



CHICAGO COOK
WORKFORCE PARTNERSHIP

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

Youth Delegate Agency RFP Bidders' Conference

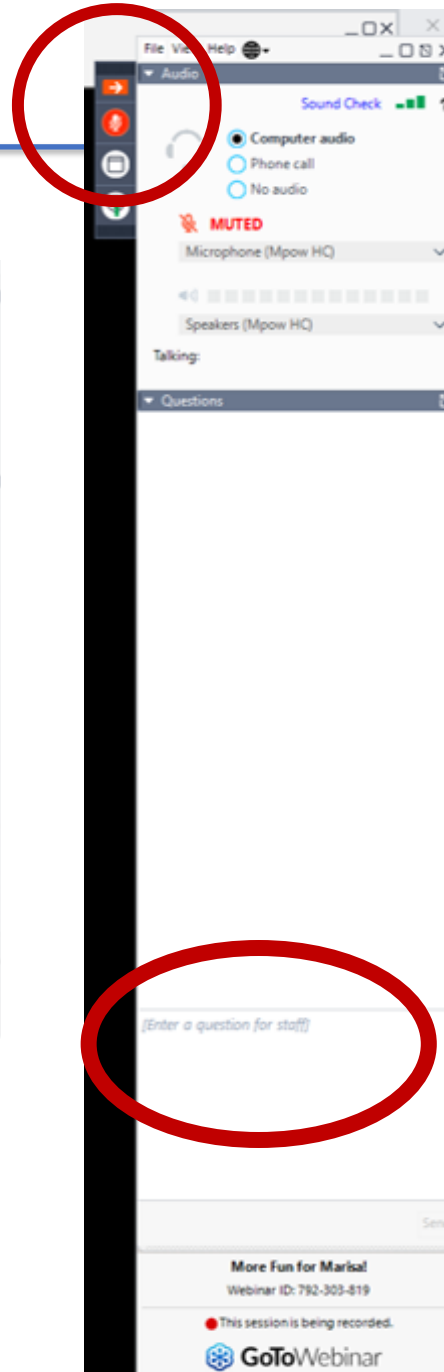
March 2023



Housekeeping



Request For Proposals
Bidders Webinar



All lines are
muted

Enter your questions
or technical issues
here

Housekeeping

The Webinar is being recorded.

We will answer questions at the end of the presentation.

The power point and the recording will be posted on the Partnerships' Website within 2 days.

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

Presenters

Amy Santacaterina
WIOA Program Director

Jasmine Williams
Senior Policy Analyst

Rosario Revilla
Accountant

Agenda

- A. Welcome
- B. **Background**
 - **Chicago Cook Workforce Partnership**
 - **RFP Purpose and Eligible Respondents**
 - **Funding Level**
- C. WIOA Youth Overview
 - Participant Flow
 - 14 Service Elements
 - Performance Measures
- D. Proposal Review and Evaluation
- E. Proposal Submission and Budget Forms
- F. Electronic Submittal Procedures
- G. Questions and Answers

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

Mission

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

Youth Vision

Youth System Vision

We envision a system where all young adults in Cook County are able to easily **access a comprehensive and integrated set of education and training supports** that increases the number of young adults productively engaged in the workforce, thereby increasing self-sufficiency and reducing poverty.

The Partnership seeks to be a **leader in empowering “opportunity youth”** to obtain employment, re-engage in school, prepare for post-secondary education and/or connect to industry focused education and training programs.

