



2018-2019

Vermilion County Workforce Innovation Board  
Request for Proposals  
One-Stop Operator for the  
American Job Center

## Table of Contents

1. Introduction & Method of Solicitation.....	1
2. Eligible Applicants.....	2
3. Contract Terms & Allowable Costs.....	3
4. One-Stop Operator Overview.....	4
5. One-Stop Operator Requirements.....	6
a. Orientation/Competency.....	6
b. Management Requirements.....	6
c. Financial Requirements.....	6
d. System Development and Leadership.....	6
e. Process & Service Provision.....	7
f. Collaboration.....	8
g. Accountability & Reporting.....	8
h. Physical Location/Program Facilities.....	9
i. Deliverables.....	9
j. Performance Expectations.....	10
k. Re-branding/Marketing/Outreach.....	10
l. Resource Room.....	10
m. Conference Rooms.....	10
n. Responsibility Revisions.....	11
6. Letter of Intent to Propose.....	11
7. Contract Award Notification.....	11
8. Right to Cancel.....	11
9. Type of Contract.....	12
10. Proposal Guidelines.....	12
a. Technical Specifications.....	12
b. Format.....	12
c. Assembly/Organization.....	12
d. Proposal Content.....	13
11. RFP Timetable.....	15
12. Questions & Answers.....	16
13. Deadline for Proposal Submission.....	16
14. Proposal Evaluation Criteria.....	17
a. Proposal Evaluators.....	17
b. Proposal Evaluator Reviews.....	17

## Introduction & Method of Solicitation

The Workforce Innovation and Opportunity Act authorizes the Vermilion County Workforce Innovation Board to develop and oversee the local one-stop delivery system for the provision of workforce services. The Vermilion County Workforce Innovation Board (VCWIB) is a not-for-profit corporation 501©(3) and has been certified by the Illinois' Governor as a Local Workforce Development Board. VCWIB is known in Illinois as Workforce Area #18. VCWIB's principal function is the oversight of, and policy guidance to the workforce development systems in Vermilion County. The board is made up of private and public-sector members who have overall responsibility for this system.

The Vermilion County Workforce Innovation Board (VCWIB) is made up of private and public-sector members who oversee and implements policy for Workforce Area #18. The board makes decisions regarding the use of federal and state funds available for workforce activities.

The Workforce Innovation and Opportunity Act identifies two primary customers of our local workforce system including employers and job seekers. All services and programming provided under WIOA must take both in consideration for program implementation. The services provided to job seekers also serve to ensure that the needs of our business customers are met by aiding them with meeting their workforce and talent needs.

The workforce services to be provided shall be in accordance with the Workforce Innovation and Opportunity Act (WIOA), enacted July 22, 2014. As the first legislative reform of the public workforce system in more than 15 years, WIOA supersedes the Workforce Investment Act of 1998 and amends the Adult Education and Family Literacy Act, the Wagner-Peyser Act, and the Rehabilitation Act of 1973. WIOA authorizes the Youth Build and Migrant and Seasonal Farmworkers programs, in addition to the core programs. WIOA is designed to improve and streamline access to federally funded employment, education, training, and supportive services, to strengthen and improve our nation's public workforce system, and help put Americans back to work.

WIOA is the VCWIB's primary source of funding for workforce development services. Applicants shall be familiar with WIOA and the federal regulations applicable to the WIOA. Both WIOA and the regulations can be accessed on the Department of Labor's site at [www.doleta.gov](http://www.doleta.gov).

The Vermilion County Workforce Innovation Board is soliciting proposals from qualified applicants and/or organizations with the expertise and capacity to manage the day-to-day operations of the Vermilion County American Job Center (VCAJC). It is located at 407 N. Franklin, Ste B in Danville, Illinois. The VCAJC will be managed in accordance with the local strategic plan and policies developed by the VCWIB. The successful bidder will be required to align system and center activities with the vision, mission, policies, and procedures set forth by the VCWIB.

This RFP is a competitive solicitation method being used by the Vermilion County Workforce Innovation Board to maximize the likelihood of selecting a high performing, extremely competent provider to operate the American Job Center in Vermilion County, Illinois.

Notice of this RFP will be published in a major newspaper in Vermilion County and Champaign County, and will also be distributed via email to organizations locally. Upon its release, the RFP, and all accompanying attachments, will be posted on the Vermilion County Workforce Innovation Board's website at [www.vercounty.org](http://www.vercounty.org).

### **Eligible Applicants**

Eligible applicants include an entity or organization (public, private, or nonprofit) or a consortium of entities (including a consortium of entities that, at a minimum includes three (3) or more of the one-stop partners), of demonstrated effectiveness, located in the local area. If a consortium is submitted, the proposal must clearly demonstrate that all contractual responsibility rests solely with one legal entity serving as the fiscal agent and that there is a minimum of three (3) WIOA required programs in partnership.

VCWIB encourages the participation of respondents who are certified as small businesses, minority-owned firms, and women's business enterprises that meet the requirements of eligible respondents. VCWIB is committed to Equal Opportunity in its contracting process.

NOTE: Elementary school and secondary schools shall not be eligible for designation or certification as one-stop operators, except that nontraditional public secondary schools and area career and technical education schools may be eligible for such designation or certification.

All applicants must disclose any potential conflicts of interest arising from their relationships with training or other service providers. In addition, all Operator applicants must ensure that

they do not and will not establish practices that create disincentives to providing services to individuals with barriers to employment who may require longer-term services, such as intensive employment, training, and education services.

No entity may compete for funds if: (1) the entity has been debarred or suspended or otherwise determined to be ineligible to receive federal funds by an action of any governmental agency; (2) the entity's previous contract(s) with VCWIB have been terminated for cause; (3) the entity has not complied with an official order to repay disallowed costs incurred during its conduct of programs or services; or (4) the entity's name appears on the convicted vendor list.

All applicants must comply with all federal regulations and procurement policies relating to the calculation and use of profits.

