



CHICAGO COOK
WORKFORCE PARTNERSHIP

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Request For Proposals Career Pathways Training Bidders' Conference

June 30, 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

Amy Santacaterina
Director of WIOA Programs

Anne Hogan
Occupational Training Manager

Oscar De Luna
Accountant

David Swanson
Business Relations Specialist

Agenda



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1. Welcome
2. Submission and Review Timeline
3. Background
 - Overview of the Partnership
 - Purpose of the RFP
4. Career Pathway Training Provider Role and Responsibilities
 - Career Pathway Definition
 - WIOA and Program Requirements
 - Performance, Deliverables and Reporting
 - Performance Measures
5. Eligible Respondents and Funding Period
6. Evaluation Criteria and Selection Process
7. Electronic Submittal Procedures and Requirements
 - Proposal Components
 - Fiscal Components
 - Electronic Submission
8. Questions

Submission and Review Timeline



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2021

- ▼ **June 22-** RFP release
- ▼ **June 30-** Bidder webinar
- ▼ **July 8-**RFP questions due at 4:00 PM
- ▼ **July 16 -** RFP Q&A posted on Partnership website
- ▼ **August 2 -Proposals due at 4:00 PM**
- ▼ **August -** Review, selection, notification
- ▼ **October 1 -** Anticipated contract start

Questions → CareerpathRFPquestions@chicookworks.org

Proposals → CareerpathRFP@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 Suburban 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), 90+ community-based organizations or delegate agencies 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.
 - Prioritize serving disadvantaged communities of color
 - All 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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Purpose: To identify innovative proposals for the delivery of Career Pathways Training in high growth and high demand sectors. Selected Programs will provide comprehensive career coaching, technical training and supportive services that will equip job seekers with the needed educational and vocational skills necessary to secure career pathway employment. Training must occur within one of the following high-growth and high demand industries:

- Business & Professional Services
- Healthcare
- Information Technology
- Manufacturing
- Retail, Culinary & Hospitality
- Transportation Distribution and Logistics
- Construction

Note: A new policy was recently issued by the State removing some programs from the Demand Occupation Training List. The Partnership will petition the State to add any removed programs back on the list.

Purpose of the RFP



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The Partnership seeks proposals that:

1. Demonstrate an ability to successfully train and equip participants with the skills necessary to secure middle-skilled employment that leads to a career pathway;
2. Provide quality training for in demand occupations that meets industry standards;
3. Include staff expertise in providing proactive career coaching, planning and guidance within the selected industry;
4. Demonstrate an ability to adapt curriculum and instructional methods to meet the needs of people with different learning styles;
5. Provide an opportunity to earn industry recognized credentials;
6. Provide evidence of significant employer involvement with curriculum and program design;
7. Provide evidence of placing participants in training-related jobs that exceed The Partnership's WIOA performance wage outcomes (currently at \$15.00 per hour for adults and \$19.23 per hour for dislocated workers).
8. Demonstrate a capacity to administer and track supportive services assistance; and
9. Demonstrate a capacity to record participant progress or skills gains.

Provider Roles and Responsibilities



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Career Pathway Training Programs



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Under WIOA, “Career Pathways” is defined as:

A combination of rigorous and high-quality education, training, and other services that:

- Aligns with the skill needs of industries in the economy of the State or regional economy involved;
- Prepares an individual to be successful in any of a full range of secondary or postsecondary education options, including registered apprenticeships;
- Includes counseling to support an individual in achieving the individual’s education and career goals;
- Includes, as appropriate, education offered concurrently with and in the same context workforce preparation activities and training for a specific occupation or occupational cluster; and
- Organizes education, training, and other services to meet the particular needs of an individual in a manner that accelerates the educational and career advancement of the individual to the extent practicable.