RFP Purpose

To identify and fund qualified respondents that will provide WIOA Out of School and In-School services in accordance with the Title I Workforce Innovation and Opportunity Act (WIOA)

- Provide services to Chicago and Cook County youth ages 16 to 24.
- Seeks innovative service delivery proposals characterized by Customer Service, Collaboration, Integration, Continuous Improvement and Outcomes
- Provide high quality integrative services to optimize experience and outcomes for youth

Youth Priority Populations

- An individual who is subject to the juvenile or adult justice system;
- An individual who is experiencing homelessness or ran away from home;
- An individual in foster care or who has aged out of the foster care system;
- An individual who is pregnant or parenting;
- Young adults within the LGBTQ community;
- Public housing residents; and
- Young adults with a disability.
- Youth residing in high poverty communities

Funding and Performance Period



- WIOA Youth Funding is divided between In-School and Out of School Programming
- **A minimum of 80% of total WIOA youth funds will be awarded to Out of School Youth Programs**
- A minimum of 25% of your budget must be devoted to Paid Work Experience and 5% devoted to Supportive Service
- **Combined Minimum Budget is \$350,000**
- Minimum Career Coach Salary is \$40,000
- **Sub-grantee agreements are cost-reimbursable**
- Awards are renewable up to three one-year extensions

Funding and Performance Period

Current Program Year 2022 Funding		
	In-School Youth	Out-of-School Youth
Total Funding for Youth Delegates	\$2,070,684	\$8,489,486
Number of Agencies	6	24
Funding Range	\$257,600-\$313,094	\$300,000-\$1,053,360

Increase in minimum award to \$350,000

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

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

Timeline Review

Webinar

- March 14- Bidders' Conference

?s

- March 27 @ noon- Last Day to submit questions RFPquestions@chicookworks.org

Intent

- March 31-Letter of Intent Due [WIOA Youth Services- INTENT TO BID FORM](#)

