



CHICAGO COOK  
WORKFORCE PARTNERSHIP

A proud partner of the AmericanJobCenter® network

2012

Celebrating 10 Years

2022

REQUEST FOR PROPOSALS:  
**Opportunity Works**  
Sector-Driven Internships for Young Adults in Suburban Cook County  
**Bidder Webinar**

Wednesday, November 9, 2022



# Presenters

---

## **Abram Garcia**

Program Manager, Opportunity Works

## **Joshua Williams**

Program Coordinator, Opportunity Works

# Few Housekeeping Notes

---

- **This meeting will be recorded**
- **Q&A time reserved for the end of meeting**
- **During the presentation, use the chat box to ask questions**
- **Please keep your mic muted to help minimize background noise**
- **This presentation will be shared on The Partnership's website**
  - <https://chicookworks.org/our-network/request-for-proposals/>

# Agenda

---



- I. Submission and Review Timeline**
- II. Background**
  - About The Partnership
  - About Opportunity Works
  - Purpose of RFP
- III. Funding and Performance Period**
- IV. Requested Scope of Services**
- V. Eligible Respondents**
- VI. Proposal and Submission Requirements**
- VII. Evaluation Criteria and Selection Process**
- VIII. Q & A**

# Submission and Review Timeline

- ▼ Oct. 31 RFP release - *Updated 11/8/2022*
- ▼ Nov. 9 Bidder webinar
- ▼ Nov. 14 RFP questions due at 4:00 PM
- ▼ Nov. 16 RFP Q&A posted on Partnership website
- ▼ **Dec. 5 Proposals due by 4:00 PM CDT**
- ▼ Dec. 6-21 Review, selection, notification
- ▼ Jan. 1 Anticipated contract start

Questions → [RFPquestions@chicookworks.org](mailto:RFPquestions@chicookworks.org)

Proposals → [OppWorksRFP@chicookworks.org](mailto:OppWorksRFP@chicookworks.org)

# Background

---



- I. Submission and Review Timeline
- II. **Background**
  - **About The Partnership**
  - **About Opportunity Works**
  - **Purpose of RFP**
- III. Funding and Performance Period
- IV. Requested Scope of Services
- V. Eligible Respondents
- VI. Proposal and Submission Requirements
- VII. Evaluation Criteria and Selection Process
- VIII. Q & A

# 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
- Manages 40+ community-based organizations for other non-WIOA initiatives such as: Construction, Chicago Housing Authority, Public Health, and other community initiatives
- 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

# 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:

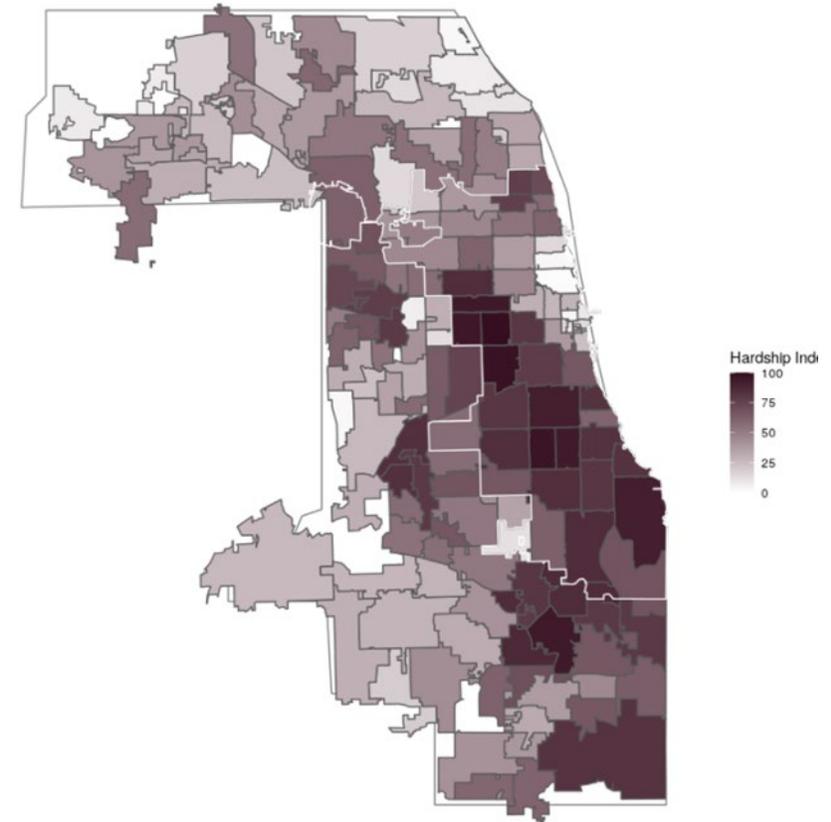
- Designs innovative solutions to address business needs, and,
- Prepares individuals for, and connects them to, career opportunities