Career Pathway Training Programs



Quality-Focused



Employer-Driven



Customer-Centered

WIOA Requirements: Career Pathways

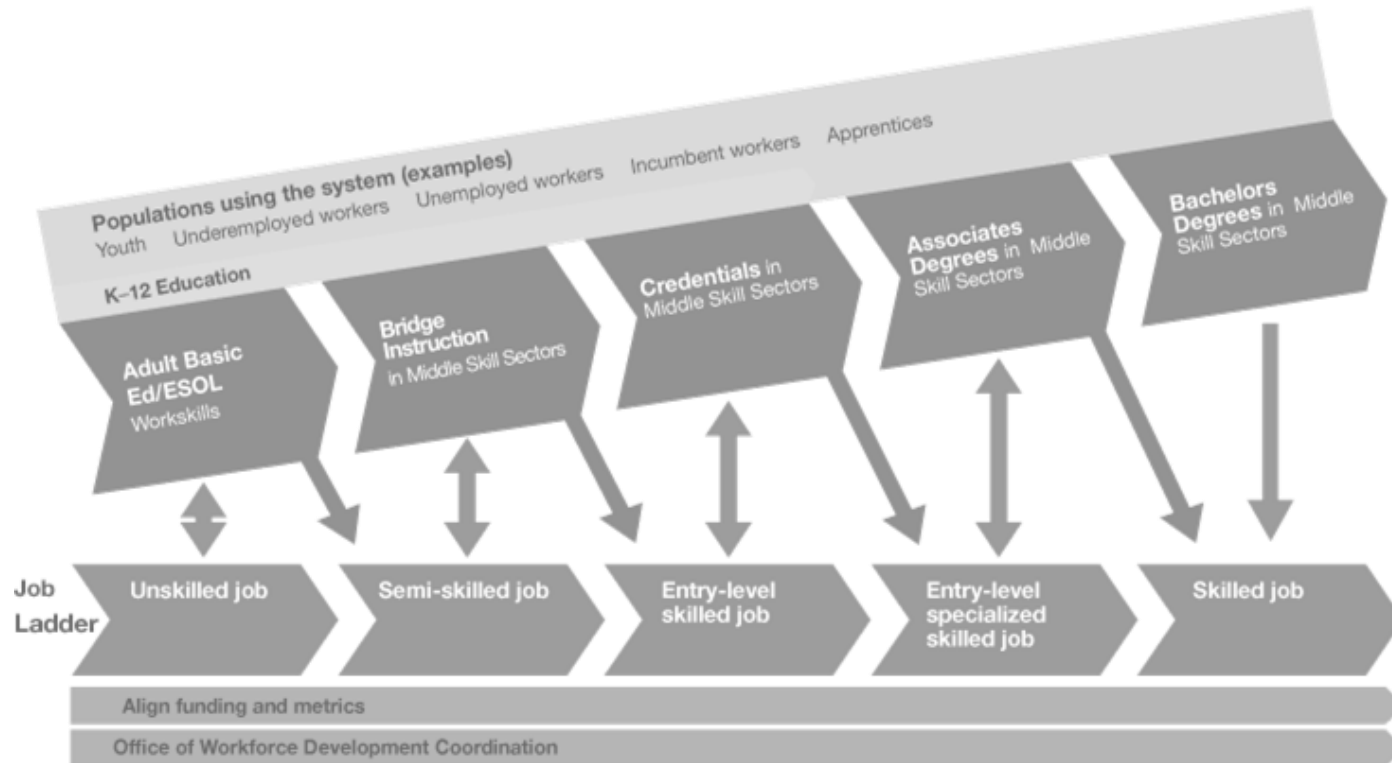


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Career Pathways approach to services:

- Align with the skill needs of industries
- Help an individual enter or advance



Source: Adapted from the Center for Law and Social Policy

WIOA Requirements: 2 Populations



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Adult

- Adults receiving public assistance
- Individuals who are basic skills deficient
- Other low-income individuals
- Veterans are also a priority for both Adult and dislocated Worker