The applicant must be able to demonstrate previous experience with, and extensive knowledge of, the federal workforce investment system and the services and programming associated therewith. Further, applicants must show documentation proving an in-depth knowledge of the fiscal, administrative, and programmatic requirements of the multiple funding streams utilized by the VCWIB. All applicant entities must have been a legal organization for a minimum of one year prior to the start of the contract and must be authorized to do business in Illinois.

### **Contract Terms & Allowable Costs**

Applicants must be prepared to deploy services immediately following the award of a contract. One-Stop Operator contracts will initially be made for a 12-month period beginning July 1, 2018 with the possibility of being extended for up to three additional years depending upon the availability of funds, the contractor's performance, and the needs of the workforce area.

The expected contract term under this solicitation will be from July 1, 2018 through June 30, 2019, provided measurable outcomes are successfully achieved and that sufficient funds for the contract term remain available. VCWIB will have the option to renew the contract for up to three (3) additional one-year periods with board approval. Please note that the option to renew is not guaranteed and the initial award of the initial contract does not imply an exercise of the option to renew.

Vermilion County is a single county workforce innovation area. Allowable costs may include, but not limited to, staffing costs related to coordination and integration of all American Job Center services including resource room and receptionist coverage, any travel or mileage related to off-site coordination, and/or basic office supplies for staff. Additional staffing for the resource

room and basic career services will be provided by partner programs through the MOU. One-Stop Operator funds may be changed based upon final MOU negotiations and issuance of additional guidance and final regulations.

The applicant is responsible for proposing a reasonable total cost for delivering One-Stop Operator services described in this RFP not to exceed \$150,000. Funding for this solicitation comes from all partner agencies that have negotiated the annual cost allocation plan. All proposals will be evaluated on the basis of obtaining the most cost-effective price possible while achieving the highest quality service delivery. A cost price analysis will be conducted on the proposed costs during the proposal review process. Agencies are encouraged to submit their best offer for providing the services solicited and to thoroughly describe and justify the costs.

The cost and price analysis will be conducted to ensure that the proposed costs are necessary, fair, and reasonable; to determine if the proposed costs are allowable and allocable; to determine if there is a duplication of costs with other programs; to ensure that the costs are directly associated with carrying out only the proposed services; and to ensure that the proposed costs will benefit the program.

Staff from these other funding sources will be made available on a full-time basis and will be placed under the functional supervisor of the Contractor.

### **One-Stop Operator Overview**

The One-Stop Operator will be responsible for the initial development of the Vermilion County American Job Center including the design, administration, and delivery of workforce development services to Vermilion County. After development of the system, the Operator will be responsible for the on-going function of the VCAJC. The Vermilion County American Job Center and the One-Stop Operator are responsible for the following services and activities:

- Coordination of resource room & basic career services in Vermilion County
- Ensure the appropriate delivery of workforce development services in accordance with all governing laws, statutes, regulations, guidance and policies.
- Coordinate all One-Stop employment and training activities.
- Establish a single point of entry (electronic & physical) for job seekers.
- Access to data, information, and analysis for the local labor market
- Provision of job search, placement, recruitment, and employment activities.
- Assure the delivery of services to individuals with limited English proficiency, disabilities or other significant barriers.

- Develop and maintain written policies that will outline the responsibilities and objectives of each of the One-Stop Partner while providing excellent customer service
- The Contractor is expected to ensure that the One-Stop Partners adhere to the MOU; actively participate with the core and required partners to integrate services in the One-Stop System and Center
- The Contractor will work with One-Stop Partners to ensure that the staff's training regarding the partner's services are provided to One-Stop staff.
- Ensure all partners follow the policies of the center
- Ensure timely and efficient handling of incoming telephone calls (possibly by a full-time switchboard operator who is knowledgeable of the basic available services and the current availability of staff).
- Coordinate and schedule facilities usage such as, but not limited to classrooms, assessment, and conference rooms.
- Abide by all federal, state, and board procurement policies.
- Follow any current and future board administrative directives especially those directives that concern: fiscal responsibilities of the day-to-day operation of the American Job Center, Equal Employment Opportunities, and the Americans with Disabilities Act.

Further, it is the One-Stop Operator's responsibility to ensure non-discrimination in that customers' have an equal opportunity to access programs and services administered by the VCWIB. No individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with the programs on the basis of race, color, religion, sex, national origin, disability, age, political affiliation, marital status, sexual orientation, or status as a workforce services, and each customer shall have rights as are available under any applicable federal, state, or local law prohibiting discrimination.

If not physically able to be in the VCAJC, services and activities may be provided to job seekers and employers through electronically or technologically linked access points.

It is the bidder's responsibility to be familiar with all laws, statutes, rules, regulations, policies, and procedures that are applicable to the above-referenced services. Further, proposals shall sufficiently articulate the bidder's plan of action to deliver the solicited services and demonstrate a successful performance track record of delivering the solicited (or comparable) services.

## One-Stop Operator Requirements

### **Orientation/Competency**

VCWIB will offer the necessary training to Contractor(s) on the documents, operating procedures, and management information system requirements that are specific to workforce development services solicited in this RFP, within certain limitations. It is a requirement that Contractors have the professional experience, prior training and applicable professional judgement within their staff/organization to perform or accomplish the proposed goals, objectives and activities submitted in accordance with workforce development services solicited in this RFP. As administrative staffing and funding are limited for the training and technical assistance to Contractors, Contractors with prior WIOA experience may be given additional consideration for documented performance and understanding of workforce development programming as previously delivered.

### **Management Requirements**

Bidders must be able to demonstrate the management and financial capability needed to effectively and efficiently deliver the program proposed. Management capability includes the ability to manage the delivery system effectively and efficiently, conduct self-monitoring for contract compliance, implement continuous improvement, achieve the contract objectives, provide quality service delivery, keep appropriate records in an auditable manner, and meet/exceed performance measures.