Q &A

- April 3- Posting of Questions

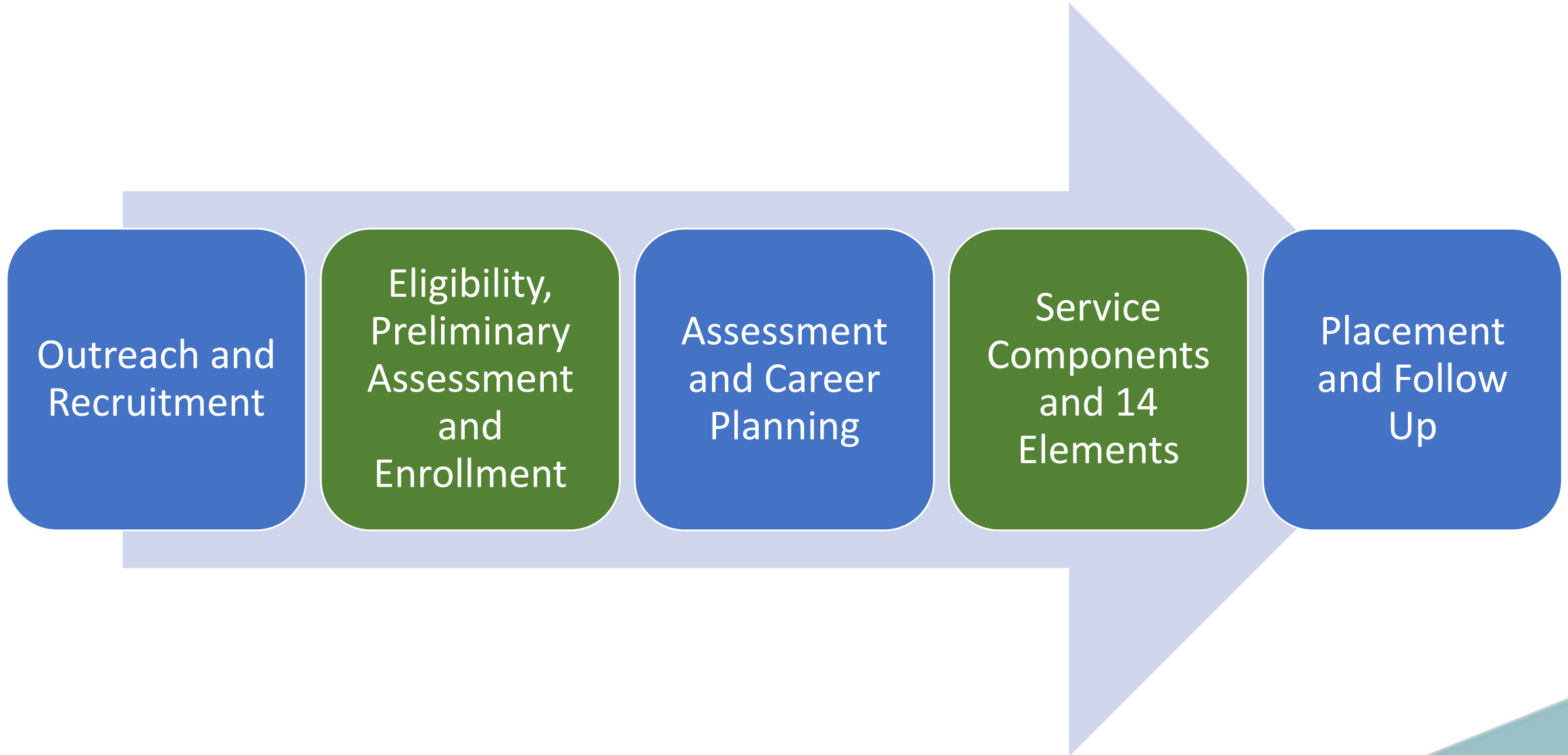
DUE

- April 12- Proposals Due @ 4:00 pm YouthRFP@chicookworks.org

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Customer Flow



14 Service Elements



Mandated Service Elements	
1. Tutoring, study skills training, leading to a high School diploma or GED	8. Adult mentoring
2. Alternative secondary school offerings	9. Follow up Services for a minimum of twelve months
3. Summer employment opportunities	10. Comprehensive guidance and counseling
4. Paid and unpaid work experience	11. Financial Literacy Education
5. Occupational skills training	12. Entrepreneurial skills training
6. Leadership Development	13. Provision of labor market information and in demand industry sectors
7. Supportive Services	14. Activities to help youth prepare for post secondary education and training

Performance Measures

Measure	Definition	PY 23 Goal
2 nd Qtr. Placement in Employment and Education	The percentage of participants who are in post secondary education or in unsubsidized employment in the 2 nd quarter after exit	71%
4 th Qtr. Placement in Employment and Education	The percentage of participants who are in post secondary education or in unsubsidized employment in the 4 th quarter after exit	68.5%
Median Earnings	The median (middle) average earnings of youth who are in unsubsidized employment	\$4,500
Credential Attainment	The percentage of participants who obtain a recognized post-secondary credential or a secondary school diploma/GED during participation or within 1 year after exit	68.5%
Measurable Skills Gain	Participants in an education training program who demonstrate achievements/progress in skills during the program year	49%

Other Deliverables

- Number of enrollments
- Number of youth obtaining a GED/high school diplomas
- Number of youth obtaining a Credential and/or certificates
- Number of youth participating in work-based learning experiences
- Number of youth placed into unsubsidized employment
- Number of youth placed into training related employment
- Number of youth placed into post-secondary education
- Number of youth placed into advanced training
- Number of youth exiting the program with a positive outcome

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Evaluation Criteria and Selection Process

Criteria	Point Value
Organizational Structure and Capacity	20
Program Description	40
Past Performance and Planned Outcomes	20
Financial Structure and Fiscal Plan	20
Total Points Available	100

Evaluation Process

Proposal Review

Past Performance Review

Fiscal Review

Evaluation and Selection Process

Partnership
Recommendations

Youth Committee
Review and Approval

Chicago Cook
Workforce
Development Board
Review and Approval

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Program Proposal Response

Executive Summary

- [WIOA Youth Organizational Leadership Demographic survey](#)
- Brief Summary
- Amount of Funding
- Identify Partners
- 2-page limit

Program Narrative

- Response to Program Questions
- Required Program Forms
- Resumes and Job Descriptions
- Participant Flow Chart
- 14 Service Elements
- References
- **35 page limit (if applying for one) 40 pages if applying for both**