Dislocated Workers

- Person who has been laid off, terminated or received notice of termination or layoff
- Unlikely to return to previous industry or occupation
- Displaced homemaker
- Was self employed but is unemployed because of economic conditions or natural disaster

Career Pathway Training Program Design



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Basic Services

- Recruiting and Orientation
- Assessment and Screening
- WIOA Eligibility Determination

Individualized Services

- Career Coaching and Planning
- IEP Development
- Supportive Services

Career Pathway Training

- Bridge Training (Basic Skills Remediation)
- Career Pathways Training (Occupational Training)
- Work Experience
- On the Job Training
- Customized Training

Placement and Follow Up

- Employer Services
- Placement within field of training
- 12 Month of follow up
- Retention and Advancement



Basic Services

- **Recruiting and Orientation:** Overview of your targeted industry, labor market data, occupations average earnings, pre-requisites
- **Assessment and Screening:** Interests surveys, aptitude tests, basic skills tests (TABE or CASAS testing)
- **WIOA Eligibility Determination:** Complete an intake and collect all eligibility documentation



Individualized Services: Career Coaching and Planning

- **Career Coaching and Planning:** Each participant must have a Career coach to assist in tracking customer progress
- **IEP Development:** A living plan that identifies career goals, milestones and resources provided. May include basic skills remediation if needed
- **Supportive Services:** Financial assistance provided to customers such as transportation assistance, equipment, uniforms etc.



Career Pathway Training

- **Basic Skills Remediation (Bridge) Training:** Describe how and if your program will address /serve individuals who test below 8th grade in reading and math
- **Career Pathways Training:** Your proposed training curriculum. Must be approved by an accrediting body and result in a credential. Should be informed by businesses and reflect industry standards.
- **Options for additional training:** On the Job Training, Customized Training and /or Paid Work Experience

Placement & Follow Up Services



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Placement, Employer Services and Follow Up

- **Employer Services:** Respondents should have established relationships with employers. Connect graduates to employers. Conduct hiring events. Invite employers to speak with students. Develop internship sites.
- **Placement within field of training:** Goals is not just placement but placement within the field of training.
- 12 Month of follow up
- **Retention and Advancement:** Goal for participants to move up along career pathway ladder

Performance Measures



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Performance Measures	Definition	Adult	Dislocated Worker	Youth
2 nd Quarter Employment	The percentage of participants who are in unsubsidized employment during the second quarter after exit.	73%	81%	72.5%
4 th Quarter Employment	The percentage of participants who are in unsubsidized employment in the fourth quarter after exit.	71%	80%	70%
Median Earnings	The median earnings of participants who are in the second quarter after exit.	\$6,500	\$10,000	\$3,275
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%	67.5%
Skills Gains	The percentage of participants enrolled in a training or education program who show documented skills gains during a program year.	47%	44%	33%

Other Deliverables



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- Number of enrollments
- Number of students with a measurable skills gain
- Number of total served
- Number of “Graduates” or successful completers
- Number or credentials earned
- Number of individuals placed
- Number of training related placements
- Proposed average hourly wage
- Overall cost per served
- Overall cost per placement

Eligible Respondents and Funding Period



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Funding and Performance Period



- Funding is awarded for each WIOA Title:

WIOA Title I	PY 20 Funding Range
Adult	\$206,357 to \$225,000
Dislocated Worker	\$102,534-\$217,500

- **Grant Agreements for those selected will be effective for an initial one-year performance period October 1, 2021 – September 30, 2022**

	Adult	Dislocated
Total Funds Available	\$1,000,000	\$750,000

- Contracts are cost-reimbursement
- Awards are **renewable for four (4) additional one-year terms** contingent 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



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- 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 have a minimum of two years experience implementing a skills training or occupational bridge program. Training programs must be approved by an accrediting body.**
- Additionally, respondents must be eligible to do business with the City of Chicago, Cook County, and the State of Illinois.
- Career Pathway Providers may be a **single entity** (public, private, or nonprofit) or a **consortium** of entities.