# Opportunity Works Background

**Opportunity Works** was created by the Chicago Cook Workforce Partnership at the request of the Offices of the President of Cook County. It was designed to address both the needs of growing businesses and high rates of young adult unemployment in suburban Cook County. The program connects young adults who are out of school and work to career pathways in high-demand, high-growth industries including Manufacturing, Transportation, Distribution & Logistics (TDL), Information Technology (IT), Construction, and Healthcare.

**Opportunity Works** places young adults in subsidized internships, exposes them to viable careers, expands their skill sets, and connects them to the training and resources they need to achieve long-term employment. Services are prioritized for communities with high levels of economic hardship.

## Customized Hardship Index by zip code



Source: US Census ACS (2019) and IDOC (March, 2021), University of Chicago Inclusive Economy Lab

# Purpose of Request for Proposal (RFP)

- Working in conjunction with Cook County's Office of the President, as well as Cook County's Bureau of Economic Development, the Chicago Cook Workforce Partnership (The Partnership) announces the release of funding to organizations providing workforce development services to young adults in suburban Cook County.
- The purpose of this solicitation is to identify and fund organizations that will help employers develop their future workforce by creating opportunities for young adults in the region to engage in career exploration and paid internships.
- In addition, this funding aims to further the mission of the County to serve the broader objective of protecting the health, safety, and welfare of the County by promoting coordinated programming on community level to support the long-term socioeconomic success of community members who have experienced negative health and economic impacts caused by the Covid-19 Pandemic.

# Funding and Performance Period

---



- I. Submission and Review Timeline
- II. Background
  - About The Partnership
  - About Opportunity Works
  - Purpose of RFP
- III. **Funding and Performance Period**
- IV. Requested Scope of Services
- V. Eligible Respondents
- VI. Proposal and Submission Requirements
- VII. Evaluation Criteria and Selection Process
- VIII. Q & A



# Funding and Performance Period

- The Partnership will award funds to entities that demonstrate an ability to effectively deliver and manage services as described herein. All proposals must be comprehensive and address the full scope of services or demonstrate that the respondent plans to partner with other entities that collectively will deliver the full scope of services contemplated by this RFP.
- The Partnership has entered into an agreement with Cook County to support career exploration and paid internships for young adults in high growth sectors critical to the County's economy including Transportation, Distribution, and Logistics, Manufacturing, Information Technology, Construction, and Healthcare.
- The Partnership anticipates funding services from **January 1, 2023, to December 31, 2023**, and expects to award contracts to service providers that deliver programming within the south and west suburbs of Cook County. The Partnership reserves the right to **renew grant agreements for up to (3) three additional one-year extensions, not to exceed 48 months** based on the selected respondent's achievement of specified metrics, funding availability, ability to leverage funds, compliance with the program model and service and administrative requirements, and the grant renewal's conformity with The Partnership's vision for the Chicago Cook Workforce System.