### **Financial Requirements**

This includes the ability to maintain fiscal controls, accounting procedures; financial reporting in accordance with generally accepted accounting principles, demonstrates sound financial practices, and shows evidence of continued financial stability. The successful bidder will maintain separate accounting records for any contract resulting from this RFP to ensure accurate and appropriate reporting of contract expenditure, and ensure that costs are tracked in sufficient detail to determine compliance with contract requirements and ensure funds have not been unlawfully spent. All accounting records must be made available for review upon request for examination, audit, or for the making of excerpts or copies of such record for the purpose of determining compliance with all applicable rules and regulations, and the provisions of the contract.

## System Development and Leadership

- A plan must be developed and implemented for the center for providing day-to-day supervision and management of programmatic staff
- Provide leadership in the one-stop systems development and operations including coordination of management and engagement of mandatory partner agencies that have staff co-located within the center.
- Lead the integration of services between the four core WIOA partners (Vermilion County Works, DACC – Adult Education, Department of Human Services – Department of Rehabilitation Services, & Illinois Department of Employment Security) and other partners
- Deliver high quality, timely, accurate, complete, consistent, and compliant contracted one-stop operator services; delivery of excellent customer service
- Meeting or exceeding the contract objectives and performance measures
- Working effectively with VCWIB staff, other service providers and community partners.

Upon contract award, the Contractor shall designate a knowledgeable primary point of contact who shall have optimum management and operations authority and be available to VCWIB during normal VCAJC business hours. During peak performance periods or emergencies, the Contractor's primary point of contact and/or his/her designee(s) may be required to be available beyond these parameters. Contact information shall be made available to VCWIB Staff to the Board for after-hours assistance.

## Process & Service Provision

- Develop processes to ensure that all customer receive appropriate, timely, and effective career services
- Provide guidance on the development of a broad range of employment and training services to meet the needs of residents and employers to be provided in the American Job Center
- Develop and implement a formal referral process for services within and outside of the center; define minimum standards for referral, referral follow-up requirements, and documentation of referral outcomes;
- Conduct quarterly meetings, at minimum, with all American Job Center staff
- Procure and implement training and/or staff development including customer service, cross training on partner/other services, etc. for American Job Center staff
- Develop an outreach/recruitment plan for the American Job Center;
- Will seek innovative ways to serve customers with barriers to employment including ex-offenders, homeless individuals, veterans, persons with disabilities, etc.;

- Develop and implement business services delivery model for the American Job Center.

The American Job Center will offer integrated services of partners in a seamless and streamlined fashion. Adaptations will be available for specialized populations such as those with language and cultural barriers including those with limited English proficiency, people with disabilities, as well as people with other challenges.

## **Collaboration**

Collaborate with the One-Stop's partners to bring integrated and additional services to the American Job Centers, and to improve customer access to One-Stop partner services through a common practice as required by the state, striving to streamline services and minimize duplication.

## **Accountability & Reporting**

- Develop and implement a system to gather, analyze, and report performance of core partners, center processes, and system services
- Perform continuous improvement activities to achieve high level of service quality and to enhance customer service
- Implement and oversee technology solutions to manage and support enhanced cooperation/coordination of core partner programming
- Ensure compliance with all state and local policies and procedures relative to the American Job Center
- Develop processes and accountability mechanisms for data entry into a state or center MIS for all operations for the American Job Center
- Prepare and submit quarterly reports for the VCWIB

Secure basic information as required by DOL and DCEO on job seeking customer using American Job Center services – track repeat customers and make appropriate referrals for necessary services to obtain employment.

A separation of duties (administrative, fiscal, and program oversight/monitoring responsibilities separated from program service delivery; and provision of direct training separated from basic and individual career services) is required to eliminate and avoid any conflict of interest or perceived conflict of interest and provide the appropriate quality checks and balances. Bidders must identify any current responsibilities and separations. Bidders not currently providing services in LWIA 18 are not required to provide overview of responsibilities and separations.

## Physical Location/Program Facilities

- Responsible for physical space planning, maintenance, and upkeep at the VCAJC
- Enforces American Job Center facility standards with respect to customer service; employers for partner agencies will dictate what is considered professionally attired.
- Seek and implement access points to make WIOA career services accessible to residents in community centers, libraries, and with community-based organizations. Access points will ensure accessibility to target populations.
- Operates professionally and inviting in appearance with easy customer flow and courteous, professionally attired staff. Cooperate with VCWIB relative to identifying accessibility needs, utilizing accessibility resources and assuring the Center remains ADA accessible.
- Maintain facilities and services to meet and exceed VCWIB and state certification standards, when identified.
- Furnish and staff the resource room for use by the public, providing quality internet access and equipment for use by customers and partner staff of the American Job Center
- Provide for referral systems amongst various agencies and partners.

The Vermilion County American Job Center office will be open during the day, 8:00am until 5:00pm, Monday through Friday, year-round and, as needed, evenings and weekends to accommodate special activities. Holidays recognized for closure are the holidays recognized by the State of Illinois agencies including IDES and DHS. The Center is expected to be staffed and open all other days from 8am until 5pm.

## Deliverables

- Implementation Plan
- Annual Budget
- Continuous Improvement Plan
- Staff/Center Training Plan
- Quarterly Reports
- Annual Report

All contractor(s) must commit to having a minimum of one full-time staff person or one FTE located at the Vermilion County American Job Center.

The VCWIB will hold the Contractor totally responsible and accountable for effectively and efficiently managing and delivering the services and activities described in this RFP while providing excellent customer service and achieving the contracted performance outcomes. A proposal that includes subcontracting all activities and services in this RFP to other organizations will not be considered responsive.

Any proposing entity that is a VCWIB approved training provider for occupational skills training will be required to specify in its proposal how any actual or perceived conflict of interest would be eliminated.

### **Performance Expectations**

The Contractor will be held to specific performance deliverables as prescribed by the VCWIB. Each respondent must have a clear understanding of the performance measures used in Illinois as well as any local performance criteria established by the VCWIB. Further, respondents must understand that VCWIB has an expectation of excelling in all measures for VCWIB to perform well, to ensure that VCWIB is not subject to corrective action by the state, and to provide VCWIB with the opportunity to earn performance incentives.