Note the page limit is corrected from the original webinar

Fiscal Response

- Response to Fiscal questions
- Budget forms and narratives for each applicable program
- Fiscal Questionnaire
- Required Fiscal Forms
- Cost Allocation Plans
- Audited Financial Statement
- Applicable Attachments
- List of Board of Directors

Proposal Components

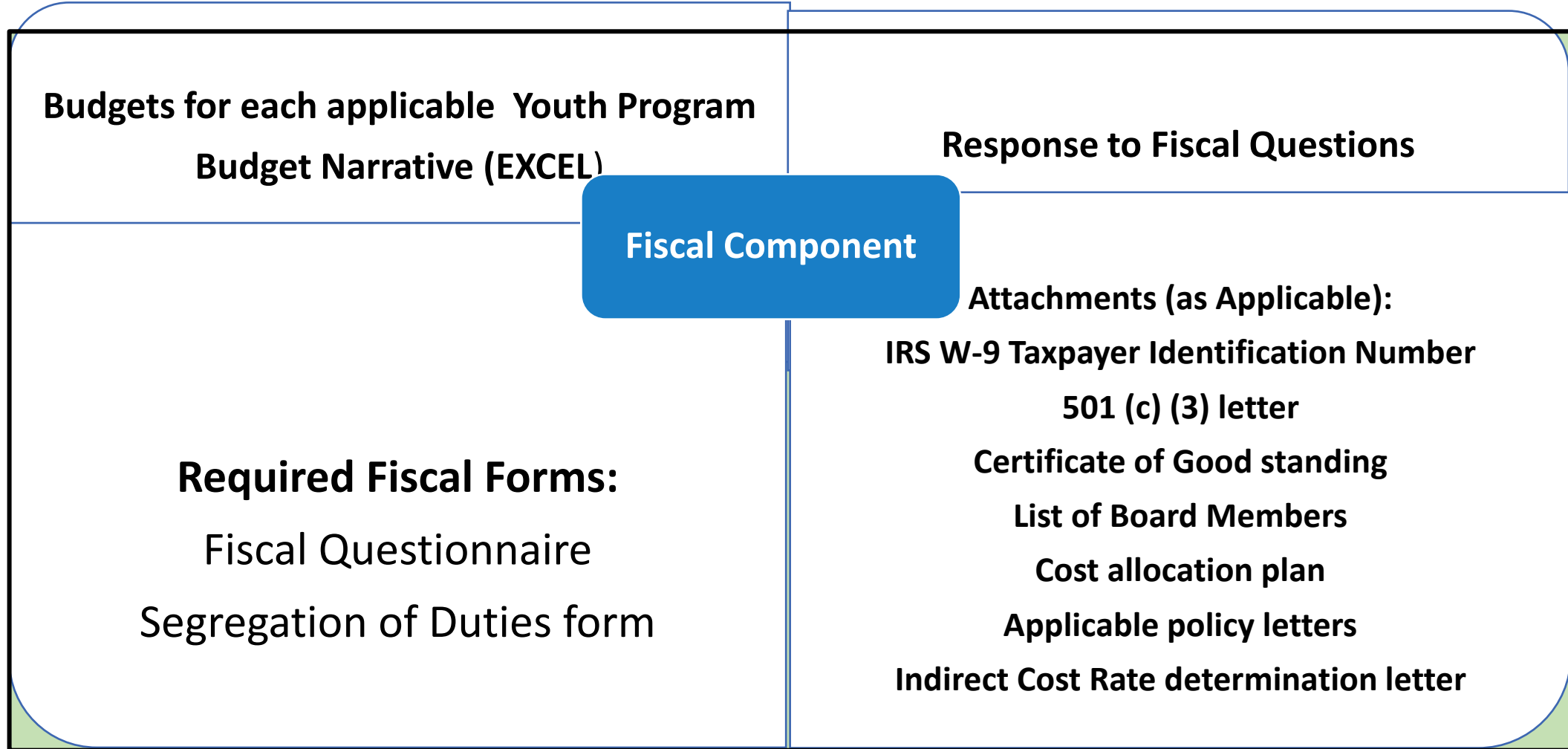
Program

- Leadership Survey
- Executive Summary
- Responses to Program Questions
- Customers Served Form
- 14 Service Elements
- Grant History Form
- Planned Outcomes Form
- Staff Resumes and Job descriptions
- Flow Chart
- WIOA Reference Form