# Requested Scope of Services

---

- I. Submission and Review Timeline
- II. Background
  - About The Partnership
  - About Opportunity Works
  - Purpose of RFP
- III. Funding and Performance Period
- IV. Requested Scope of Services**
- V. Eligible Respondents
- VI. Proposal and Submission Requirements
- VII. Evaluation Criteria and Selection Process
- VIII. Q & A

# Requested Scope of Service

Service providers will be responsible for employer engagement and direct service components of this two-prong program. Service providers must identify eligible youth to participate in each program and provide them with age-appropriate foundational skills training, sector specific training when appropriate, and paid meaningful internships in conjunction with career mentoring and support services.

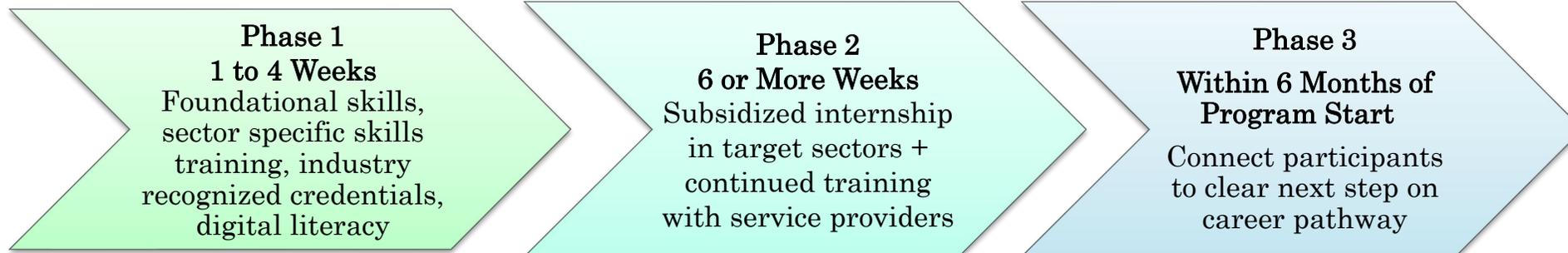
# Sector-Driven Internships for Young Adults



