

**Request for Proposal No. 08-50-1042P**

**Todd H. Stroger, President  
Cook County Board of Commissioners**

**Cook County President's Office of Employment Training  
Local Workforce Investment Area 7  
South & West Suburban Cook County**

**Request for Proposal (RFP)  
Workforce Investment Act (WIA) Funding**

**Adult / Dislocated Worker Services**



**Program Year 2008 - 2010**

**October 1, 2008 thru September 30, 2010**

**Submit responses to:**

**Cook County President's Office of Employment Training (POET)  
Contracting & Evaluation Division  
69 W. Washington Suite - 2860  
Chicago, IL 60602**

**Issued: April 30, 2008  
Responses due by: June 6, 2008  
Close of Business: 4:30 p.m. (CST)**

**Karen S. Crawford, Director  
Cook County POET**

**Charles L. Jenrich, Chair  
Cook County Workforce Investment Board**

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## SECTION I – GENERAL INFORMATION

### A. Purpose of Request for Proposals

The Cook County President's Office of Employment Training (POET) is issuing this Request for Proposals (RFP) to solicit proposals from organizations interested in providing services to eligible Adults and Dislocated Workers under the Workforce Investment Act (WIA). POET has program and administrative responsibility for all WIA services provided in Local Workforce Investment Area (LWIA) 7, which serves South and West Suburban Cook County. The Cook County Workforce Investment Board and Cook County President Todd H. Stroger provide leadership, strategic planning, policy direction and oversight for WIA services in LWIA 7.

Through this RFP, POET seeks to identify WIA service providers who can:

1. Assist POET and the Cook County Workforce Investment Board in their efforts to provide a skilled workforce that meets the needs of LWIA 7 employers, especially employers in high growth industries. **Relevant information on these high growth industries is included in this RFP as Attachment A.**
2. Provide WIA services to eligible Adults and Dislocated Workers to help them obtain high-paying jobs in occupations that are in high demand in LWIA 7. **Relevant information on high demand occupations and the definition of high-paying jobs is also included in this RFP as Attachment A.**
3. Take responsibility for helping participants develop the skills they need to obtain these high-paying jobs, and who agree to be accountable for program outcomes and performance results. **Relevant information on applicable Performance Standards is included as Attachment D.**

It should be noted by all interested respondents that the Illinois Department of Commerce and Economic Opportunity has adopted a policy that at least 40% of all WIA funding for Adults and Dislocated Workers must be allocated toward training activities. Therefore, it is expected that your solicitation will incorporate at least this level of planned expenditures in the training cost category. Additionally, the proposed unit cost will be evaluated based on the proposed services both including and excluding the cost of training.

This RFP describes the specific WIA services POET is seeking through this RFP and sets forth application requirements for interested and eligible service providers. POET will evaluate the proposals it receives and competitively award contracts to service providers whose proposals are most responsive to the need for services described in this RFP. POET will issue contracts for services to be provided during the period of October 1, 2008 through September 30, 2010.

### B. Overview of Service Delivery System

The service delivery system in LWIA 7 encompasses the west suburban area (defined as bordering Cook County from Devon south to Pershing Road) and the south suburban area (defined as suburban Cook County from Pershing Road to the south border of Cook County), exclusive of the City of Chicago. A network of One-Stop Centers and Affiliates, which operate in partnership with other entities, serves this geographic area by making available comprehensive

workforce development services. **Attachment B identifies these One-Stop Centers and Affiliates.**

The service providers funded through this RFP will augment the One-Stop delivery system in the LWIA 7 geographic area by providing additional points within communities through which workforce services may be accessed, or by serving special populations.

The POET WIA service delivery system emphasizes training services to help participants obtain high-paying jobs in occupations that are in high demand. The service providers selected pursuant to this RFP will be responsible for facilitating the process of getting participants trained and/or employed in high-paying jobs in high-demand occupations. The major implications for organizations seeking funds pursuant to this RFP are:

1. Service providers selected under this RFP will have comprehensive responsibility for the participants they serve (i.e., responsibility for outreach, eligibility determination, assessment, enrollment, training referrals, case management, placement and follow up).
2. Service providers selected under this RFP will be held accountable for enrolling participants whom they determine can obtain high paying jobs in high growth industries or occupations through the provision of core services, intensive services and training.
3. Service providers selected under this RFP will be required to design their programs to emphasize training for high paying jobs in high growth occupations. They must specify and will be held accountable to a minimum percentage of enrolled participants who will be placed into one of three types of formal training programs:
  - a. Training via ITAs
  - b. Customized training
  - c. OJT
4. Service providers selected under this RFP must meet the goal of helping participants obtain high-paying jobs for participants, including dislocated workers, some of who may not need additional training to obtain high-paying jobs.
5. Once a participant is enrolled into the program, selected service providers take responsibility to assure that the participant finds employment in a high paying job in a high-growth occupation. A selected service provider's future funding will hinge primarily on its performance related to this responsibility.
6. Service providers selected under this RFP will be held accountable for performance outcomes for all participants they enroll into their programs. **(See Attachment D)**
7. Service providers selected under this RFP will be responsible for data entry on the Illinois Workforce Development System (IWDS) and for adequately documenting all services provided to all participants they enroll.

POET may choose to award a limited number of contracts pursuant to this RFP to organizations that provide core, intensive or other services to individuals who are not ready to be trained for high-paying jobs in high-growth occupations. Organizations proposing these services must demonstrate how the services being proposed will eventually prepare program participants to be trained for high-paying jobs in the future.

## **C. Summary of Service Delivery System Roles**

### **Role of Cook County Workforce Investment Board**

The Cook County Workforce Investment Board is comprised of a majority of representatives from private industry and other workforce development stakeholders who are appointed by the President of the Cook County Board of Commissioners. It acts as a governing board by providing overall leadership, strategic planning, policy development and oversight of the One-Stop delivery system and workforce development programs.

### **Chief Elected Official Role**

The Cook County President serves as Chief Elected Official for LWIA 7. The Chief Elected Official appoints members of the Cook County Workforce Investment Board and works in cooperation with the Board to assure that the local area workforce meets the needs of employers. The CEO collaborates with the Board to plan and oversee WIA programs. The CEO is also responsible for financial management and the integrity of all expenditures made with funds provided under WIA.

### **Role of POET**

The President's Office of Employment Training (POET) manages and administers WIA programs on behalf of the Board and CEO. These responsibilities include:

- Assuring that programs are administered and managed in compliance with all Federal and State requirements for WIA programs,
- Sharing responsibility for operating the One-Stop delivery system,
- Implementing strategic priorities and policies on behalf of the Board and CEO,
- Providing day-to-day management and administration of WIA programs,
- Procuring and contracting for services, including the services of service providers selected pursuant to this RFP, and
- Monitoring service providers to assure they comply with the terms of their contracts and all Federal, State and local WIA requirements.

### **Role of Contractual Service Providers**

Contractual service providers are selected on a competitive basis to augment the services available through the One-Stop delivery system. In summary, the role of these contractual service providers is to:

- Provide WIA services as specified in Section II of this RFP and in their contract with POET,
- Be aware of and understand all program and administrative requirements that apply under WIA,
- Operate programs in compliance with Federal, State and local requirements,
- Determine and document participant eligibility,
- Enter participant and service information on IWDS as required,
- Provide core, intensive and training services aimed at helping participants obtain high-paying jobs in high growth occupations, and document these services in accordance with IWDS requirements,
- Make participants aware of and facilitate their access to services available through One-Stop Centers and Affiliates,

- Prepare participants for employment in high-paying jobs in high-growth occupations, and
- Assume responsibility for the success of all participants they enroll in the program.

#### **D. Submission of Proposals**

Proposals are due **June 6, 2008**. POET must receive six paper copies with original signatures and one electronic copy in Word/Excel no later than 4:30 p.m. CST on **June 6, 2008**.

POET will not accept proposals received after this date and time, or proposals submitted by fax or via email. Proposals should be submitted to:

The Cook County President's Office of Employment Training  
Contracting and Evaluation Division  
Attention: Christine Porter  
69 W. Washington - Suite 2860  
Chicago, IL 60602

Written inquiries about this RFP will be accepted prior the Bidders' Conference described in Section F. below. Submit written questions regarding program requirements to Christine Porter at [cporter@cookcountygov.com](mailto:cporter@cookcountygov.com). Submit written questions about budget requirements should be submitted to Gregory Gilmore at [rgilmore@cookcountygov.com](mailto:rgilmore@cookcountygov.com). No other forms of contact with POET staff related to questions about this RFP are permitted.

#### **E. Eligible Respondents**

Any governmental, not-for-profit or for-profit entity authorized to conduct business in the State of Illinois is eligible to submit a proposal for consideration, provided:

- The entity has the capability to operate programs under WIA,
- The entity has a proven history of successfully providing services similar to those described in this RFP,
- The entity is financially stable,
- The entity has the financial management capacity to account for and safeguard any funds awarded to it, and
- The entity has written procedures, including written procurement procedures and a code of conduct, that comply with applicable Federal requirements.

