
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</tr>
</tbody>
</table>

### Operating/Technical

<table>
<thead>
<tr>
<th>Cost Categories</th>
<th>5406 Incentive Programs</th>
<th>5411 Special Programs</th>
<th>5410 Fixed Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conference/Workshops</td>
<td>5406 Incentive Programs</td>
<td>5411 Special Programs</td>
<td>5410 Fixed Fee</td>
</tr>
<tr>
<td>Staff Training</td>
<td>5406 Incentive Programs</td>
<td>5411 Special Programs</td>
<td>5410 Fixed Fee</td>
</tr>
<tr>
<td>Registration Fees</td>
<td>5406 Incentive Programs</td>
<td>5411 Special Programs</td>
<td>5410 Fixed Fee</td>
</tr>
<tr>
<td>Local Travel</td>
<td>5406 Incentive Programs</td>
<td>5411 Special Programs</td>
<td>5410 Fixed Fee</td>
</tr>
<tr>
<td>Out of Town Travel</td>
<td>5406 Incentive Programs</td>
<td>5411 Special Programs</td>
<td>5410 Fixed Fee</td>
</tr>
<tr>
<td>Furniture &amp; Fixture</td>
<td>5406 Incentive Programs</td>
<td>5411 Special Programs</td>
<td>5410 Fixed Fee</td>
</tr>
<tr>
<td>Lease Expense</td>
<td>5406 Incentive Programs</td>
<td>5411 Special Programs</td>
<td>5410 Fixed Fee</td>
</tr>
<tr>
<td>Software</td>
<td>5406 Incentive Programs</td>
<td>5411 Special Programs</td>
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</table>

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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

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.

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Electronic Submission

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.

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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.
Thank You!!!

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@ChiCookWorks  @ChiCookWorks2012

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