The Contractor must be able to commit to ensuring the appropriate internal processes and staffing are in place to help VCWIB meet the contracted levels of performance.

### **Re-branding/Marketing/Outreach**

The entity selected as the One-Stop Operator will be required to exclusively use the logos and branding of the VCAJC. The use of other logos or branding will be prohibited.

The One-Stop Operator will also be responsible for aggressive marketing to job seekers and customers seeking career services including to such target groups. All outreach and recruitment will be done utilizing WIOA guidelines and policy.

### **Resource Room**

The One-Stop Operator in Vermilion County will make available to the public and oversee a resource room that is universally accessible to all self-directed job seekers. The Operator may provide a full-time Resource Room Coordinator, but must ensure appropriate staff levels in the resource room as dictated by customer flow.

## **Conference Rooms**

The VC One-Stop Operator must develop and implement a strategy for making available to all partners the conference room for workshops, job fairs, etc.

## **Responsibility Revisions**

The roles and responsibilities of the One-Stop Operator may be refined and changed as federal, state, and local law or requirements are enacted and implemented covering the workforce development system or regulations and procedures are developed or changed by the US Department of Labor.

### **Letter of Intent to Propose**

By close of business on March 30, 2018 potential bidders wishing to submit a proposal MUST submit a non-binding notification of intent to propose to the Vermilion County Workforce Innovation Board at [llight@vercounty.org](mailto:llight@vercounty.org). This notification must include the organization's primary contact with title and email address. All organizations must be identified if applying as a consortium. The letter of intent will be utilized to assist in the distribution of additional guidance as it is released by the DOL and the State of Illinois.

**Proposals are due to the VCWIB by 4:00pm on April 13, 2018.**

### **Contract Award Notification**

The VCWIB anticipates negotiating and awarding contracts in May of 2018. As part of the negotiation process, grantees/contractors may be required to provide supplementary information and participate in a planning process that addresses issues such as reporting requirements, standard contractual requirements, additional contract requirements, etc. Standard contract provisions are provided in the Contract Requirement section of this RFP.

### **Right to Cancel**

VCWIB reserves the right to delay, amend, reissue, or cancel, all or any part of this RFP at any time without notice. VCWIB also reserves the right to modify the RFP process and timeline as deemed necessary. Subject to guidance issued by the US Department of Labor and/or the Illinois Department of Commerce and Economic Opportunity and/or any sub-awards will be modified to ensure compliance.

This RFP does not commit VCWIB to accept any proposal, nor is VCWIB responsible for any costs incurred by the respondent in the preparation of responses to this RFP. VCWIB reserves the right to reject any or all proposals, to accept or reject any or all items in the proposal, and to

award the contracts in whole or in part as is deemed to be in the best interest of the VCWIB. VCWIB reserves the right to negotiate with any respondent after proposals are reviewed, if such action is deemed to be in the best interest of the VCWIB.

### **Type of Contract**

Proposed costs will be analyzed and a cost reimbursement contract will be negotiated with a demonstrated performance basis. Payment under a cost reimbursement contract will be based upon actual costs and performance delivery outcomes. For the purposes of responding to this RFP, bidders will develop a line-item budget showing all expected costs associated with delivering the proposed services and a budget narrative explaining the costs.

### **Proposal Guidelines**

#### **Technical Specifications**

All proposals must meet the technical and content requirements outlined in this section. All proposals must be formatted, organized, and assembled as follows:

#### **Format:**

- Pages must be numbered and each page should have a footer with the name of the agency submitting the proposal
- Proposals must be submitted electronically to [light@vercounty.org](mailto:light@vercounty.org). A receipt will be emailed when a proposal is received. If proposers do not receive an email receipt, it is their responsibility to contact the VCWIB to verify receipt of the proposal.

#### **Assembly/Organization**

1. Cover Sheet
2. Table of Contents, including page numbers and major headings
3. Executive Summary
4. Proposal Narrative
5. Outcomes/Letters of Support
6. Staffing plan and qualifications; Organizational Chart
7. Financial management plan; Budget & Narrative
8. List of all previous WIA/WIOA grants/contracts your organization has received in the last 3 years, including granting organization name, grant amount, and year awarded
9. Affirmative Action Policy Statement
10. Certification Regarding Lobbying
11. Certification Debarment, Suspension, etc.

12. Organizations' most recent financial audit.

**Note: Any additional material provided by the applicant will not be included in the proposal evaluation. Therefore, all RFP requirements should be addressed within the narrative and required forms.**

## **Proposal Content**

The proposal shall clearly demonstrate the respondent's ability to provide the requested one-stop services. Proposals will be selected for funding based on the information provided and funding will be contingent on successful negotiations with the applicant and the provision of supplementary information.

### **1. Executive Summary - Organization Background & Experience**

- Briefly describe the purpose, activities, and services of your organization.
- Describe how this proposal connects to your mission and organizational goals.
- Indicate the number of years your organization has been in business.
- List the group/populations you serve.
- Identify your target audience or customer base.
- Describe your organization's experience and performance in providing proposed services.
- Include your organization's history in providing similar or related services and related performance outcome data supporting your experience.
- Explain experience or activities previously conducted that demonstrate the organization's capability to successfully implement the proposed project.

### **2. Proposal Narrative**

- Include a detailed description of activities related to the requirements outlined in the One-Stop Operator Requirements section.
- Identification of any new or innovative initiatives designed to improve the One-Stop System/Center outcomes.
- Include a description of both initial implementation activities and on-going operational functions.
- Discuss the data collection and flow of job seeking customers into the VCAJC.
- Identify the strategies to ensure continuous improvement.
- Specifically identify how you will coordinate with the Core Partners & Required Partners.

- Describe your strategies for pursuing new business relationships and addressing business workforce needs.