Entities are ineligible if they are currently barred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by a Federal or State department/agency, or if they are not in compliance with the Illinois Department of Revenue Internal Revenue Service requirements.

#### **F. Bidders' Conference**

A Bidders' Conference will be held on **May 13, 2008**, at Prairie State College, 202 South Halsted – BCEC Bldg, Rm. 1318 in the Heritage Community Bank Room, Chicago Heights, IL

60411. The morning session will be held from 9:30 a.m. – 12:30 p.m. and the Adult and Dislocated Worker application will be reviewed and discussed. POET staff will review key requirements of this RFP, respond to questions and provide any needed clarification. Attendance at the Bidders' Conference is highly recommended. No individual or small group re-caps will be conducted after the Bidders' Conference. No calls requesting technical assistance on the application will be taken by POET staff at any time. POET staff will only respond to questions received in writing prior to or during the Bidders' Conference.

A Questions and Answers Letter will be sent to all potential providers, a week after the Bidders' Conference and posted to Cook County's website. However, DO NOT wait for the Bidders' Conference or for receipt of the Questions and Answers letter to begin your responses.

The time and location of this Bidders' Conference will be provided to potential respondents in a separate flyer.

### **G. Reserved Rights**

This RFP does not commit POET to award a contract or to pay any costs incurred in the preparation of a proposal. POET reserves the right to accept or reject any or all proposals received as a result of this RFP. POET can cancel the RFP, in part or in its entirety, if it determines necessary to do so.

All contract awards by POET pursuant to this RFP are contingent upon the availability of funds. Respondents are liable for any and all costs incurred prior to final authorization by the Cook County Board of Commissioners and the execution of a contract with POET.

POET also reserves the right to:

- Increase funding levels for any or all service providers selected pursuant to this RFP, if additional funds become available, based on service provider performance, effectiveness and other factors.
- Change and amend as necessary its policies or procedure governing the services described in this RFP.
- Perform an assessment of the risk that any recent, current, or potential litigation, court action, investigation, audit, bankruptcy, receivership, financial insolvency, merger, acquisition, or other event might have on an organization's ability to operate a proposed program.

## **SECTION II - THE BENEFITS OF COLLABORATION AND STRATEGIC ALLIANCES**

### **A. Introduction**

One of the most significant modifications to our service delivery is our focus on the funding for training in high growth, high demand training opportunities.

Because there are historically multiple organizations proposing similar programs which overlapped in many areas and with the overall decline in WIA funding, coupled with the new mandates regarding training minimums coming from the State, there are far less dollars available overall for distribution. This decline in available funding resulted in a reduction of the number of service providers funded. While some of those applications not selected may have contained some innovative program designs, in general, the main strategies (outreach, recruitment and placement) were very similar. Since various organizations have strengths and weaknesses, for the upcoming contract cycle, it is highly recommended that responders look at ways in which organizations can work together in order to combine their strong points into a better, more cost efficient program offering. This section of the RFP describes some key elements of the benefits which can be achieved through the formation of collaborative partnerships and strategic alliances.

### **B. Overview of the Importance of Collaboration**

Collaboration through the formation of strategic alliances has many benefits. Collaboration enables agencies to gain knowledge, access additional resources, reduce duplication of services, offer more comprehensive services, and benefit from complimentary skills and services. Providers can work together to plan and deliver employment, training, and supportive services to Adults, Dislocated Workers, and Youth Programs. Collaboration also enables providers to serve employers more efficiently by pre-screening, assessing, testing, evaluating, and counseling, minimizing duplicative job service activities. Corporations are becoming more involved in external workforce development systems. Many firms realize the economic benefit of hiring employees after they have been screened by external organizations such as POET and/or our provider network.

Collaboration also brings mutual benefits to agencies. Local agencies can facilitate partnerships by using certain strategies such as:

- enhancing coordination and communication among local agencies;
- providing guidance, technical assistance, and training on interagency collaboration;
- supporting flexibility and innovation at the local levels;
- leveraging their resources and leadership;
- sustaining their programs and organizations;
- creating a measurable impact in the community;
- evaluating and adapting to the evolving environment;

Since workforce development extends beyond employment training and job placement, and

offers resources and leadership, it is increasingly important to integrate the supply side of labor market participation – training, education, job search strategies – with the demand side – employer needs and expectations, integrating the two sides of the labor market around workforce development which will create a measurable impact in the community.

As community organizations attract employers by leveraging longstanding relationships with community members, employers capitalize on these pre-existing relationships and provide job seekers economic opportunities. These mutually beneficial relationships can potentially redistribute jobs, income, and experience in areas needed.

In the RFP, the context should describe commitments between the collaborating providers, and/or community or faith based organizations. Then, collaborating provider(s) must create sustainable jobs. Lastly, all providers, community and faith based organizations should design and implement policies and procedures for all parties involved and evaluate and adapt to the evolving environment.

The most obvious role of POET in workforce development is, clearly, to provide employment opportunities for job seekers. By utilizing community organizations, employers can choose from among a pool of applicants that have been previously screened. Consider the following advantages:

1. Capacity-building strategies aimed at improving the capabilities of the community based program participants.
2. Through different types of strategic alliances, participating providers benefit from common or mutual goals.
3. Partnerships are a form of strategic alliance and they represent the most cohesive possible partnership between providers, community and faith based organizations, whereby all parties have a vested interest in the success of the relationship.

### **C. Program Design Recommendations**

This RFP focuses on funding programs which will address the educational, workforce and economic challenges in South and West Suburban Cook County.

Some examples of programs designs which could address these issues are:

- 1) A Faith Based or Community Based Organization which would focus on outreach and recruitment partnering with a Community College or other Vocational Training provider to provide Occupational Skills Training in High Paying-High Growth occupations.
- 2) A Faith Based or Community Based Organization which would focus on outreach and supportive services partnering with Organized Labor to provide apprenticeship opportunities.

- 3) A local government agency partnering with a public or private organization which would focus on the immediate placement of those who already possess Vocational Skills.
- 4) A Community Based or Faith Based Organization which works with remediating At-Risk Youth partnering with any of the organizations listed above.

This list is not meant to be all inclusive; it is included to provide some examples of potential partnerships and strategic alliances. Other possibilities could include a number of other partnerships such as a direct relationship with an employer for customized training, partnerships with local chambers of commerce which could link directly to their employer membership base, etc.

Cooperation	Coordination	Collaboration
lower intensity  higher intensity		
Shorter-term, informal relationships  Shared information only  Separate goals, resources, and structures	Longer-term effort around a project or task  Some planning and division of roles  Some shared resources, rewards, and risks	More durable and pervasive relationships  New structure with commitment to common goals  All partners contribute resources and share rewards and leadership

*From Collaboration Handbook, by Michael Winer and Karen Ray. Published by the Amherst H. Wilder Foundation.)*

True collaboration requires a commitment to shared goals, a jointly developed structure and shared responsibility, mutual authority and accountability for success, and sharing of resources, risks, and rewards.

However you decide to work together, it's important that everyone understands and agrees to the purpose of the collaboration, the degree of commitment required, and the expectations of partners involved in the effort.

*From Collaboration Handbook, by Michael Winer and Karen Ray. Published by the Amherst H. Wilder Foundation.)*

## **D. Conclusion**

Applications may be submitted on behalf of several organizations as long as each has a clearly defined, properly procured role in the overall delivery of services. Ancillary partnerships, such as those providing services, such as drug testing, are also subject to procurement.(1)

Additional points will be given to collaborative applications, especially those who stress training in high-growth, high demand occupations which address the skills gap needs in South and West Suburban Cook County. These areas would include but not be limited to Transportation, Warehousing and Logistics, Healthcare, Manufacturing and Construction. Although not all may

show up on the list of growth occupations, there should be openings due to the predicted and already occurring retirement of the current workforce. This is especially true in the area of manufacturing.

(1) Guidance provided by the U.S. Department of Labor.

Service providers who develop collaborative applications must have a Memorandum of Understanding (MOU) between the partners, along with justification for how they were selected/procured. Based on WIA Administrative requirements, WIA mandates that all financial rewards are based upon competitive procurement. Summary proposals, including budgets, from the Bidder partners, must accompany the proposal. Partner agencies that are identified in the RFP's must be procured, if not, they may incur disallowed costs.

## **SECTION III – BASIC REQUIREMENTS FOR PROGRAMS AND SERVICES TO BE PROVIDED UNDER THIS RFP**

### **A. Required Services**

WIA describes a One-Stop delivery system for a continuum of workforce development services for adults and dislocated workers that supports gainful employment. This programmatic activities continuum includes Core Services, Intensive Services and Training Services. A participant must receive at least one Core Service before moving into Intensive Services. A participant must also receive one Core Service and one Intensive Service before moving into Training Services. For each level of service the goal of workforce investment activities is to encourage long-term employment that enables an individual to obtain and maintain self-sufficiency. Therefore, prior to placing individuals in employment, local case managers must assess the realistic educational, training and supportive service needs an individual may have that can create barriers to retaining employment.