## Opportunity Works

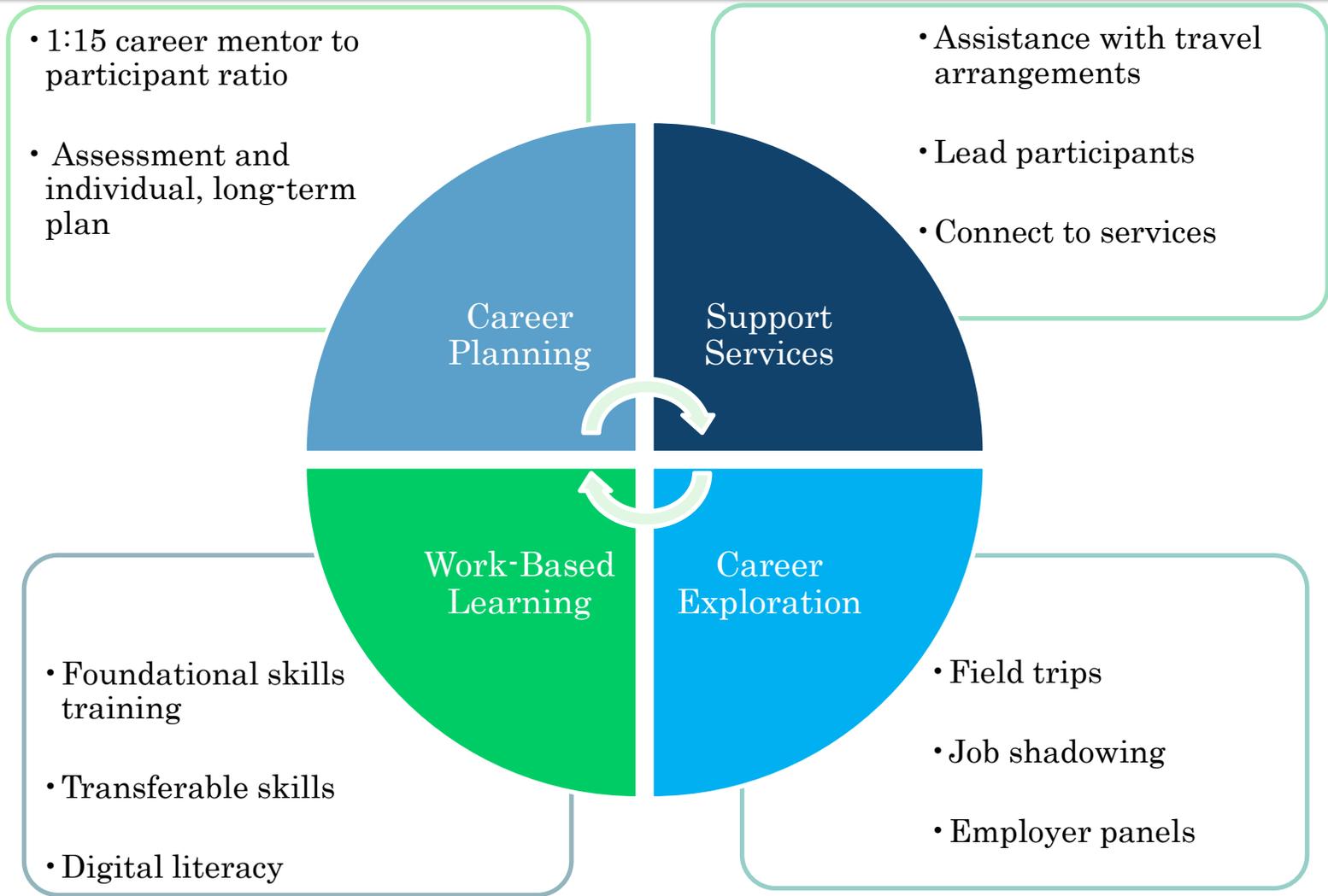
- Offered all year long (January 1 – December 31)
- Serve Suburban Cook County Young Adults **Ages 16-24**
- Serve Opportunity Youth

## Program Design





# Opportunity Works Program Elements



# Opportunity Works: Goals and Metrics



## Building Talent

- Businesses build stronger community connections
- Businesses access resources through public workforce system
- Businesses identify and develop future workforce

## Metrics

- # of employers that host young adults for sector-focused internships

## Career Pathway Development

- Youth earn income while learning about local opportunities
- Youth gain sector-based experience
- Youth access employment and education resources

## Metrics

- # that participate in foundational skills training
- # that participate in career exploration
- # that participate in digital literacy training
- # that begin and complete an internship
- # that transition to a job, workforce program or post-secondary training/education

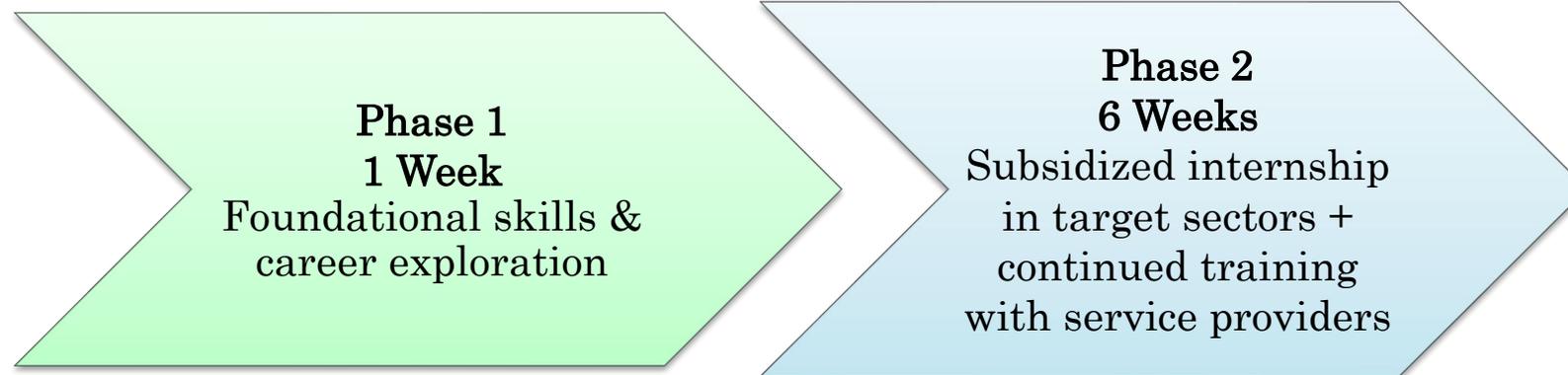
# Sector-Driven Internships for Young Adults