### **3. Outcomes & Letters of Support**

- Provide a description of how progress toward operator requirements will be measured and reported.
- Include letters of support detailing support of familiar work with your agency, responsibilities, and resources provided.

### **4. Staffing Plan & Qualifications**

- List all staff and their role/position with respect to this proposal.
- Provide an organizational chart of the staff to be included in this proposal. Job descriptions must be included if proposed positions are not yet filled.

### **5. Financial Management Plan: Detailed Budget & Narrative**

- Provide a narrative of your financial management plan.
- Fund accounting is required for projects funded under this request for proposals. Describe how you will assure that this is done.
- If you are going to utilize other funds to supplement this program, indicate the source of the funds, the period funded, the dollar amount, the funding purpose, and any restrictions.
- A statement of the capability of your organization to assume financial liability for disallowed costs resulting from an audit of this program.
- Indicate your inventory control process for this project for any equipment purchased with approved funds.
- A description of the accounting system and fiscal reports and controls that will be used to safeguard program funds.
- Previous experience and demonstration of compliance with federally funded programs
- If you are requesting funds to cover indirect costs, provide a copy of your approved indirect cost rate document or applicable cost allocation plan.
- Describe your experience with cost reimbursement contracts. Describe how you will financially support the costs of doing business until an invoice can be submitted and paid. How will you provide and fund the start-up costs of the program?

- If the entity is for-profit, identify the profit percentage built into the proposed budget, and describe the risk and other factors taken into consideration to arrive at this percentage.
- How will financial information be made available for monitoring and auditing purposes?
- Provide the organization’s total annual budget amount and list top five funding sources for current fiscal year including funder, amount, and project funded. Estimate what percentage of your overall organization’s work would be represented by this sub-award?
- Be sure to attach your most recent financial audit conducted by an independent auditor.

All costs reflected in the budget must be necessary and reasonable. Costs may include, but are not limited to, staff salaries and benefits, equipment expenses, travel expenses, other costs associated with the provision of training, and facilities and supplies.

A budget narrative must be submitted for the proposal. This narrative must include a detailed description of each line item.

### RFP Timetable

<u>Critical Date</u>	<u>Time</u>	<u>Action</u>
February 27, 2018	10:00am	RFP released by VCWIB
March 30, 2018	2:00pm (by appointment – contact Lindsay @ <a href="mailto:lflight@vercounty.org">lflight@vercounty.org</a> for appt)	Bidders Conference/Deadline for Letter of Intent to Propose, Deadline for Q’s
April 13, 2018	4:00pm	Deadline for Submission
May 4, 2018	1:00pm	Bidders Presentations, by invitation only
May 17, 2018	3:30pm	Exec Committee Approval
May 29, 2018	8:00am	VCWIB Approval
June 1, 2018	n/a	Target date for execution
July 1, 2018	n/a	Provision of services begins

All times shown are Central Standard Time (CST). VCWIB reserves the right to adjust the schedule when it is in the best interest of the VCWIB or to extend any published deadline in this RFP upon notification to those who have submitted a Letter of Intent to Propose by the date and time specified.

The Letter of Intent to Propose must clearly identify the applicant, any subcontractor(s), and the activities or services that each subcontractor will deliver. This letter of intent does not commit an applicant to submitting a proposal; however, a Letter of Intent to Propose must be submitted by the date and time specified above in order for the applicant's proposal to be accepted.

The Letter of Intent to Propose and the proposal must be RECEIVED at the Vermilion County Board Office by the dates and times shown above. The prospective applicant is solely responsible for ensuring that anything sent to the Vermilion County Workforce Innovation Board arrives on time. The Vermilion County Board Office is located at 6 N. Vermilion St., Third Floor, Danville, IL 61832. The phone number for the office is 217/554-1911.

All potential respondents are strongly encouraged to attend the bidders conference, since this will be the best opportunity for having technical or other concerns addressed.

The Proposal Review Committee will meet to discuss the proposals and develop recommendations. The Proposal Committee may request additional information from any bidder prior to a recommendation for consideration by the VCWIB Board. The top finalists may be invited to make a 20-30 minute presentation to the Proposal Review Committee followed by an opportunity to respond to follow-up questions by Committee members.

### **Questions & Answers**

All questions/requests for clarification regarding this RFP must be submitted in writing via email to Lindsay Light ([llight@vercounty.org](mailto:llight@vercounty.org)) by close of business on March 30, 2018. Verbal questions/requests for clarification shall not be accepted. Further, VCWIB reserves the right to reject any or all requests for clarification, in whole or in part.

All written questions/requests for clarification that are accepted by VCWIB will be posted to the VCWIB website within 24 hours.

To avoid actual or perceived conflict, or undue influence over the process, all applicants are prohibited from contacting any VCWIB board member, committee member, or staff (other than Lindsay Light) regarding this RFP. Contact with anyone for purposes of influencing the outcome of the procurement will result in disqualification of the prospective applicant from this competitive procurement process.

## Deadline for Proposal Submission

Proposals will be due by 4:00pm on April 13, 2018 to Lindsay Light, Vermilion County Workforce Innovation Board via email to [llight@vercounty.org](mailto:llight@vercounty.org). A receipt will be emailed when a proposal is received. If proposers do not receive an email receipt, it is their responsibility to contact the VCWIB to verify receipt of the proposal.

All proposals not received by the deadline will be returned.

## Proposal Evaluation Criteria

### **Proposal Evaluators**

All proposals will be evaluated individually and as a group by the proposal review committee who have no conflict of interest with any bidding organization. The committee will rate proposals and may require interviews with proposers prior to making funding recommendations to the VCWIB. All contracts will then be forwarded to the board for approval.