The State has designed its policy and procedures so that participants can receive a Core service (Eligibility Determination) and move into Intensive Services (Assessment) quickly. Once these services have been received and it has been determined that the participant requires training services to achieve self-sufficiency the participant can be moved expeditiously into training. Appropriate training should be in high growth occupations within demand industries. **See Attachment A Summary of High Growth Occupations and Demand Industries.** The Illinois Workforce Investment Board has identified three major industries, Healthcare, Manufacturing and Transportation/Logistics that are in need of workers for numerous critical skill shortage occupations. **Attachment A** expands on the list of industries and occupations and should be reviewed when responding to this RFP. All services interventions described in your response to this RFP should clearly explain how the provision of Core, Intensive and/or Training services will lead to employment of the customer in demand occupations that lead to employment wages sufficient to meet program goals. **See Attachment D.**

The following information provides a detailed description and discussion of the three levels of required service provision.

#### **Core Services**

All adults, age 18 or older, are eligible to receive "core services." These include both information services (Core A) and staff-assisted services (Core B) as described in this section. Adults and Dislocated Workers receiving staff-assisted Core Services must be registered and meet the general eligibility requirements.

Informational Activities are defined as both self-service and staff-assisted core services that are designed to inform and educate a participant about the labor market and to enable a participant to identify his or her individual employment strengths, weaknesses, and the range of services appropriate for the individual. (Referenced DCEO PY'04 WIA Policy Letter No.: 04-02).

An information portal, Illinois workNet ([www.illinoisworknet.org](http://www.illinoisworknet.org)), validates initial recommendations and establishes benchmarks for a new process of self-assisted service delivery and technology integration. Information on resource room utilization and core services provision is needed to establish a baseline against which subsequent Illinois workNet data can be compared. Reported information will also provide a source of informal tracking where resource rooms are supported. An individual record for self-service participants provides their Social Security Number, Birth Date, Labor Force Status at Contact, Hispanic, Race/Ethnicity, and Gender. (Referenced DCEO PY'04 WIA Policy Letter No.: 04-02)

Most of the following information can be accessed through IWDS and Illinois WorkNet when available:

- Provision of employment statistics information, including the provision of accurate information relating to local, regional, and national labor market areas, including:
  - a. job vacancy listing in such labor market areas;
  - b. information on job skills necessary to obtain the jobs described in and;
  - c. information relating to local occupations in demand and the earnings and skill requirements for such occupations.
- Provision of performance information and program cost information on eligible providers of training services, by program and for providers of adult education, providers of postsecondary vocational education activities, vocational education activities available to school dropouts, and providers of vocational rehabilitation program activities;
- Provision of information regarding how the local area is performing on the local performance measures and any additional performance information with respect to the One-Stop delivery system in LWIA 7;
- Provision of accurate information relating to the availability of supportive services, including child care and transportation, available in the local area, and referral to such services, as appropriate; and
- Provision of information regarding filing claims for unemployment compensation.

### **Intensive Services**

These services are available to Adults and Dislocated Workers who:

- A. Are unemployed, and
  - (1) Are unable to obtain employment through core services; and
  - (2) Have been determined by a one-stop operator to be in need of more intensive services in order to obtain employment; or
- B. Are employed, but who are determined by a one-stop operator to be in need of more intensive services in order to obtain or retain employment that allows for employment. (DCEO PY'00 WIA Policy Letter No. 012, Change 2)

Section 663.160 (a) of WIA provides that individuals must receive at least one core service (such as eligibility determination) prior to receiving any intensive service, such as initial assessment or job search and placement services. The decision on which core services to provide, and when, may be made on a case-by-case basis at the local level. Section 663.160 (b) provides that a determination of the need for intensive services may be based on the initial

assessment or on the individual's inability to obtain employment through the core services. (DCEO PY'00 WIA Policy Letter No. 012, Change 2)

This determination must be contained in the participant's case file. Section 663.165 provides that there is no Federally-required minimum time period for participation in core services before receiving intensive services. (DCEO PY'00 WIA Policy Letter No. 012, Change 2)

### Qualifying Unemployed Persons to Receive Intensive Services

Unemployed persons must not be able to obtain employment through core services, and must be determined to be in need of more intensive services to obtain employment. The State has defined "obtain employment" for purposes of eligibility for intensive services, to mean *obtain full-time, unsubsidized employment that leads to self-sufficiency*. Unemployed persons should be assessed and a determination made as to whether the person will require intensive services to obtain full-time, unsubsidized employment. (DCEO PY'00 WIA Policy Letter No. 012, Change 2)

Intensive Services include:

- Comprehensive and specialized assessments of the skill levels and service needs of adults, displaced homemakers and dislocated workers which may include:
  - a. diagnostic testing and interviewing use of other assessment tools;
  - b. in-depth interviewing and evaluation to identify employment barriers and appropriate employment goals; and
  - c. use of new industry specific assessment tools.
- Development of an Individual Service Strategy (ISS) to identify the employment goals, appropriate achievement objectives, and appropriate combination of services for the customer to achieve the employment goals consistent with the demands of the labor market;
- Group counseling;
- Individual counseling and career guidance;
- Case management for participants seeking skill training services; and
- Short-term, prevocational services.

### Training Services

As outlined in the WIA Final Regulations, "at a minimum, an individual must receive at least one intensive service such as development of an individual employment plan with a case manager or individual counseling and career planning, before the individual may receive training services." (WIA Final Regulations, Section 663.160). WIA training programs are to be accessed by customers only after it is documented that Core and Intensive Services did not lead to attainment of employment that provides self-sufficiency and the skill training recommended is in demand in the labor market area. As detailed in WIA Section 134(d) (4), training services are available to adults and dislocated workers who:

- Have met the eligibility requirements for intensive services and who are unable to obtain or retain employment through such services;
- After an interview, evaluation or assessment, and case management have been determined to be in need of training services;
- Have the skills and qualifications to successfully participate in the selected training services;
- Select a program of skill training services that leads to employment in the local labor market

- area;
- Are unable to obtain other grant assistance for such services, including Federal Pell Grants established under Title IV of the Higher Education Act of 1965;
- Require assistance beyond that made available under other grant assistance programs, including Federal Pell Grants; and
- Are determined to be eligible in accordance with the priority system, if any, in effect under Section 134(d)(4)(E) of the WIA.

If it is determined that a WIA customer is unable or unlikely to obtain or retain full-time, unsubsidized employment in a high growth occupation leading to employment through core and intensive services, the customer may be eligible for WIA-funded job skills training services that are in labor market demand. A WIA customer's work barriers must be documented and addressed before referral to training. WIA training services are for those customers who cannot achieve employment in a high wage occupation through Core or Intensive services.

### **On-the-Job Training (OJT)**

On-the-Job Training (OJT) is defined as training by an employer that is provided to a paid registrant while engaged in productive work in a job that provides knowledge or skills essential to the full and adequate performance of the job. OJT is provided under a contract with an employer in the public, private non-profit, or private sector (WIA Section 101(31) and 20 CFR 663.700). OJT may be provided to eligible unemployed persons and, in some cases (as described below), to eligible employed workers.

*(1) Reimbursement Amount:* Occupational training is provided for a WIA registrant in exchange for the reimbursement of up to 50 percent of the wage rate to compensate for the employer's extraordinary costs of training and additional supervision related to the training (WIA Section 101(31)(B) & 20 CFR 663.700(a)). During negotiation of an OJT contract, the training costs of the employer should be estimated by the LWIA and used as a basis for negotiating the percentage of the wage to be reimbursed during the training period (not to exceed 50 percent). However, employers are not required to document the extraordinary costs of training as OJT is implemented (20 CFR 663.710(c)).

*(2) Duration:* An OJT contract must be limited to the period of time required for a participant to become proficient in the occupation for which the training is being provided. In determining the appropriate length of the contract, consideration should be given to the skill requirements of the occupation, the academic and occupational skill level of the participant, prior work experience, and the participant's individual employment plan (WIA Section 101(31)(I) & 20 CFR 663.700(I)).

*(3) Benefits and Working Conditions:* WIA registrants in On-the-Job Training or individuals employed in programs and activities under Title I of WIA must be provided benefits and working conditions at the same level and to the same extent as other trainees or employees working a similar length of time and doing the same type of work (20 CFR 667.272(b)).

*(4) Pattern of Failure:* An OJT contract may not be negotiated with an employer who has previously exhibited a pattern of failing to provide OJT registrants with continued long term employment with wages, benefits, and working conditions that are equal to those provided to regular employees who have worked a similar length of time and are doing the same type of work (WIA Section 195(4) & 20 CFR 663.700(b)).