## Opportunity Summer

- Offered during summer months (June – August)
- Serve Suburban Cook County Young Adults **Ages 16-24**

## Program Design



# Opportunity Summer: Goals and Metrics



## Building Talent

- Businesses build stronger community connections
- Businesses access resources through public workforce system
- Businesses identify and develop future workforce

## Metrics

- # of employers that host youth for summer youth internships

## Career Pathway Development

- Youth earn income while learning about local opportunities
- Youth gain work experience
- Youth access employment and education resources

## Metrics

- # that participate in foundational skills training
- # that participate in career exploration
- # that begin and complete an internship

# Program Elements: Employer Supports



## Community Based Organizations build and maintain relationships with Employer Partners to support supervisors and reinforce learning:

- No cost to business for hosting interns
- Multiple points of entry for businesses depending upon their capacity
- Cohort model allows for year-round relationships that produce more meaningful work experiences

# Emphasis on Economic Recovery

Program seeks to promote coordinated programming on community level to support long term socioeconomic success for young adults, families, businesses and other target populations who have experienced negative health and economic impacts caused by the Pandemic

# Target Population

- Suburban Cook County Residents
- Young Adults Ages 16 – 24
- Unemployed
- Out-of-School
- Self or Family Socioeconomic Status Negatively Impacted by Covid-19 Pandemic
- Facing Barriers to Employment
- Living in Income Eligible Household

# Eligible Respondents

---

- I. Submission and Review Timeline
- II. Background
  - About The Partnership
  - About Opportunity Works
  - Purpose of RFP
- III. Funding and Performance Period
- IV. Requested Scope of Services
- V. Eligible Respondents**
- VI. Proposal and Submission Requirements
- VII. Evaluation Criteria and Selection Process
- VIII. Q & A

# 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 (3) years, may submit a proposal for consideration. Minority-owned and women-owned businesses are encouraged to apply.

Additionally, entities are eligible respondents to this RFP only if they:

1. Operates in accordance with Federal, State, and local law.
2. Is currently eligible to do business with the City of Chicago, Cook County, the State of Illinois, and The Partnership.
3. Possess the technical competence, administrative and fiscal capacity, and demonstrated fiduciary responsibility to accomplish the objectives and scope of work stated in this RFP.

# Eligible Respondents

---

For consideration, a respondent must have a direct service location within suburban Cook County or identify in their proposal a location that will be secured for occupancy as of the grant agreement start date if the respondent is selected and awarded a grant. Respondents must indicate their full addresses of administrative offices and each proposed service location identified in their proposals.