Fiscal

- Responses to Fiscal Questions
- Budget Forms and Narrative (Excel)
- List of Board Members
- Fiscal Questionnaire
- Segregation of Duties Form
- Audited Financial Statements
- Cost Allocation Plan
- Applicable documents

Fiscal Component



Budget

- Key Principles: Costs must be:
 - Reasonable
 - Necessary
 - Allocable
- Budget Narrative
- Current Agency Cost Allocation Plans
- State Approved Indirect Cost Letter (if applicable)
- No Indirect Letter -10% de minimis charge is allowable

Budget Forms

- Budget Forms
 - Form 1 Budget Summary
 - Form 1A Budget Summary Form
 - Personnel Form 2 & 2A,B,C if needed
 - Form 3 Non Personnel Budget
 - Budget Narrative
 - Form 1B & 1C Budget Summary Revision
 - Not applicable to initial submission

Budget Forms



FORM 1



**CHICAGO COOK WORKFORCE PARTNERSHIP
YOUTH BUDGET SUMMARY
WIOA 2023 PROGRAM**

A. Sub-Grantee:		E. Contract #:	2023-
B. Vendor Code#:		F. Contract Period:	July 1, 2023 - June 30, 2024
C. Program:	Youth In/Out of School	G. Award Allocation	
D. CFDA#:	17.259 - Youth Activities	H. FEIN #:	

Grant# 23-681007

I. Budget Summary for WIOA 2023

(1)	(2)	(3)	(4)			(5)
Item of Expenditure	Total Program Cost (\$)	Other Funding Share of Costs (\$)	WIOA Share of Cost In School (\$)	WIOA Share of Cost Out of School (\$)	Total Youth Budget	WIOA % of Total Cost
Other Program Costs	\$0	\$0	\$0	\$0	\$0	
Direct Training	\$0	\$0	\$0	\$0	\$0	
Support Services	\$0	\$0	\$0	\$0	\$0	
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	
% Support Services (must be 3% or greater of total grant)			#DIV/0!	#DIV/0!	#DIV/0!	
% Out of School						

J: Sub-Grantee Authorization K: Chicago Cook Workforce Partnership Authorization



CHICAGO COOK WORKFORCE PARTNERSHIP
YOUTH BUDGET RECAP
WIOA 2023 PROGRAM

A. Sub-Grantee:	0	E. Contract #:	2023-
B. Vendor Code#:	0	F. Contract Period:	July 1, 2023 - June 30, 2024
C. Program:	Youth In/Out of School	G. Award Allocation:	\$0
D. CFDA#:	17.259 - Youth Activities	H. FEIN #:	0

Grant# 23-681007

I. Budget Recap for WIOA 2022

(1) Item of Expenditure	(2) Total Program Cost (\$)	(3) Other Funding Share of Costs (\$)	(4) WIOA Share of Cost In School (\$)	(4) WIOA Share of Cost Out of School	Total Youth Budget	(5) WIOA % of Total Cost
Personnel	\$0	\$0	\$0	\$0	\$0	
Fringe Benefit	\$0	\$0	\$0	\$0	\$0	
Operating/Technical	\$0	\$0	\$0	\$0	\$0	
Professional and Technical Services	\$0	\$0	\$0	\$0	\$0	
Materials and Supplies	\$0	\$0	\$0	\$0	\$0	
Equipment	\$0	\$0	\$0	\$0	\$0	
Indirect Costs	\$0	\$0	\$0	\$0	\$0	
Other (specify here)	\$0	\$0	\$0	\$0	\$0	
Academic Remediation/Pre-vocational Services	\$0	\$0	\$0	\$0	\$0	
Other- Recognition, Events & Activities	\$0	\$0	\$0	\$0	\$0	
Work Experience - Wages & Fringe/Taxes	\$0	\$0	\$0	\$0	\$0	
Work Experience - Stipends	\$0	\$0	\$0	\$0	\$0	
Work Experience - Incentives	\$0	\$0	\$0	\$0	\$0	
On-the Job Training (OJT)	\$0	\$0	\$0	\$0	\$0	
Internships	\$0	\$0	\$0	\$0	\$0	
Support Services - Training Related	\$0	\$0	\$0	\$0	\$0	
Support Services - Non-Training	\$0	\$0	\$0	\$0	\$0	
TOTAL	\$0	\$0	\$0	\$0	\$0	
25% of Work based learning required (Total Youth Budget)						#DIV/0!
% of Work based learning including staff costs (if using other Personnel methodology than above)						#DIV/0!

