Request For Proposals
Career Pathways Training
Bidders’ Conference

June 30, 2021
Housekeeping

Participants are muted.

Enter your questions or technical issues here.

Request For Proposals Bidders Webinar

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Presenters

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

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Agenda

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

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Submission and Review Timeline

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](mailto:CareerpathRFPquestions@chicookworks.org)

Proposals ➔ [CareerpathRFP@chicookworks.org](mailto:CareerpathRFP@chicookworks.org)
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
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

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

➢ 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

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

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.

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Provider Roles and Responsibilities

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8. Questions
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

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WIOA Requirements: Career Pathways

Career Pathways approach to services:

- Align with the skill needs of industries
- Help an individual enter or advance
### WIOA Requirements: 2 Populations

#### 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

**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

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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

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

<table>
<thead>
<tr>
<th>Performance Measures</th>
<th>Definition</th>
<th>Adult</th>
<th>Dislocated Worker</th>
<th>Youth</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2nd Quarter Employment</strong></td>
<td>The percentage of participants who are in unsubsidized employment during the second quarter after exit.</td>
<td>73%</td>
<td>81%</td>
<td>72.5%</td>
</tr>
<tr>
<td><strong>4th Quarter Employment</strong></td>
<td>The percentage of participants who are in unsubsidized employment in the fourth quarter after exit.</td>
<td>71%</td>
<td>80%</td>
<td>70%</td>
</tr>
<tr>
<td><strong>Median Earnings</strong></td>
<td>The median earnings of participants who are in the second quarter after exit.</td>
<td>$6,500</td>
<td>$10,000</td>
<td>$3,275</td>
</tr>
<tr>
<td><strong>Credential Attainment</strong></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>
<td>67.5%</td>
</tr>
<tr>
<td><strong>Skills Gains</strong></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>
<td>33%</td>
</tr>
</tbody>
</table>
Other Deliverables

- 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:

<table>
<thead>
<tr>
<th>WIOA Title I</th>
<th>PY 20 Funding Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult</td>
<td>$206,357 to $225,000</td>
</tr>
<tr>
<td>Dislocated Worker</td>
<td>$102,534-$217,500</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th></th>
<th>Adult</th>
<th>Dislocated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Funds Available</td>
<td>$1,000,000</td>
<td>$750,000</td>
</tr>
</tbody>
</table>

➢ 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

➢ 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

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, 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.
Evaluation Criteria and Selection Process

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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 Training Need</td>
<td>20</td>
</tr>
<tr>
<td>Program Design</td>
<td>40</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 Process

- **Proposal Review**
- **Past Performance Review**
- **Fiscal Review**

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Evaluation and Selection Process

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

1. Welcome
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3. Background
   ➢ Overview of The Partnership
   ➢ 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
   ➢ Electronic Submission
8. Questions
Proposal Program Response

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

**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

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Fiscal Component

Budgets for each applicable WIOA Title (Adult, 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-career-pathway-training-program/
Budget Documents

➢ 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**

### Personnel and Other Program Costs

### Do not budget for Direct Training Cost

<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 ($)</th>
<th>WIOA % of Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Program Costs</td>
<td></td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Support Services</td>
<td></td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>$</strong></td>
<td><strong>$</strong></td>
<td><strong>$</strong></td>
</tr>
</tbody>
</table>

J: Sub-grantee Authorization

K: Chicago Cook Workforce Partnership Authorization

Signature of Chief Financial Officer (or equivalent) 

Name (Type or print)  

Title (Type or print)  