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.

Eligible Respondents



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Ineligible respondents:

- 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, or City department.
- 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.



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Evaluation Criteria and Selection Process

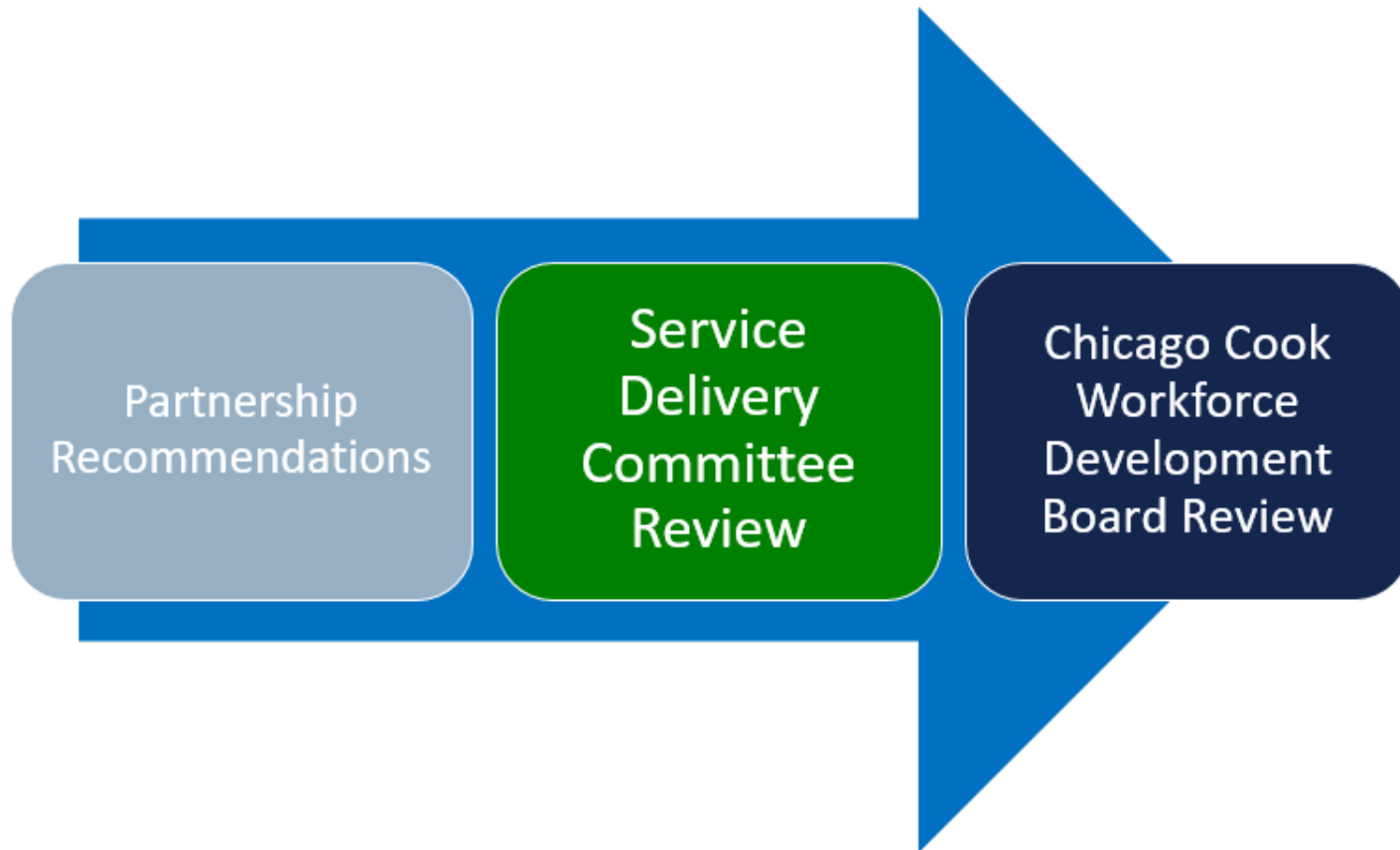


CRITERIA	POINT VALUE
Organizational Structure and Training Need	20
Program Design	40
Past Performance and Planned Outcomes	15
Financial Structure and Fiscal Plan	25
Total Points Available	100