(5) *Employment Status:* An individual who participates in On-the-Job Training (OJT) must be hired as a regular employee by the OJT employer when training begins.

(6) *On-the-Job Training for Employed Workers:* An OJT contract may be used to train a WIA registrant who, prior to the start of OJT, is already working for the OJT employer (i.e., an “employed worker” who is earning less than a self-sufficient wage). In this situation, OJT provided to a previously employed worker must relate to either:

- The introduction by the employer of new technologies;
- The introduction to new production or service procedures;
- Upgrading to new jobs that require additional skills /workplace literacy; or,
- Other appropriate purposes identified by the Local Board (20 CFR 663.705).

DCEO recommends that filling critical skill shortage occupations be identified by LWIBs as an appropriate purpose for the use of On-the-Job Training for employed workers. Also, please note that all other general provisions of the law and regulations governing OJT contracts also apply to training contracts for employed workers (i.e., 20 CFR 663.705(b)). OJT may also be provided to a worker employed by another (non-OJT) firm if the worker chooses to leave his/her current employment to accept a job with the OJT employer to participate in On-the-Job Training. Such an employed worker must have been earning less than a self-sufficient wage at his/her prior job.

### **Customized Training**

Customized Training is designed to meet the special requirements of an employer (including a group of employers). The employer(s) must pay not less than 50 percent of the cost of the training (WIA Section 101(8) & 20 CFR 663.715). Employer costs may be in cash or in-kind, must be documented, and are subject to audit. Customized Training may be provided to eligible unemployed persons and, in some cases (as described below), to eligible employed workers.

(1) *Commitment to Hire:* The employer (or group of employers) must commit to hire WIA registrants who successfully complete the customized training program.

(2) *Customized Training for Employed Workers:* A Customized Training contract may also be written to train a WIA registrant who is already working for the employer (or group of employers) for which the customized training is being provided, when the employee is not earning a self-sufficient wage. The employer (or group of employers) must commit to continue to employ such trainees who successfully complete the training. In this situation, customized training provided to a previously employed worker must relate to either:

- The introduction by the employer of new technologies;
- The introduction to new production or service procedures;
- Upgrading to new jobs that require additional skills /workplace literacy; or,
- Other appropriate purposes identified by the Local Board (20 CFR 663.720I).

DCEO recommends that filling critical skill shortage occupations be identified by LWIB as an appropriate purpose for the use of customized training for employed workers.

Customized Training may also be provided to workers employed by another (non training) firm if the worker is earning less than a self-sufficient wage. It is expected that, if the worker

successfully completes the training, he/she will choose to leave his/her current employment to accept a job with the customized training employer.

### **Incumbent Worker Training**

The incumbent worker is an employed individual who is served as part of the Statewide (not local) workforce investment activities authorized in Section 134(a)(3)(A)(iv)(I) of WIA. The federal regulations at 20 CFR 665.220 specify that these individuals do not have to meet the eligibility requirements for employed adults and dislocated workers served with local formula funds. States are permitted to establish policies and definitions to determine which workers, or groups of workers, are eligible for incumbent worker services under this subpart. It should be noted that there is a difference between incumbent worker (as stated above) and employed worker.

### **Employed Worker**

The employed worker is an employed individual who does not qualify as a dislocated worker in order to receive WIA intensive or training services but who meets the WIA eligibility requirements at 20 CFR 663.220(b) and 663.310. These individuals may be served by documenting that they are in need of services in order to obtain *or retain* employment that allows for self-sufficiency, in accordance with the locally established definition of that term. Employed workers who currently meet the local definition of self-sufficiency, but who need services in order to retain their self-sufficient employment, may be served if documentation is obtained from the employer, verbally or in writing, that the employee(s) will not be retained unless additional training or services are received. *The funding for this activity comes from the WIA local allocation. For those companies that benefit from the Incumbent Worker Program, POET expects the opportunity to fill vacant positions, created by upgrading of the incumbent worker.*

The employed worker may also be served at the local level as a *Dislocated Worker* if the individual meets the criteria found in WIA section 101(9); i.e., has been terminated or laid off, has received a notice of termination or layoff, or is employed by a facility that has made a general announcement of a pending plant closure; or was self-employed but is unemployed as a result of general economic conditions or a natural disaster, or is a displaced homemaker. Please refer to section 101(9) of the Workforce Investment Act of 1998 for more specific eligibility requirements relative to each of the criterion listed above. In many instances dislocated workers are unemployed; however, some may have received a notice of termination or layoff but remains temporarily on the job. Dislocated workers who have become re-employed in "income maintenance" jobs (a job with a lower rate of pay than the job of dislocation) may be served as long as the wage earned does not exceed the local criteria for self-sufficiency for dislocated workers. For dislocated workers who have become employed prior to eligibility determination, earnings comprising a certain percentage of the wage earned at the time of dislocation may be the most appropriate to use for determining eligibility. *The funding for this activity comes from the WIA local Dislocated Worker allocation.*

### **Individual Training Accounts**

Normally, vocational training services are accessed through Individual Training Accounts (ITA) vouchers which are issued after a documented determination is made that the training will result in employment. ITA's enable customers to choose among available training providers. Training

services are purchased from eligible training providers selected from the state list in consultation with the case manager. Service providers must provide access to the statewide list of WIA certified training programs to their customers.

If a training provider is interested in becoming a Certified ITA provider, it is a separate application process via the Internet. Additionally, the State ITA policy on Provider Certification stipulates that organizations must apply to the WIA in which they are located. If there is more than one location, the corporate headquarters is considered the “location” to be used to determine which Area to apply with. Please visit [www.iwds.state.il.us](http://www.iwds.state.il.us) for further information.

**Those who wish to strictly participate in Individual Training Accounts, and are currently on the Statewide List do not need to complete any part of this RFP.**

### **Supportive Services**

Supportive services address those life issues impacting the job seeker’s ability to obtain or retain adequate employment. The most common supportive services are child care assistance, transportation assistance and, general counseling services. Some customers may also require referral to services such as substance abuse counseling and mental health services before enrollment. It is assumed that the provision of these services will involve collaboration with private, county and state service providers (e.g. local community-based organizations, Illinois Department of Health and Human Services, Illinois Department of Public Aid etc.) to appropriately coordinate and tailor services. Service providers are not required to provide supportive services on-site; however, they will be required to reasonably ensure the customer receives referrals for needed services. As such, service providers are expected to assist the participant in coordinating appointments and to follow up on all supportive service referrals. Service providers should budget these costs in their proposals and must have the administrative capacity to track and distribute supportive service funds.

### **Follow-up Services**

Service providers must consistently communicate with and monitor the progress of customers throughout their enrollment in the program. In addition, follow-up activities must be made available to exited customers for a minimum of twelve months following his/her exit from WIA. Service providers must provide an array of services that ensures customer’s academic and educational progress, job retention, wage gains, and career progress for those placed into unsubsidized employment. Follow-up services include but are not limited to:

#### *Retention/Advancement Services:*

- Maintaining regular contact (at minimum every 30 days) with the customer, his/her employer, significant other, teacher, parole officer or other appropriate entities.
- Accessibility during and after the customer’s work.
- Working with the customer to identify emerging problems.
- Helping customer gain job-coping skills.
- Intervening early to prevent job loss.
- Providing support, counseling and advice.
- Providing access to supportive and transitional services.
- Arranging access to post-employment training.
- Responsibility of service provider to offer additional job opportunities to customers 12 months after should they lose job.

*Re-employment Services:*

- Counseling customer about the reasons for his/her job loss.
- Utilizing the services available to address reasons for job loss and implement appropriate solutions to secure re-employment.
- Providing additional job search and job placement assistance in placing the individual unsubsidized employment.

The Service provider is responsible to provide follow-up services to any carry-over WIA customers (WIA customers served in the previous program year) registered by that service provider and/or may be asked to assume the responsibility to provide follow-up services to customers whose association with WIA was through another agency no longer contracted to provide WIA services.

## **B. Service Priorities**

All programs must be designed to have participants achieve employment with a clear career path. Programs that focus on careers in high growth industries as identified in RFP Attachment A with a strong employer focus will be given priority over those that do not meet these criteria. If you have been a previous WIA provider with POET, the previous performance of your program(s) including the numbers served and exited will be factored into funding decisions. Proposals from entities that do not have a previous funding relationship with POET must also submit information on their performance providing like services in LWIA 7, or services in other local workforce investment areas.

POET's specific service goals and priorities for funding are described in Section I.A. of this RFP.

## **C. Participant Eligibility and Target Populations**

### General Eligibility Requirements

*General requirements* are those that apply to all persons served by the WIA these requirements include authorization to work in the United States, and compliance with Selective Service registration.

#### *Authorized to work in the United States*

Participation in programs and activities or receiving funds under Title I of WIA shall be available to citizens and nationals of United States, lawfully admitted permanent resident aliens, refugees asylees, and parolees (which refers to persons granted temporary permission to live and work in the U.S.), and other immigrants authorized by the Attorney General to work in the United States.