- Form 1A is formula driven. Just make sure the 25% is met for work-based learning prior to submission.



CHICAGO COOK WORKFORCE PARTNERSHIP
WIOA 2023 PROGRAM
YOUTH PERSONNEL BUDGET

A. Sub-grantee:

0

C. Contract Number

2023-

B. Program:

Youth In/Out of School

D. FEIN#:

0

E. Personnel Salary Budget Allocation						(7)		(8)	(9)
(1)	(2)	(3)	(4)	(5)	(6)	WIOA Share		Brief Summary of Job Responsibilities (If not enough room include separate sheet)	Work Based Learning (\$)
Position/Title	Employee Name	No. Months	Monthly Rate (\$)	% of Time Spent on Program	Total Program Cost	Youth In School (\$)	Youth Out of School (\$)		
Job Coach	John Doe	12	\$3,000	100%	\$36,000		\$36,000		\$28,800 80% allocated to WBL
					\$0				\$0
					\$0				\$0
					\$0				\$0
					\$0				\$0
					\$0				\$0
Total From Form 2A					\$0	\$0	\$0		\$0
(11) Totals					\$36,000	\$0	\$36,000		\$28,800
F. Fringe Benefits and Total Personnel Cost						WIOA Share			
Type of Fringe Benefit					Total Cost (\$)	Youth In School	Youth Out of School	Please Show Calculations Below:	Work Based Learning (\$)
(12) a. Social Security					\$2,232	\$0	\$2,232	= .0620 x Line 10	\$1,786
b. Medicare					\$522	\$0	\$522	= .0145 x Line 10	\$418
(13) State Unemployment Insurance					\$0	\$0	\$0	= .033 x line 10	0
(14) Workers Compensation					\$0	\$0	\$0	= .007 x line 10	0
(15) Other (Please List)	(input here)				\$0	\$0	\$0	= .17 x line 10 (health insurance)	0
(16) Other Please List	(input here)				\$0	\$0	\$0	= .0535 x line 10 (pension)	0
(17) Total Fringe Benefits (Add Lines 11-15)					\$2,754	\$0	\$2,754		\$2,204
(18) Total Personnel Costs (Line 10 plus Line 16)					\$38,754	\$0	\$38,754		\$31,004



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PARTNERSHIP

CHICAGO COOK WORKFORCE PARTNERSHIP
WIOA 2023 PROGRAM
YOUTH PERSONNEL BUDGET

A. Sub-grantee:

0

C. Contract#

2023-

B. Program:

Youth In/Out of School

D. FEIN#:

0

E. Personnel Salary Budget Allocation

(1)	(2)	(3)	(4)	(5)	(6)	(7)		(8)	(9)
Position/Title	Employee Name	No. Months	Monthly Rate (\$)	% of Time Spent on Program	Total Program Cost	WIOA Share		Brief Summary of Job Responsibilities (If not enough room include separate sheet)	Work Based Learning (\$)
						Youth In School (\$)	Youth Out of School (\$)		
					\$0				\$0
					\$0				\$0
					\$0				\$0
					\$0				\$0
					\$0				\$0
					\$0				\$0
(9) Totals					\$0	\$0	\$0		\$0