Evaluation Process



Evaluation and Selection Process



Submittal Procedures and Process



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- Purpose of The RFP
- WIOA and the One Stop System
- Existing AJC Locations

4. AJC 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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Proposal Program Response



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Executive Summary

- Online Leadership Demographic Survey
- Brief Summary
- Identify training sector and occupations
- Amount of funding
- 2-page limit

Program Narrative

- Response to Questions #1-30
- Required Program Forms
- Resumes and Job Descriptions
- Curriculum Outline/Syllabus
- Career Pathway Map
- 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 30)
- Required Program Forms
- Staff Resumes



Fiscal Proposal

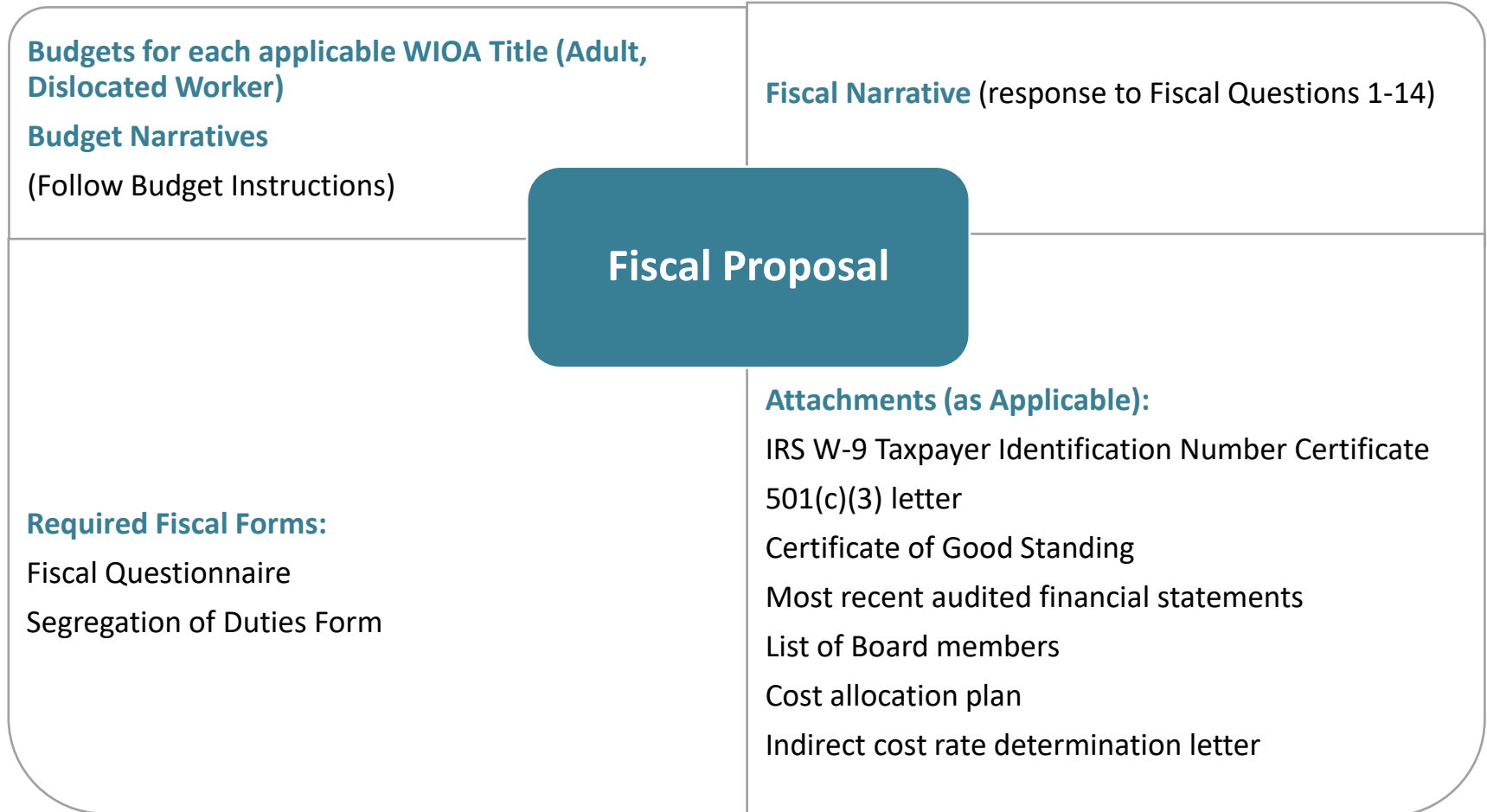
- Fiscal Narrative (Questions 1-14)
- Budget and Budget Narratives per Title
- Cost Allocation Plan
- List of Board Members
- Required Fiscal Forms
- Audited Financial Statements
- Applicable documents