### **Proposal Evaluators Reviews**

The proposals will be reviewed to determine if the provider meets the following minimum procurement requirements:

1. The proposal was submitted on or before the closing date and time.
2. The proposing organization is not on a federal or state debarment list.
3. The proposing organization has been a legal business entity for a minimum of one year prior to the start of the contract.
4. The proposing organization is fiscally solvent.
5. The person signing the proposal as the submitting organization has the legal authority to do so.
6. The proposing organization agrees to meet all federal, state, and local compliance requirements.
7. The proposing organization has developed a reporting process for participant and fiscal activity.
8. The proposing organization has a satisfactory performance record for previous WIOA/WIA contracts, if applicable.
9. The proposing organization has accounting and auditing procedures adequate to control property, funds, and assets.
10. The proposing organization has a satisfactory record of integrity, business ethics, and fiscal accountability.

All proposals received in accordance with the time and content requirements identified in this request for proposals will be evaluated and scored based on the criteria outlined below.

The maximum number of points any proposal can receive is 100.

<b>POINTS</b>	<b>PROGRAM COMPONENT</b>
35	Organization Background & Experience – experience of Organization in providing the same or similar services or ability to replicate a successful model provided elsewhere
30	Staffing Plan & Qualifications – the experience and qualifications of staff identified to provide services and reasonableness of staffing plan.
35	Financial Management Plan & Budget – cost of services and fiscal capacity. Overall cost, evidenced fiscal capacity, experience with grants, absence of previous monitoring or audit findings.
<hr/>	
<b>100</b>	<b>TOTAL POINTS</b>

VCWIB reserves the right to request additional data, conduct oral interviews, and/or conduct a management review of the evaluation process prior to making a recommendation of an award. VCWIB staff to the board will schedule the time and location for these interviews. The objectives of the oral interviews are to address areas of proposals that may need additional clarification and/or to ensure that the respondent has the requisite ability, capacity, etc.

Note: Handouts, promotional materials, videos, overheads, etc., are not permitted at oral presentations.

### **Selection of Contractor(s)**

Selection of contractor(s) shall be in accordance with federal, state, and local standards. The primary consideration in selecting agencies or organizations to deliver services shall be the effectiveness of the agency or organization in delivering comparable or related services based

on demonstrated performance in terms of the likelihood of meeting performance goals, costs, quality of training, and characteristics of participants.

Funds provided under WIOA shall not be used to duplicate facilities or services available in the area unless it is demonstrated that alternative services or facilities would be more effective or more likely to achieve the performance goals.

Each respondent submitting a proposal will be notified of the VCWIB's decision concerning their proposal. Formal notification to award contracts and the actual execution of a contract are subject to the following conditions: 1. Approval by the applicable committee and the VCWIB; 2. Receipt of WIOA funds from federal and state administering agencies; and 3. Continued availability of WIOA funds.

If the results of the review indicate, in the opinion of VCWIB, that the proposed service provider may not be able to fulfill contract expectations, VCWIB reserves the right not to enter into contract with the organization, regardless of the ranking and/or approval of the applicant's proposal.

VCWIB may require selected one-stop operator to participate in negotiations and modify their proposals based on the outcome of those negotiations. VCWIB may decide not to fund part, or all, of a proposal even though it is found to be in the competitive range if in the opinion of VCWIB the services proposed are not needed, the goals of the proposal do not align with goals of the VCWIB, or the costs are higher than VCWIB finds reasonable in relation to the overall funds available.

VCWIB reserves the right to modify or alter the requirements and standards as set forth in this RFP based on program requirements mandated by state or federal agencies. In such instances, VCWIB will not be held liable for provisions in the RFP that become invalid.

### **Provisions**

1. The release of this RFP does not obligate or commit the VCWIB to award a contract.
2. All proposals submitted will be subject to competitive review.
3. The VCWIB has the right to reject any/all proposals that do not follow the format instructions set forth by this RFP.
4. This RFP does not commit the VCWIB to award a grant, to pay for any costs incurred in the preparation for any RFP, or to procure a contract for services or supplies prior to issuance of a written agreement.

5. The VCWIB retains the right to accept or reject any/all proposals received, to negotiate with all qualified sources or to cancel in part, or in entirety, this RFP if it is in the board's best interest to do so. The board may require the selected bidders to participate in negotiations and to rewrite their applications as agreed upon during negotiations.
6. The VCWIB may modify any portion or terms of this RFP and may solicit additional proposals as necessary. The VCWIB reserves the right to modify or change this RFP based on rules, regulations, requirements put forth by the US Department of Labor, the Illinois Department of Commerce and Economic Opportunity, or other regulatory entities.
7. Proprietary rights to all data, materials, and documentation originated and prepared for the VCWIB pursuant to the subcontract agreement shall belong exclusively to the board.
8. The VCWIB retains the right to accept, reject, or negotiate proposals received, as well as to vary or waive any provisions set forth in this request for proposals in the best interest of the board.
9. All proposals will be subject to negotiation of terms, conditions, and amount.
10. In the event a proposer wishes to file a grievance in regards to the process, a grievance procedure is available and may be obtained from the VCWIB by contacting Lindsay Light at [llight@vercounty.org](mailto:llight@vercounty.org). Grievances related to this proposal must be filed in writing within 10 days of the public WIB meeting at which proposals are selected for award and must comply in all other respects to the information requested and service requirements as state in the WIB grievance policy.
11. Contracts will be awarded to successful bidder(s) for the period from July 1, 2018 until June 30, 2019. Three additional one-year extensions may be awarded based on successful program performance and availability of funds.

### **Audit Requirements**

The services delivered under the contract are considered sub-recipient services and require compliance with audit requirements for federal funds. The Contractor shall have an annual independent financial and compliance audit that includes coverage of workforce services within its scope, and is conducted in accordance with generally accepted audited standards.

Contractor must submit a copy of their independent audit report within thirty (30) calendar days after its receipt by the Contractor but not later than nine (9) months after the end date of the contract.

Contractor shall be responsible for implementing procedures and internal financial controls governing the management and utilization of funds provided hereunder. The procedures and

financial controls must be established pursuant to Generally Accepted Accounting Principles (GAAP) procedures.