#### *Compliance with Military Selective Service Requirements*

All males born after December 31, 1959, who have reached age 18, must have complied with the requirements of the Selective Service Act, (50 USC App. 453) i.e., registration with the Selective Service Administration, in order to be eligible for services under WIA. Appendix H provides a detailed discussion of the procedures to ensure compliance with Section 189 (h).

Only persons who are required to *register* for participation under Title I are subject to the general eligibility requirements. In other words, adults and dislocated workers who receive only self-service and informational core services are not required to demonstrate that they are authorized to work in the US, or in compliance with Selective Service requirements. Youth, who must register due to fund stream eligibility requirements, and adults and dislocated workers receiving services beyond self-service and informational core services, must meet these eligibility requirements. This policy decision by USDOL preserves universal access to core services for adults and dislocated workers. (Referenced DCEO PY'00 WIA Policy Letter No. 012, Change 2)

### Adult Low Income Eligibility Requirements

In order to be provided services under this RFP, an adult individual must be age 18 or older. The State has established policy that, in general, requires the majority of adult funds expended must be for recipients of public assistance and other low-income persons. This requirement can also be met if the majority of persons served are recipients of public assistance or low-income persons.

*Low income individual:* --The term "low-income individual" means an individual who—

- (A) Receives, or is a member of a family that receives, cash payments under a Federal, State, or local income-based public assistance program;
- (B) Received an income, or is a member of a family that received a total family income, for the 6-month period prior to application for the program involved (exclusive of unemployment compensation, child support payments, payments described in subparagraph (A), and old-age and survivors insurance benefits received under section 202 of the Social Security Act (42 U.S.C. 402)) that, in relation to family size, does not exceed the higher of—
  - (i) The poverty line, for an equivalent period; or
  - (ii) Seventy percent of the lower living standard income level, for an equivalent period;
- (C) Is a member of a household that receives (or has been determined within the 6-month period prior to application for the program involved to be eligible to receive) food stamps pursuant to the Food Stamp Act of 1977 (7 U.S.C. 2011 et seq.);
- (D) Qualifies as a homeless individual, as defined in subsections (a) and (c) of section 103 of the Stewart B. McKinney Homeless Assistance Act (42 U.S.C. 11302);
- (E) Is a foster child on behalf of whom State or local government payments are made; or
- (F) In cases permitted by regulations promulgated by the Secretary of Labor, is an individual with a disability whose own income meets the requirements of a program described in subparagraph (A) or of subparagraph (B), but who is a member of a family whose income does not meet such requirements.

### Dislocated Worker Eligibility Requirements

*Overview of Dislocated Worker Eligibility (Section 101(9)).* In order to be provided service as a dislocated worker under this RFP, an individual must, in addition to meeting the general eligibility requirements, fall into one or more of the following four groups:

1. Unlikely to return to prior industry or occupation;
2. Laid off or terminated due to plant closure or substantial layoff;
3. Formerly self-employed but now unemployed; or
4. Displaced homemaker.

These categories as defined as follows:

1. *Unlikely to return to prior industry or occupation.* This applies to a person who:

- A. Has been terminated or laid off, or who has received a notice of termination or layoff, from employment;
- B. (1) Is eligible for or has exhausted entitlement to unemployment compensation; or  
(2) Has been employed for a duration sufficient to demonstrate, to the appropriate entity at a one-stop center referred to in section 134I, attachment to the workforce, but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that were not covered under a State unemployment compensation law; and
- C. Is unlikely to return to a previous industry or occupation.

2. *Laid off or terminated due to plant closure or substantial layoff.* This applies to a person who:

- A. Has been terminated or laid off, or received a notice of termination or layoff, from employment as a result of any permanent closure of or substantial layoff at, a plant, facility, or enterprise;
- B. Is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days; or
- C. For purposes of eligibility to receive services other than training services described in section 134(d)(4), intensive services described in section 134(d)(3), or supportive services, is employed at a facility at which the employer has made a general announcement that such facility will close.

3. *Formerly self-employed but now unemployed.* This applies to a person who was self employed (including employment as a farmer, a rancher, or a fisherman) but is unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters.

4. *Displaced homemaker.* This applies to an individual who has been providing unpaid services to family members in the home and who—

- A. Has been dependent on the income of another family member but is no longer supported by that income; and

- B. Is unemployed or under employed and is experiencing difficulty in obtaining or upgrading employment.

### Targeted Populations

Businesses, adult job seekers, older youth, dislocated job seekers, and other specifically targeted populations (veterans, ex-offenders, drop-outs, and TANF recipients) are the main customers and target populations under this RFP. Currently, WIA requires that at least 51% of WIA Title I Adult participants must also have incomes at or below the U.S. Department of Labor income guidelines for determining low-income status for WIA eligibility, or be automatically determined “low-income” by being a Temporary Assistance to Needy Families (TANF) recipient), food stamp recipient, foster child or homeless individual). The remaining 49% of customers may have incomes above the poverty line but which are below the self-sufficiency level.

## **D. Applicable Performance Standards**

### *Positive Contribution to Performance*

Service providers awarded funding under this RFP will be accountable for positive contributions to the adult and dislocated worker performance measures listed in **Attachment D**. All proposals submitted will be evaluated on their ability to lead participants to outcomes that include employment and retention in occupations that pay a high wage and are in demand.

### *General Parameters*

Before attempting to propose anticipated performance outcomes for Local Workforce Area LWIA7, some “parameters” for the performance measures need to be understood:

1. All of the following performance measures are for use in assessing the performance of Local Workforce Areas (LWIA) and the State.
2. Quarterly Unemployment Insurance (UI) wage records will be the primary data source for tracking employment and earnings. If individuals are not found in the UI wage records, supplemental data sources acceptable to the State (IDES) can be introduced. The latter sources and any methods used to verify employment must be fully documented and are subject to audit. Supplementary data may be used for the entered employment rate and employment retention measures for adults, dislocated workers, and older youth. Some restrictions do apply and these are noted with the specific measures, below.
3. Exit quarter for an individual participant is defined as the quarter in which the last date of service (except follow-up services) takes place for the individual. The last date of service means the last date of recorded services, or that the individual has not received services for the last 90 days, with no additional services scheduled or 90 days.
4. Every participant enrolled in program must receive services every 90 days and contact every 30 days. These services must be documented in the case notes on the Illinois Workforce Development System (IWDS) in order to avoid these participants being

automatically exited by the State.

5. Employment is defined as an individual showing any amount of earnings in the quarter following exit or any other quarter that is part of the measurement criteria for a performance measure.
6. An individual who is 18 or older upon registration (pending re-authorization age determination) and receives adult funded services is to be counted in the adult measures.

#### *Admonitions*

The MONDETS, which is **confidential**, is maintained by POET Staff. This data must not be used to deny services but should be used to assist with the suitability assessment and placement of the customer.

### **E. Other Service Provider Requirements**

#### *Written Policies and Procedures*

Agencies submitting proposals must indicate that they have written procedures and practices that comply with WIA requirements and also avoid conflict of interest in the procurement of goods and services utilizing WIA funds. As noted earlier, the Cook County Workforce Investment Board and POET reserve the right to change or amend policies or procedures governing the services described in the RFP.

#### *Mandatory Attendance at Meetings and Training*

Service Providers are also required to have staff representation at all meetings and staff training workshops as determined by POET. Staff training may include topics as: labor market information for training and placement in demand occupations, developing business services, understanding performance measures, providing case management, grant writing tips and federal and fiscal regulations.

#### *Local Alliances with Businesses and Community Organizations*

Respondents should demonstrate their local alliances and collaborations with local business community organizations and their experience in coordinating the delivery of services that result in job placement and retention. Successful respondents will form partnerships and public/private collaborations that combine employment, retention and career advancement services along with supportive services in an approach to help the individual customer to reach the goal of employment and self sufficiency.

#### *Monthly Invoice Submittal*

If funded, you will be required to invoice on a monthly basis. Providers will be reimbursed for their costs based on a performance based contract system of achieving the targeted enrollment and placement goals on a quarterly basis.

### *Inclusion of POET Logo on All Printed Materials*

Any and all publications created by providers, publicizing WIA services must include the POET logo and any new logos, such as Illinois workNet, required by the State or Federal Government. This is especially important, as in P'Y08, POET is fully implementing and adopting the Illinois workNet System.

### *File Retention and Ownership*

Organizations whose proposals are selected for funding will be responsible for retaining program files and records, including participant files and records, in accordance with Federal and State WIA requirements, and POET's record retention policies. Also, POET retains ownership of all service provider files and records related to the services provided pursuant to this RFP.

### *Illinois Workforce Development System (IWDS)*

Organizations whose proposals are selected for funding under this RFP will be responsible for data entry on the IWDS system and for adequately documenting all services provided to participants in accordance with IWDS requirements.