Make sure Budget Recap Form 1A is included with this Budget Summary Form 1
<table>
<thead>
<tr>
<th>Cost Categories</th>
<th>5001 Personnel</th>
<th>5409 Professional and Technical Services</th>
<th>Supportive Services</th>
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</thead>
<tbody>
<tr>
<td>Staff Salary and Wages</td>
<td>Staff Fringe Benefits</td>
<td>Temporary Employees</td>
<td>5914 Recognition Events and Activities</td>
</tr>
<tr>
<td>5002 Staff Fringe Benefits</td>
<td></td>
<td>Prof &amp; Tech Membership Fees</td>
<td>5712 Support Services - Non-Training</td>
</tr>
<tr>
<td>Staff Fringe Benefits</td>
<td></td>
<td>Consultants</td>
<td>6007 Support Services - Training Related</td>
</tr>
<tr>
<td>Payroll Taxes</td>
<td></td>
<td>Child Care</td>
<td></td>
</tr>
<tr>
<td>Dental Care</td>
<td>5605 Materials and Supplies</td>
<td>Eye Glasses</td>
<td></td>
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<tr>
<td>Group Health Insurance</td>
<td></td>
<td>Training Supplies</td>
<td>Health Care</td>
</tr>
<tr>
<td>Group Life Insurance</td>
<td></td>
<td>Assessment Tools</td>
<td>Testing Fees</td>
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<tr>
<td>Pension Admin</td>
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<td>Book, Periodicals &amp; Publishing</td>
<td>Transportation</td>
</tr>
<tr>
<td>401K Admin</td>
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<td>Computer Operation Supplies</td>
<td>Needs Based Payments</td>
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<tr>
<td>401K Employer Match</td>
<td></td>
<td>Instructional Supplies</td>
<td></td>
</tr>
<tr>
<td>Social Security Medicare</td>
<td></td>
<td>Office Supplies</td>
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<tr>
<td>Unemployment Compensation</td>
<td></td>
<td></td>
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<tr>
<td>Vision Care</td>
<td>5301 Equipment</td>
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<tr>
<td>Workmen's Compensation</td>
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<td>Computer &amp; Equipment</td>
<td></td>
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<tr>
<td>Tuition Reimbursement</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5713 Operating/Technical</td>
<td>Other (please specify)</td>
<td></td>
<td></td>
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<tr>
<td>Conferences/Workshops</td>
<td>Staff Training</td>
<td>5406 Incentive Programs</td>
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<tr>
<td>Staff Training</td>
<td>Registration Fees</td>
<td>5411 Special Programs</td>
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<td>Registration Fees</td>
<td>Local Travel</td>
<td>5410 Fixed Fee</td>
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<td>Local Travel</td>
<td>Out of Town Travel</td>
<td>Profit</td>
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<td>Furniture &amp; Fixture</td>
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<td>Lease Expense</td>
<td>5407 Indirect Costs</td>
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<td>Software</td>
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<td>Depreciation Expense</td>
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<td>Depreciation Expense</td>
<td>Accounting</td>
<td>Direct Training</td>
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<td>Auditing</td>
<td>5908 Occupational Classroom Training ITAs</td>
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<tr>
<td>Auditing</td>
<td>Cell Phones</td>
<td>5909 Occupational Classroom Training Non ITAs</td>
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<td>Cell Phones</td>
<td>Payroll Processing Fees</td>
<td>5901 Academic Remediation/Pre-vocational Services</td>
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<tr>
<td>Payroll Processing Fees</td>
<td>Telephone</td>
<td>5903 Bridge Programs</td>
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<td>Business Owners Insurance</td>
<td>5915 Stipends</td>
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<td>Business Owners Insurance</td>
<td>Directors &amp; Officers Insurance</td>
<td>5904 Customized Training</td>
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<td>Directors &amp; Officers Insurance</td>
<td>Errors &amp; Omissions</td>
<td>5910 On-the-Job Training OJT</td>
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<tr>
<td>Errors &amp; Omissions</td>
<td>Insurance-multi-peril</td>
<td>5911 Paid Work Experience-Wages</td>
<td></td>
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<tr>
<td>Insurance-multi-peril</td>
<td>Professional Insurance</td>
<td>5912 Paid Work Experience-Fringe</td>
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<tr>
<td>Professional Insurance</td>
<td>Unemployment Insurance</td>
<td>5913 Paid Work Experience-Taxes</td>
<td></td>
</tr>
<tr>
<td>Unemployment Insurance</td>
<td>Advertising/Marketing</td>
<td>5902 Apprenticeships/Internships</td>
<td></td>
</tr>
<tr>
<td>Advertising/Marketing</td>
<td>Conference Calls</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conference Calls</td>
<td>Delivery &amp; Postage</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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

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.

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Electronic Submission

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

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
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Thank You!!!

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