Contractor will maintain separate accounting records for all funds expended under the contract to ensure compliance with all federal and state laws and to ensure that the funds have not been unlawfully spent. All expenditures must be allowable, allocable, necessary, and reasonable for proper and efficient operation of the program under the appropriate funding source administered.

Contractor will make available all accounting records for review upon request for examination, audit, or for the making of excerpts or copies of such records for purpose of determining compliance with all applicable rules and regulations and provisions of this contract.

### **Inventory Procedures**

Any equipment purchased under the contract or provided by VCWIB for use in delivering the services under the contract shall be used exclusively by the applicants and/or participants unless an equipment user agreement has been made part of the contract. Such equipment is and shall remain property of VCWIB.

All purchasing must be in compliance with the VCWIB's procurement guidelines. Records must be maintained to document procurement efforts to comply with this requirement.

Equipment purchased as defined as tangible, nonexpendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit, including all costs related to the property's final intended use, shall first receive prior approval from the VCWIB.

An up-to-date inventory of all property purchased that has an individual purchase price of \$5,000 or more must be maintained and shall not be disposed of without prior written authorization.

Title to supplies, equipment, real property, and other expendable property acquired by a recipient of federal funds shall vest in the recipient upon acquisition for the authorized purpose of the project as long as it is needed and shall not encumber the property without approval of the United States Department of Labor (USDOL).

All supplies, equipment, real property and other expendable property shall be returned within forty-five (45) days of contract termination or when the property is no longer needed.

## Insurance

Contractor shall deliver to VCWIB prior to the commencement of the contract satisfactory evidence in the form of a Certificate of Insurance that the following insurance coverage, as appropriate, are in force and will not be cancelled without thirty (30) days written notice to VCWIB. Such a certificate shall serve as proof that all insurance and fidelity bonds, if applicable, are current and that all appropriate employees of contractor are covered. VCWIB may withhold payments or terminate the contract if the contractor fails to maintain or provide evidence of current insurance.

- a. Liability Insurance – Contractor agrees to obtain a standard liability insurance policy in the single limit amount of \$1,000,000 and will provide general liability insurance in the amount of \$100,000 per person and \$200,000 per occurrence with an endorsement naming Vermilion County Workforce Innovation Board as an additional insured, unless contractor is self-insured. If Contractor is self-insured, Contractor must be able to provide the same coverage and must submit proper documentation to VCWIB as evidence of such.
- b. Workers' Compensation – To the extent that the state Workers' Compensation law is applicable, Contractor must provide Workers' Compensation coverage to all employees paid directly under that contract. Where employees covered under the contract are not covered under a state Workers' Compensation law, then the Contractor shall provide insurance coverage for injuries suffered by employees. Income maintenance coverage is not required.
- c. Motor Vehicle Insurance – Contractor agrees to obtain Motor Vehicle Insurance coverage in the amounts of \$50,000 property damage, \$100,000 per person and \$300,000 per occurrence, for all motorized vehicles owned or leased by the Contractor to be used in the performance of actions authorized by the Contract. Contractor shall ensure that all employees receiving travel reimbursement, including mileage, have current motor vehicle insurance. Contractor shall comply with this part by maintaining copies of its employees' current, personal insurance cards. VCWIB may, at any time, require the Contractor to produce copies of insurance cards for employees receiving mileage reimbursements.
- d. Bonding – Contractor shall carry an Employee Fidelity Bond on every officer, director, agent, or employee authorized to receive or deposit financial documents, checks, or other instruments of payment for program costs. Bond shall be in the amount of \$100,000 or the total amount of the contract, whichever is less. The bond shall be effective prior to any contract payment and for at least twelve (12) months after the contract terminates and VCWIB shall be named as beneficiary.

- e. Contractor shall assure and require that all subcontractors maintain the same type of insurance.
- f. All property and equipment purchased by the Contractor under the Contract shall be insured against, fire, theft, and destruction in an amount equal to the full replacement cost.

### **Access to Records**

At any time during normal business hours and as often as VCWIB, Illinois Department of Commerce and Economic Opportunity (IDCEO), USDOL, Comptroller General of the United States, or their designated representative may deem necessary, Contractor shall make available all appropriate personnel for interviews and all such financial, applicant, or participant books, documents, papers, and records (including computer records), or other data relating to matters covered by the contract, for examination, audit, or for the making of excerpts or copies of such records for the purpose of auditing and monitoring program activities and determining compliance with all applicable rules and regulations, and the provisions of the contract. The above referenced records shall be made available at the Contractor's expense, at reasonable locations as determined by VCWIB.

Annually, Contractor shall provide copies of W-2 forms to be compared against the USDOL's most recent ETA salary/bonus threshold to ensure compliance with the current limitation.

### **Record Confidentiality**

Contractor must comply with the confidentiality provisions and the record retentions requirements of the State of Illinois, where applicable. All Contractor records classified as public records must be open and available for inspection by any person unless otherwise specified by law. It is the responsibility of the Contractor to maintain records in a location that is accessible to the public. Contractor shall not disclose any information concerning a workforce services applicant or participant to any agency or individual, other than VCWIB, for any purpose without written consent of the participant, or his/her responsible parent or legal guardian.

### **Information Security**

Contractor will ensure that all staff review board policies related to information systems security and Contractor will comply with employment penalties outlined therein for its employees found to be in violation of such policies. Contractor will ensure that it follows board procedures for information system's account creation, maintenance, and termination related to Contractor's employees and the positions for which the Contractor provides oversight.

## Incident Reporting

Known or suspected incidents of fraud, injury, program abuse or criminal conduct shall be reported to VCWIB immediately.

## Contract Requirements

The applicant's proposal will become part of the contract award. Portions of the proposal may be revised to reflect agreements reached as part of the negotiation process.

The contract includes reporting requirements to be determined by the VCWIB. To some extent, reporting will be dictated by the Department of Commerce and Economic Opportunity.