## SECTION IV – REQUIREMENT FOR PRESENTATION OF PROPOSALS

### A. Technical Specifications

#### 1. Proposal Format

All proposals must meet the following technical specifications:

- Typewritten on 8 ½ by 11 unruled paper, single sided
- Font size of 12 point
- 1.5 line spacing
- 1 inch side, top and bottom margins
- Pages numbered consecutively at the bottom of the page
- All pages two-hole punched at top center
- Include in all copies of your proposal any necessary attachments to your proposal.
- Six (6) paper copies with original signatures and one electronic copy  
In Word/Excel no later than 4:30 p.m. CST on **June 6, 2008**.

#### 2. Organization of Proposals

All proposals must be organized and assembled as described in this Section. Copies of all required forms as identified in the descriptions below are included at the end of the relevant section of this RFP.

##### a. General Information Page

This page may be re-formatted if needed to assist in word processing. However, all information is required and must be presented in the same order as it appears on the General Information Page.

##### b. Program Submission Information Sheet

This page provides summary information identifying the population to be served, the number of individuals to be served, planned services and the proposed cost of these services.

Note that a separate sheet is required and must be completed for Adults and Dislocated Workers if you are proposing to serve both groups.

##### c. Collaboration

If submitting the collaborative proposal, this page should reflect a summary of the co-applicants including identification of the lead agency.

##### d. Proposal Narrative

The proposal narrative is critical to understanding your proposal. Each required element of the narrative must be addressed completely and thoughtfully. The Cook County Workforce Investment Board and POET will look favorably upon proposals that provide detailed responses to each required item of the proposal narrative.

The proposal narrative section of your proposal must be organized as follows:

## 1. Executive Summary

The Executive Summary must contain the following information:

- a. An overview of the qualifications of the respondent and any other organization(s) that will provide or will significantly contribute to the proposed services. Include information regarding the number of years that your organization has provided services under WIA or other employment training programs.
- b. The principal location of the project.
- c. A concise description of your program and how it will meet the program goals described in Section I.A. of this RFP.
- d. A description of your organizations' mission, goals and objectives and how they are compatible with the goals of the WIA Title I Programs and the goals of the Cook County Workforce Investment Board and POET as articulated in this RFP.
- e. The amount of WIA funding you are requesting pursuant to this RFP, as well as amounts from any other sources of funding your agency has available to it to support the proposed service program.

## 2. Statement of Work

The Statement of Work Section of your proposal must fully address all of the following items in the order in which they appear.

### *Section 1 – Agency Experience and Vision*

#### a. Experience

- Detail your experience and success providing services under WIA or other similar programs.
- Indicate how long your organization(s) has/have been providing these services.
- Identify the qualifications of your organization(s), especially those features that distinguish your services from other service provider organizations.

#### b. Vision

- Describe your vision for how your agency can use resources provided under WIA to help the people you serve move into high-paying jobs in high growth occupations. Identify key strategies that will enable you to meet the goals of the Cook County Workforce Investment Board and POET as described in Section I.A. of this RFP.
- Identify the population to be served and what you envision your impact will be, not only on the customer, but on the community as well. Attach documentation which supports your organization's evidence of proven record of success.

## *Section 2 – Governance*

### a. Legal Safeguards

Governance includes having in place adequate legal and ethical assurances. Documentation for these assurances includes copies of insurance certificates, conflict of interest policies, audit reports for previously operated grant programs and other items. Successful bidders may be required to produce additional documentation during contract negotiations.

Your proposal must include the following documentation:

- Evidence of insurance coverage including liability (cover sheet only).
- A signed certification statement (Attachment F) attesting to the assurances and safeguards, against prohibited activities, i.e., lobbying, political activity, etc., required under the WIA program.

### b. Community Involvement and Targeted Areas

Describe outreach strategies and methods:

- Identify the geographic areas you will serve.
- Describe your knowledge of the high growth industries in the area you are targeting.
- Discuss your agency's involvement in the local community through activities with the local Chambers of Commerce, business and labor organizations.
- Identify how you will work with the One-Stop Centers.

## *Section 3 – Proposed Service Program*

### a. Outreach, Recruitment and Referrals

Describe the system you will use to recruit appropriate candidates for services and to screen them for suitability for the services your program will offer.

- Identify the strategies and processes you will use to recruit and assess customers for the proposed program. Describe how you will ensure that the service levels identified on the Program Submission Information sheet(s) will be met.
- Identify the special needs of the populations that you propose to serve as identified in the General Information Section. Describe the efforts you will implement to identify potential participants and how community agencies, welfare departments and other appropriate groups will be involved in these efforts. If you are proposing to serve both Adults and Dislocated Workers, describe how the outreach efforts will differ for each population.
- Identify achievement, interest and aptitude tests you plan to use.
- If a client requires a core or intensive service not offered by your program, describe how you will work with the local IETC to ensure these services are available.

- Provide a brief statement regarding your willingness and capacity to accept referrals from the IETCs.

b. Program Design

Describe in detail the design of your program and how it addresses POET's goals as defined in Section I.A. of this proposal

- Identify your overall strategy to help participants obtain high-paying jobs in high growth occupations consistent with the goals of this RFP.
- Identify the specific industries, high-growth occupations high-paying jobs that will be targeted by the proposed services. Provide documentation of your history of success providing like services targeted at these industries, occupations and jobs in LWIA 7, other local workforce investment areas in the Chicago metropolitan area or throughout the country.
- Identify any special participant populations or groups that will be priorities for service.
- Describe how you will use core, intensive, placement and training services as part of your overall strategy to help participants obtain high-paying jobs. Describe each service you plan to provide separately.
- Identify the specific high-paying jobs in specific high growth occupations that will be the focus for participants in your program.
- Describe career counseling, career planning and employment counseling strategies and techniques you plan to use.
- Identify the point in the process at which you will make the determination that placement through core and intensive Services is unlikely and that vocational training, OJT or customized training is needed or appropriate.
- Describe how you will work with each participant to identify an appropriate vocational training provider, given each participant's needs and readiness for training to obtain a high-paying job in the high-growth occupations that will be targets of your program.
- If you propose to provide OJT or customized training:
  - Identify the specific high-paying jobs in high growth occupations that will be the focus of your OJT and/or customized training program.
  - Describe how you will assess the participant's suitability for this training.
  - Describe how participant skill levels will be assessed and how the reimbursement amount to the employer will be determined.
  - Describe how the length of training will be determined.
  - Describe the processes through which participants will be matched to employers.
  - Describe processes, procedures and timeframes for onsite monitoring to review participant progress and to assess adherence to the training plan.
  - Describe procedures for monitoring job retention at the completion of the training period.
- Identify the average length of time you expect a participant to remain in your program prior to exit. (Do not include follow-up services in this time period).
- Identify the number of participants enrolled in your program that will receive training services and the percentage this number represents of all

- participants enrolled in your program.
- If your organization also expects to provide WIA services to youth, describe how you will make the determination as to whether older youth (ages 19-21) will be served through an Adult/Dislocated program or a Youth program.

c. Follow Up Services

- Identify follow up services that will be offered to support participants after the program and how those services will be provided.
- Describe how you will work with participants and employers during the follow up period to increase job retention. Describe what you will do to identify and remove barriers to job retention.
- Identify any incentives that will be provided to the participant during the twelve-month follow up period to increase participant cooperation during this period.
- Describe the records you will maintain to document the follow-up services offered and provided.
- Describe how you will track participants to assess outcomes and to assure performance standards are achieved.

d. Incentives and Support Services

- Describe supportive services you will provide and the factors you will consider to determine when supportive services are appropriate.
- Identify the estimated amount of supportive service payments you will make per participant, including the portion of this amount you expect to pay directly to the participant.
- Describe your process for referring participants to other needed supportive services you do not propose to provide.
- Describe administrative or other controls to assure that support service payments are consistent with POET's support services policy which is included as an Attachment to this RFP.

*Section 4 – Staff Experience*

a. Staff Education, Experience and Training

- Identify the staff included in your proposal and specify the educational levels for each individual.
- Identify the experience level of each staff person related to the services each will provide.
- Describe how you will provide labor market training and other internal training after POET training has been provided.
- Attach resumes for all staff included in your proposal. Include any specific documentation necessary to support the qualifications or credentials of instructional or other specialty staff positions.

b. Collaborations

- Show assurances that co-applicants are willing to share legal liability and responsibility for grant operations.

- Detail previous working relationships that preceded this particular grant application.
- Describe how your collaborative group will be seen as a legitimate leader in the community.
- Describe your concrete, attainable goals and objectives.
- Identify all members of any collaborative arrangements relevant to the proposed project, the roles and responsibility of each partner(s) and the lead partner(s) for the collaboration.
- Develop clear roles and policy guidelines of your collaboration.
- Include an organizational chart for the proposed collaboration.
- Describe how funds will flow within the collaboration.
- Describe how any co-applicants were competitively procured.