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-career-pathway-training-program/>

Budget Documents



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

<https://chicookworks.org/request-for-proposals-for-career-pathway-training-program/>

Expense Categories



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FORM 1



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**WORKFORCE PARTNERSHIP
BUDGET SUMMARY
Form 1 (Adult or Dislocated Worker)**

A. Sub Grantee: _____ E. Contract Number: _____
 B. Vendor Code#: _____ F. Contract Period: _____
 C. Program: _____ G. Award Allocation: _____
 D. CFDA#: _____ H. FEIN: _____

**Personnel
and other
Program
Costs**

(1) Item of Expenditure	(2) Total Program Cost (\$)	(3) Other Funding Share of Costs (\$)	(4) WIOA Share of Cost (\$)	(5) WIOA % of Total Cost
Other Program Costs	0	0	0	0%
Support Services	0	0	0	0%
TOTAL	\$ -	\$ -	\$ -	0%

**J: Sub-grantee
Authorization**

Signature of Chief
Financial Officer (or
equivalent)

Name (Type
or print)

Title (Type
or print)

**K: Chicago Cook Workforce Partnership
Authorization**

Signature of Chief Financial Officer (or
equivalent) Date

Jose Mota

Name (Type or print)

Controller

Title (Type or print)

**Do not
budget for
Direct
Training
Cost**

Make sure Budget Recap Form 1A is included with this Budget Summary Form 1

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: "Career Pathway Training Provider-Org Name"

Body: List of email attachments

+ org info

+ request for e-signature follow-up if applicable

A
T
T
A
C
H
M
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S

1. "CPT_OrgName_Checklist"

Proposal Checklist

2. "CPT + Proposed Industry Training + OrgName
_Program"

Program proposal including attachments

3. "CPT + Proposed Industry Training +OrgName_Fiscal"

Fiscal narrative + fiscal attachments

4. "CPT + OrgName_BudgetNarrative"

Budget Narrative

5. "CPT + _OrgName_Budget"

Budget

Email proposals to:

CareerpathRFP@chicookworks.org

By 4:00 PM CDT August 2, 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 1:00 PM CDT on August 2, 2021:**
Email CareerpathRFPquestions@chicookworks.org with subject line “Career Path submission problem” to explain problem.
- **Between 1:00 – 4:00 PM CDT on August 2, 2021*:**
Email CareerpathRFPquestions@chicookworks.org with subject line “AJC 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 8, 2021** with subject line
“CareerPath” to: CareerpathRFPquestions@chicookworks.org

A Q&A page will appear on The Partnership website on July 16th at:
<https://chicookworks.org/our-network/request-for-proposals/>

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

Submission and Review Timeline



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Proposals → CareerpathRFP@chicookworks.org



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