Proprietary right to all data, materials, documentation and products originated by and prepared pursuant to the contract shall belong exclusively to the VCWIB. The contractor(s) will acknowledge and agree that any product and/or deliverable created hereunder shall be considered a "work made for hire" and all rights to said product and/or deliverable shall belong exclusively to the VCWIB. The contractor(s) further will agree to execute whatever documents are necessary to legally transfer ownership. For any software created under this agreement as part of the products and/or deliverables, the contractor(s) agrees to provide the software source code in both human and machine-readable format upon the request of the administrative entity. The contractor(s) also agrees to certify in writing environment and verifies that they are fully operational. The contractor(s) will agree to remedy any deficiency found subsequent to delivery that is found to be the responsibility of the contractor(s).

The contractor(s) will be prohibited from disseminating products and information developed under the grant without the prior written consent of the VCWIB.

All respondents must be in-compliance, or agree to comply, with the following federal and state laws and related regulations for consideration of an award:

- Workforce Innovation and Opportunity Act; State WIA/WIOA Policies
- Equal Employment Opportunity
- Copeland "Anti-Kickback" Act
- Davis-Bacon Act, as amended
- Contract Work Hours and Safety Standards Act
- Rights to Inventions Made Under a Contract or Agreement
- Clean Air Act & the Federal Water Pollution Control Act, as amended
- Byrd Anti-Lobbying Amendment
- Debarment and Suspension
- Applicable State of Illinois Laws

## Proposal Forms

To obtain the proposal forms in WORD (budget forms in EXCEL), please email Lindsay Light, [llight@vercounty.org](mailto:llight@vercounty.org), and request that the forms for the WIOA One-Stop Operator be emailed to you.



## PROPOSAL FOR ONE-STOP OPERATOR

---

Proposing Organization: \_\_\_\_\_ FEIN# \_\_\_\_\_

- ✓ NOTE: If proposing as a consortium – identify the lead agency on this Cover Sheet; attach a listing of consortium entities and contacts.

Address: \_\_\_\_\_ City \_\_\_\_\_

State/Zip Code: \_\_\_\_\_ Ph# \_\_\_\_\_

Website Address: \_\_\_\_\_ Fax \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_ Telephone # \_\_\_\_\_

Email Address: \_\_\_\_\_

Proposing Organization Authorized Signature: \_\_\_\_\_

Name:

Title:

## Affirmative Action Policy Statement

It is the policy of \_\_\_\_\_ (organization) to provide equal opportunity to all persons, regardless of race, color, religion, sex, age, national origin, handicap, political affiliation, or belief. Therefore, this organization will take Affirmative Action to ensure that we will:

1. Recruit, hire, and promote in all job classifications regardless of race, age, sex, religion, color, national origin, handicap, political affiliation, or belief.
2. Make promotional decisions that are in accordance with principles of equal opportunity by imposing only valid requirements for promotional opportunities.
3. Incorporate our equal employment opportunity policy in all personnel actions such as compensation, benefits, transfers, layoffs, company sponsored training, education and tuition assistance, career development, and upward mobility.
4. Conduct social and recreational programs sponsored by this organization without regard to race, color, religion, sex, age, national origin, handicap, sexual orientation, or political affiliation or belief.

The success of an Affirmative Action Program requires the maximum cooperation between management and its employees.

To obtain this objective, \_\_\_\_\_ will be the Equal Opportunity Representative for \_\_\_\_\_ (organization).

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## Assurances

I recognize that I must give assurance for each item below. If I cannot, this proposal will automatically be rejected.

1. I am authorized by my Board of Directors, Trustees, other legally qualified officer, or as the owner of this agency of business to submit this proposal.
2. We are not currently on any federal, state, or local debarment list.
3. We will provide records to show that we are fiscally solvent.
4. We have the fiscal control and accounting procedures needed to ensure that WIOA funds will be used as required by law and contract.
5. We have additional funding sources and will not be dependent on WIOA funds alone.
6. We will meet all applicable federal, state, and local compliance requirements. These include, but are not limited to:
  - Maintaining records that accurately reflect actual performance.
  - Maintaining record confidentiality, as required.
  - Reporting financial and performance data, as required.
  - Complying with federal and state non-discrimination provisions.
  - Meeting requirements of Section 504 of the Rehabilitation Act of 1973.
  - Meeting all applicable labor laws, including the Child Labor Law standard.
  - GATA Illinois Government Accountability and Transparency Act prequalification.

We will NOT:

- Use WIOA money to assist, promote, or deter union organizing.
- Use funds to employ or train persons in sectarian activities.
- Use funds in the construction, operation, or maintenance of any part of a facility to be used for sectarian instruction or religious worship.

We also assure that we will comply with all provisions and assurances listed in this RFP.

I hereby assure that all of the above are true.

---

Authorized Signature

---

Date

---

Title

**Certification Regarding Lobbying**  
**Certification for Contracts, Grants, Loans, & Cooperative Agreements**

The undersigned certified, to the best of his or her knowledge and belief, that:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned to any person for influencing or attempting to influence an officer or employee of Congress, or any employee or a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into any cooperative agreement and the extension, continuations, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying" in accordance with its instruction.
3. The Undersigned shall require that the language of this certification be included in the award documents for all subawards and tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each failure.

---

**Organization**

---

**Printed Name and Title of Certifying Official**

---

**Signature of Certifying Official**

**Date**

**Certification Regarding Debarment, Suspension, and Other  
Responsibility Matters Primary Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR part 98, section 98.510, Participant Responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

**Before signing, read instructions which are an integral part of the certification.**

1. The prospective primary participant certifies to the best of its knowledge and belief that it and its principles:
  - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal debarment or agency;
  - b. Have not within a three-year period preceding this proposal been convicted or had civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property;
  - c. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
  - d. Have no, within a three-year period preceding this application/proposal, had one or more public transactions (federal, state, or local) terminated for cause of default.
2. Where the prospective primary participant is unable to certify to any of the statements in this certification, sub prospective participant shall attach an explanation to this proposal.

---

Printed Name and Title of Authorized Representative

---

Signature