A. Sub-grantee:		0		C. Contract#:		2023-	
B. Program		Youth In/Out of School		D. FEIN#:		0	
E. Non-Personnel Allocation							
(1)		(2)		(3)		(4)	
				WIOA Share of Cost (\$)			
Item of Expenditure		Total Program Cost	Youth In School	Youth Out of School	Line Item Description & Justification <i>(Please show justification for Total Cost and WIOA Share, if not enough room include separate sheet.)</i>		Work Based Learning (\$)
Operating/Technical							
Professional and Technical Services							
Materials and Supplies							
Equipment							
Indirect Costs							
Occupational Classroom Training ITAs - includes Books materials and related items							
Occupational Classroom Training Non ITAs - includes Books materials and related items							
Academic Remediation/Pre-vocational Services							
Other		Recognition, Events & Activities					
Learning	Work Experience - Wages						\$0
Learning	Work Experience - Fringe/Taxes						\$0
Learning	Work Experience - Stipends						\$0
Learning	Work Experience - Incentives						\$0
Learning	On-the Job Training (OJT)						\$0
Learning	Internships						\$0
Support Services - Training Related							
Support Services - Non Training							
Total Participant Costs		\$0	\$0	\$0			\$0
(6) Total All Costs		\$0	\$0	\$0			\$0

At least 5% of your budget request Must be reserved for Supportive Services

Budget Narrative



Chicago Cook Workforce Partnership
WIOA PY23
NARRATIVE INSTRUCTIONS

Sub Grantee:

Please complete a detailed explanation of each line on the Non-Personnel budget page (Form 3). The description should include details on what will be paid for, any calculations that were used to determine the **Total Program Cost** and how the costs are Allowable, Necessary, Reasonable and Allocable. (If necessary, expand the space allowed for each line item or table).

Operating/Technical Costs – the proposed cost of each of the following items as applicable: accounting, auditing, legal, publications, rental of property, rental of equipment/services, repair/maintenance of property, repair/maintenance of equipment, utilities, telephone, local transportation, postage, advertising, meeting costs, reproduction, dues, memberships, messenger service (see Delegate Agency Chart of Accounts included with excel budget forms for complete items under the operating/technical category).

Item	Total Cost	Basis for Allocation	% Allocated to Program	Total Program Cost	WIOA Share	
					In-School	Out-of-School
				0		
				0		
				0		
				0		
				0		
				0		
				0		
				0		
				0		
				0		
				0		
				0		
<i>Totals</i>				0	0	0

Professional and Technical Services - consultants/subcontractors. Include the name of each consultant/subcontractor and the service they are providing.

Item	Total Cost	Basis for Allocation	% Allocated to Program	Total Program Cost	WIOA Share	
					In-School	Out-of-School
				0		
				0		

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Electronic Submission



EMAIL

Subject Line: “WIOA Youth + -Organizational Name + Geographical Area Or Targeted Population”

Body: List of email attachments
+ org info
+ request for e-signature follow-up if applicable

A
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1. WIOA Youth + Org Name Program

- Program proposal +attachment and required forms

2. “WIOA Youth Org Name Fiscal”

Fiscal response + required forms +attachments

3. “WIOA Youth Org Name Budget”

Excel budget forms with budget narrative

Email proposals to:

YouthRFP@chicookworks.org

By 4:00 PM CDT on April 12,2023

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

Electronic submission

Technical Problems with Electronic Submission

Prior to 12:00 PM CDT on April 12, 2023:

Email RFPquestions@chicookworks.org with subject line “Organization name and submission problem” to explain problem.

Between 12:00 – 4:00 PM CDT on April 12, 2023*:

Email RFPquestions@chicookworks.org with subject line “Organization name submission problem” to explain problem.

And call:

RFP Submission Support Hotline

(312) 848-7174

Electronic Submission

Questions?

Type your questions into the Go To Webinar Questions function

Email additional questions by **noon on March 27, 2023** with subject line “WIOA Youth” to:

RFPquestions@chicookworks.org

A Q&A page will appear on The Partnership website on April 3, 2023 at:

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

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Thank You



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