# Eligible Respondents - Subcontractors

Respondents may submit proposals in which subcontractors are identified who will provide specific program components. Respondents may also identify organizations with which they will collaborate to enhance the project design. Any collaboration of two or more entities should clearly provide the following information in the narrative portions of the proposal:

- Identify the lead agency for the collaborative partnership
- State the roles and responsibilities of each collaborative partner
- Include an organizational chart for each organization and for the collaborative partnership
- Describe how funds will flow within the collaborative partnership
- Identify the percentage of each partner's fiscal responsibility
- Identify the qualified fiscal agent for the collaborative partnership

# Proposal and Submission Requirements

---

- I. Submission and Review Timeline
- II. Background
  - About The Partnership
  - About Opportunity Works
  - Purpose of RFP
- III. Funding and Performance Period
- IV. Requested Scope of Services
- V. Eligible Respondents
- VI. Proposal and Submission Requirements**
- VII. Evaluation Criteria and Selection Process
- VIII. Q & A

# Proposal Components

## Program Proposal

- Respondent Information Form
- Executive Summary
- Proposal Narrative
- Foundational Skills Curriculum Outline
- Foundational Skills Training Schedule
- Letters of Commitment/MOUs with Employers and other Partners
- Timeline of Activities



## Fiscal Proposal

- Budget and Narrative
- Completed W-9 Request for Taxpayer Identification Number and Certification
- List of Board Members
- IRS 501(c)(3) Tax Exemption Determination Letter (required only if applicable)
- Certificate of Good Standing
- Cost Allocation Plan
- Indirect Cost of Determination Letter (required only if applicable)
- Most Recent Audited Financial Statements
- Fiscal Policies and Procedures

RFP with all proposal instructions can be found at <https://chicookworks.org/our-network/request-for-proposals/>

# Fiscal Proposal

---

## Fiscal Proposal Includes

- Budget
- Narrative: Non-Personnel Justification Sheet
- Required Documents to Submit with Proposal

# Budget Documents

---

- General Instructions
- Budget Summary Form
- Personnel Budget Form
- Non-Personnel Budget Form
- Narrative: Non-Personnel Justification Sheet

Use required forms from website:

<https://chicookworks.org/our-network/request-for-proposals/>

# Electronic Submission

## Email

Subject Line: “Opportunity Works 2023 – Agency Name”

Body: Opportunity Works 2023 RFP

List of email attachments

Org info

\*Request for e-signature follow-up if applicable

A  
t  
t  
a  
c  
h  
m  
e  
n  
t  
s

1. “**OppWorks2023\_AgencyName\_Program**”  
Program proposal including all forms and attachments (PDF)

2. “**OppWorks2023\_AgencyName\_Fiscal**”  
Fiscal proposal including all forms and attachments (PDF)

3. “**OppWorks2023\_AgencyName\_Budget**”  
Budget (Excel)

**Email proposals to:**  
OppWorksRFP@chicookworks.org  
**By 4:00 PM CDT on**  
**Monday, December 5, 2022**

## Technical Problems with Submission

- If respondent is experiencing a technical problem when submitting proposal (e.g., file size is too large), immediately email [RFPquestions@chicookworks.org](mailto:RFPquestions@chicookworks.org) to explain the program. Enter “submission problem + agency name” in the email subject line.