### *Section 5 – Project Support*

#### a. Evidence of Project Support

- Identify supporters of the project and describe their interest in or link to the program. (Attach letters of support.)
- Provide written letters of support from employers that identify contributions of additional “in-kind” resources, or employer participation in training, commitment to hiring or mentoring participants. (Attach letters of support.)
- Include minutes/ documentation of board meetings or other meetings or events which would indicate that employers have provided input.

### *Section 6 – Outcomes*

#### a. Placement

- Describe your strategy for placing participants who receive vocational, OJT or customized training into high-paying jobs in high growth occupations.
- Describe your strategy for placing Dislocated Workers who do not need additional training to obtain high-paying jobs in high-growth occupations.
- Describe how will you monitor placement outcomes and how frequently you will monitor these outcomes.

#### b. Cost

- Describe the basis on which the minimum and maximum amounts of requested funding as shown on the Program Submission Information sheet(s) were calculated. Identify how the number to be served was determined.
- Calculate a unit cost for all new enrollees into your program for core and intensive services and then for core, intensive and training services combined. The final calculation should include all costs, including costs for supportive services and payments to employers for ITA, OJT or customized training. It should be noted that in PY'07 POET conducted a national research study which examined average unit costs in other local workforce investment areas similar to POET in funding and composition. For the Adult core and intensive programs the average unit cost was \$2,411 or lower and for Dislocated Workers the average unit was \$2,757.

Respondents should use this information as a guideline in preparing their proposed level of service. Cost may exceed this level however you should be able to justify them or your scores may be affected in this evaluation area.

- If you are a current provider, calculate a unit cost that includes any participants you are carrying over from your current contract with POET.
- Identify the staff to participant ratio.
- If you are a for-profit entity, identify the profit percentage built into your proposed budget, and describe the risk and other factors you took into consideration to arrive at this percentage. Note: POET will separately negotiate the percentage of profit with each for-profit entity whose proposal is selected pursuant to this RFP.

c. Post Placement

- Provide a description of how you will track participants who obtained employment or achieved another outcome quarterly through the one year follow-up period.
- Identify your strategy for building a relationship to ensure that the participant will return or contact his/her case manager after exiting the program.

d. WIA Performance Outcomes

- Describe the process you will use to screen participants prior to enrollment to assure that they can obtain employment in high-paying jobs in high growth industries.
- Describe steps you will take to assure staff fully understands performance measures and their importance. Note that Attachments D and E to this RFP describes WIA performance measures applicable to POET.
- Describe the processes you will use to monitor performance related to placing participants in high-paying jobs in high growth occupations and for other applicable WIA performance measures.
- Identify specific staff who are familiar with the IWDS reporting system. If you do not have staff familiar with IWDS, identify steps you will take to establish IWDS expertise within your agency.

*Section 7 – Required Signatures*

The following forms with original signatures are required to be included with your proposal:

- Agency Declaration ( RFP Page 48)
- Certifications Statement (RFP Page 59)
- Co-applicant Form (RFP Page 63)

## B. General Information Page

### ADULT/DISLOCATED/INCUMBENT WORKER PROPOSALS

<b>LEGAL NAME APPLICANT AGENCY</b>		
<b>NUMBER OF YEARS IN BUSINESS</b>		
<b>PRINCIPAL OF AGENCY</b>		
<b>FEIN NUMBER</b>		
<b>ADDRESS-ADMINISTRATIVE OFFICE</b>	Street	
	City, State	
	Zip Code (9 digit)	
<b>ADDRESS- TRAINING FACILITY</b>	Street	
	City, State	
	Zip Code (9 digit)	
<b>PROGRAMMATIC CONTACT PERSON</b>	Name	
	Title	
	Phone	
	Fax	
	Email	
<b>FISCAL CONTACT PERSON</b>	Name	
	Title	
	Phone	
	Fax	
	Email	
<b>TYPE OF ORGANIZATION</b>	<input type="checkbox"/> Commercial Organization <input type="checkbox"/> Educational Institution <input type="checkbox"/> Minority Business Enterprise <input type="checkbox"/> Female Business Enterprise	<input type="checkbox"/> Private for Profit <input type="checkbox"/> Private Not for Profit <input type="checkbox"/> Unit of Government <input type="checkbox"/> Other
<b>NON-POET PROGRAM REFERENCES-Use Additional Sheets if Necessary</b>		
Name		PROGRAM TYPE-FUNDING LEVEL
Organization		
Phone		
Email		
Name		PROGRAM TYPE-FUNDING LEVEL
Organization		
Phone		
Email		
Name		PROGRAM TYPE-FUNDING LEVEL
Organization		
Phone		
Email		

### C. Adult Program Submission Information Sheet

PROGRAM SUBMISSION INFORMATION TYPE(S) OF PROGRAM YOU ARE APPLYING FOR/AMOUNT/TARGET POPULATIONS/AREA		
<input type="checkbox"/> <b>ADULT</b>  <b>Funding Requested:</b> \$ _____ (min) \$ _____ (max)  <b>Number to be Served</b> _____ New Enrollees _____ Carry-Overs  <b>Average Unit Cost(Core &amp; Intensive Services)</b> \$ _____ (with Carry-Overs)* \$ _____ (New Clients Only)  <b>Average Unit Cost (with Training)</b> \$ _____ (with Carry-Overs)* \$ _____ (New Clients Only)  <b>Placement Rate (Initial)</b> % _____  <b>Retention Rate</b> % _____  * if applicable	<b>Area to be Served</b>  % West _____  % South _____  <b>Target Population %</b>  <input type="checkbox"/> Veterans _____ <input type="checkbox"/> Ex-Offenders _____ <input type="checkbox"/> Homeless _____ <input type="checkbox"/> TANF Recipients _____ <input type="checkbox"/> Older Workers _____ <input type="checkbox"/> Disabled _____ <input type="checkbox"/> Older Youth _____  <b>Demographics %</b>  <input type="checkbox"/> African American ____ <input type="checkbox"/> Asian _____ <input type="checkbox"/> Hispanic _____ <input type="checkbox"/> White _____ <input type="checkbox"/> Other _____ _____	<b>Program Components %</b>  <input type="checkbox"/> Core ____ <input type="checkbox"/> Intensive ____ <input type="checkbox"/> Training ____ <input type="checkbox"/> Placement ____  Number of participants to be enrolled in your program: ____  Number enrolled who will receive training services: ____  Percentage of participants who will receive training services: ____
CORE SERVICES BEING PROPOSED		
<input type="checkbox"/> Outreach and Orientation to Services Available <input type="checkbox"/> Initial Assessment of Skill Levels, Aptitudes, and Supportive Service Needs <input type="checkbox"/> Remedial Services for those who are Basic Skills Deficient <input type="checkbox"/> Job Search and Placement Assistance <input type="checkbox"/> One-Year Follow-Up Intervention		
INTENSIVE SERVICES BEING PROPOSED		
<input type="checkbox"/> Comprehensive and specialized assessment of skill levels and service needs <input type="checkbox"/> Diagnostic Testing and use of other assessment tools <input type="checkbox"/> In-Depth interviewing and evaluation to identify employment barriers and employment goals <input type="checkbox"/> Development of an Individual Employment Plan to identify employment goals, objectives and services needed <input type="checkbox"/> Group Counseling <input type="checkbox"/> Individual counseling and career guidance <input type="checkbox"/> Case management for participants seeking training services <input type="checkbox"/> Short-term Pre-Vocational services <input type="checkbox"/> Follow-Up Services for not less than 12 months after the completion of participation <input type="checkbox"/> Comprehensive guidance and counseling, which may include drug/alcohol abuse counseling and referral <input type="checkbox"/> Supportive Services		
TRAINING SERVICES BEING PROPOSED		
<input type="checkbox"/> Vocational Training <input type="checkbox"/> OJT <input type="checkbox"/> Customized Training <input type="checkbox"/> Incumbent Worker Training		
PLACEMENT SERVICES BEING PROPOSED		
<b>ALL AGENCIES ARE RESPONSIBLE FOR PLACEMENT SERVICES.</b>		