# Evaluation Criteria and Selection Process

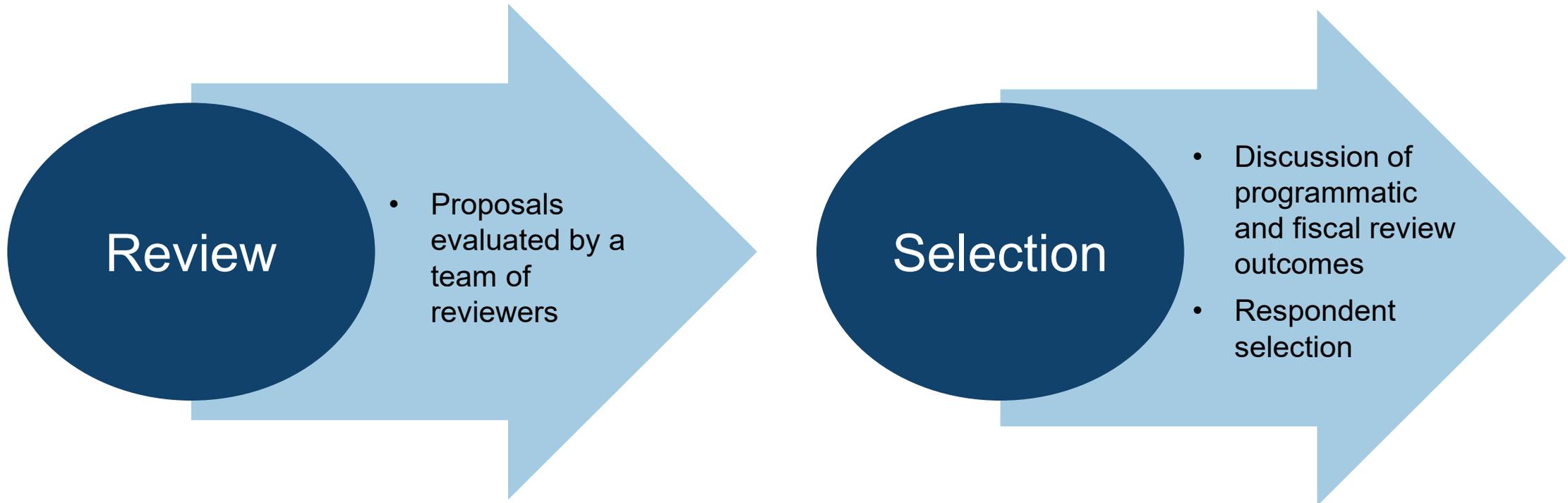
- I. Submission and Review Timeline
- II. Background
  - About The Partnership
  - About Opportunity Works
  - Purpose of RFP
- III. Funding and Performance Period
- IV. Requested Scope of Services
- V. Eligible Respondents
- VI. Proposal and Submission Requirements
- VII. Evaluation Criteria and Selection Process**
- VIII. Q & A

# Evaluation Criteria



| <b>Criteria</b>                                      | <b>Point Value</b> |
|--|--------------------|
| <b>Organizational History and Experience</b>         | <b>10</b>          |
| <b>Staffing Plan, Qualifications, and Experience</b> | <b>10</b>          |
| <b>Program Description</b>                           | <b>30</b>          |
| <b>Past Performance and Planned Outcomes</b>         | <b>20</b>          |
| <b>Fiscal Capacity and Budget</b>                    | <b>30</b>          |
| <b>Total Points Available</b>                        | <b>100</b>         |

# Selection Process



\*Respondent's failure to submit a complete proposal or to respond in whole or in part to RFP requirements may cause The Partnership to deem the proposal non-responsive and thus ineligible for review.

# Proposal Due Date!

## 2022

- ▼ Oct. 31 RFP release – *Updated 11/8/2022*
- ▼ Nov. 9 Bidder webinar
- ▼ Nov. 14 RFP questions due at 4:00 PM
- ▼ Nov. 16 RFP Q&A posted on Partnership website
- ▼ **Dec. 5 Proposals due by 4:00 PM CDT**
- ▼ Dec. 6-21 Review, selection, notification
- ▼ Jan. 1, 2023, – Anticipated contract start

Questions → [RFPquestions@chicookworks.org](mailto:RFPquestions@chicookworks.org)

Proposals → [OppWorksRFP@chicookworks.org](mailto:OppWorksRFP@chicookworks.org)



CHICAGO COOK  
WORKFORCE PARTNERSHIP

A proud partner of the [AmericanJobCenter](#) network



# Questions?

Email additional questions to [RFPquestions@chicookworks.org](mailto:RFPquestions@chicookworks.org) – must be submitted by 4:00 PM CDT November 14, 2022, with subject line “**Opportunity Works RFP**”

A Q&A page will appear on The Partnership website on November 16, 2022, at:  
<https://chicookworks.org/our-network/request-for-proposals/>

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

ChiCookWorks.org