## D. Dislocated Worker Program Submission Information Sheet

PROGRAM SUBMISSION INFORMATION TYPE(S) OF PROGRAM YOU ARE APPLYING FOR/AMOUNT/TARGET POPULATIONS/AREA		
<input type="checkbox"/> <b>Dislocated Worker</b> <b>Funding Requested:</b> \$ _____ (min) \$ _____ (max) <b>Number to be Served</b> _____ New Enrollees _____ Carry-Overs <b>Average Unit Cost(Core &amp; Intensive Services)</b> \$ _____ (with Carry-Overs)* \$ _____ (New Clients Only) <b>Average Unit Cost (with Training)</b> \$ _____ (with Carry-Overs)* \$ _____ (New Clients Only) <b>Placement Rate (Initial)</b> % _____ <b>Retention Rate</b> % _____ * if applicable	<b>Area to be Served</b> % West _____ % South _____  <b>Target Population %</b> <input type="checkbox"/> Veterans _____ <input type="checkbox"/> Ex-Offenders _____ <input type="checkbox"/> Homeless _____ <input type="checkbox"/> TANF Recipients _____ <input type="checkbox"/> Older Workers _____ <input type="checkbox"/> Disabled _____ <input type="checkbox"/> Older Youth _____  <b>Demographics %</b> <input type="checkbox"/> African American _____ <input type="checkbox"/> Asian _____ <input type="checkbox"/> Hispanic _____ <input type="checkbox"/> White _____ <input type="checkbox"/> Other _____ _____	<b>Program Components %</b> <input type="checkbox"/> Core _____ <input type="checkbox"/> Intensive _____ <input type="checkbox"/> Training _____ <input type="checkbox"/> Placement _____  Number of participants to be enrolled in your program: _____ Number enrolled who will receive training services: _____ Percentage of participants who will receive training services: _____
CORE SERVICES BEING PROPOSED		
<input type="checkbox"/> Outreach and Orientation to Services Available <input type="checkbox"/> Initial Assessment of Skill Levels, Aptitudes, and Supportive Service Needs <input type="checkbox"/> Remedial Services for those who are Basic Skills Deficient <input type="checkbox"/> Job Search and Placement Assistance <input type="checkbox"/> One-Year Follow-Up Intervention		
INTENSIVE SERVICES BEING PROPOSED		
<input type="checkbox"/> Comprehensive and specialized assessment of skill levels and service needs <input type="checkbox"/> Diagnostic Testing and use of other assessment tools <input type="checkbox"/> In-Depth interviewing and evaluation to identify employment barriers and employment goals <input type="checkbox"/> Development of an Individual Employment Plan to identify employment goals, objectives and services needed <input type="checkbox"/> Group Counseling <input type="checkbox"/> Individual counseling and career guidance <input type="checkbox"/> Case management for participants seeking training services <input type="checkbox"/> Short-term Pre-Vocational services <input type="checkbox"/> Follow-Up Services for not less than 12 months after the completion of participation <input type="checkbox"/> Comprehensive guidance and counseling, which may include drug/alcohol abuse counseling and referral <input type="checkbox"/> Supportive Services		
TRAINING SERVICES BEING PROPOSED		
<input type="checkbox"/> Vocational Training <input type="checkbox"/> OJT <input type="checkbox"/> Customized Training <input type="checkbox"/> Incumbent Worker Training		
PLACEMENT SERVICES BEING PROPOSED		
<b>ALL AGENCIES ARE RESPONSIBLE FOR PLACEMENT SERVICES.</b>		

<b>E. COLLABORATIVE APPLICATION CO-APPLICANT LISTING</b>
----------------------------------------------------------

<b>Collaboration Partner:</b>		
Contact Person:		
Address:		
City:	State:	Zip Code:
Phone:	Fax:	E-Mail:

<b>Collaboration Partner:</b>		
Contact Person:		
Address:		
City:	State:	Zip Code:
Phone:	Fax:	E-Mail:

<b>Collaboration Partner:</b>		
Contact Person:		
Address:		
City:	State:	Zip Code:
Phone:	Fax:	E-Mail:

<b>Collaboration Partner:</b>		
Contact Person:		
Address:		
City:	State:	Zip Code:
Phone:	Fax:	E-Mail:

## **SECTION V – BUDGET**

### **A. General Instructions**

This Section provides financial information designed to assist in evaluating the cost of your proposal. Included are specific forms you are required to complete and submit as part of your proposal. If your proposal is selected for funding, a more detailed, final budget will be negotiated with you. In this process, you may be required to adjust the budget according to the funding award you receive.

Final budget negotiations will also require you to submit and for POET to approve a plan for how you will allocate indirect and other costs to the program POET will fund. If you apply an indirect cost rate, you must submit evidence that that rate has been approved by the cognizant Federal agency.

All funding awards are contingent upon a detailed cost analysis that will be undertaken to determine the reasonableness of all costs before a contract award is made.

The percentage of profit for all for-profit entities may not exceed 10% of the amount of the award from POET. POET will negotiate a specific percentage of profit with each for-profit service provider to whom a contract is awarded based on factors unique to each for-profit entity selected for funding.

Note that there are salary and bonus limitations that apply to your proposal. In general, these provisions limit the amount any individual may receive to a maximum of \$168,000. The signed certifications statement you are required to submit with your proposal includes a specific provision containing more detailed information concerning this limitation. By signing this statement, you are agreeing to comply with these salary and bonus limitations.

### **B. Instructions for Completing Budget Forms**

There are six forms required to be submitted as part of your proposal. Note: It is important to indicate the name of your agency on each budget form in the event pages become separated.

#### **1. Budget Cover Page**

The cover page contains general information about your agency.

#### **2. Salary Budget Justification Form**

This form is for staff salaries only. Any wages to be paid to participants are to be included in the Other Items Budget Justification Form as described below.

The Salary Budget Justification Form requires you to identify the staff positions to be supported in whole or in part by the funds you are requesting in your proposal. For each position, you are required to identify the monthly rate of pay for the position that will be paid with contract funds if your proposal is accepted, the number of staff in that position, and number of months these staff will work on the proposed program. Multiplying these three items will result in an amount for the total cost column. The

number shown in the percentage column should be the percentage of a staff person's salary that will be charged to the program. The total cost of all salaries to be charged to the program should be calculated at the bottom of the "Total Cost" column.

### **3. Other Items Budget Justification Form**

Use this form to identify and show calculations for other costs, including participant wages, to be charged to the program. Also use this form to identify the total amount of training funds you are requesting. Separate lines should be shown for ITAs, OJT and customized training as applicable to the program you propose.

### **4. Budget Summary**

This Form is a recap of all cost items included in the proposed budget for your program. Identify any cost that is not listed on this form on the Other Items Budget Justification Form.

### **5. Fiscal Questionnaire**

This form provides basic information about the financial management practices of the entity requesting funds.

### **6. Non-WIA Match Worksheet**

This form shows source(s) and amount(s) of any cash contribution of match for the proposed project that will reduce the WIA contract costs. Do not include "In-Kind" contributed costs.

Note: Your budget should be completed for the **minimum** requested funding level as shown on the Program Submission Information Sheet(s).

**C. Budget Forms**

**BUDGET COVER PAGE**

Workforce Investment Act  
Cook County President's Office of Employment Training

Adult / Dislocated Worker Services



<b>Title:</b>	
<b>Agency Name:</b>	
<b>Fiscal Contact:</b>	
<b>Phone Number:</b>	
<b>Budget Total:</b>	

**NOTE: Base your budget on the minimum level requested.**

**SALARY BUDGET JUSTIFICATION FORM**

Service Provider Name: \_\_\_\_\_

Period Budgeted: October 1, 2008 to September 30, 2009

<b>Position</b>	<b>Monthly Rate</b>	<b># of Positions</b>	<b># of Months</b>	<b>Total Cost</b>	<b>%</b>

Sample

<b>Position</b>	<b>Monthly Rate</b>	<b># of Positions</b>	<b># of Months</b>	<b>Total Cost</b>	<b>%</b>
Job Developer	\$2,000.00	2	12	\$24,000.00	50%

Please reference the Salary Compliance Amendment as included in the Certifications Statement Attachment F for limitations on staff compensation levels.

**OTHER ITEMS BUDGET JUSTIFICATION FORM**

Service Provider Name: \_\_\_\_\_

Period Budgeted: October 1, 2008 to September 30, 2009

Description of Item	Total Cost	% *	Total Budget
<b>TOTAL:</b>			

\*Percent being charged to contract



## Adult/Dislocated BUDGET SUMMARY

<b>Account Description:</b>	
<b>PROGRAM COSTS</b>	
<b>Direct Costs:</b>	
Staff Salaries and Wages	
Staff Fringes	
Staff Travel	
<b>Facilities &amp; Administrative Costs:</b>	
Rent	
Utilities	
Telephone	
Furniture & Fixtures	
Computer Equipment	
Data Base Management	
Maintenance	
Postage	
Office Supplies	
Printing	
Books/Publications	
Audits Contractual Accounting, etc.	
Staff Training	
<b>Total Program Costs</b>	
<b>TRAINING COSTS:</b>	
Occupational Classroom Training ITA' s – includes Books materials and related.	
Occupational Classroom Training Non-ITA' s – includes Books materials and related.	
Customized Training	
Incumbent Worker Training	
Occupational Bridge Programs	
On-the-Job Training (OJT)s	
Work Experience	
Academic Remediation/Pre-vocational Services	
Supportive Services	
Indirect costs (if provider has approved indirect cost plan)	
Profit (if approved in contract)	
Sub-recipient Contracts	
<b>Total Training Costs</b>	
<b>GRAND TOTAL</b>	

## Line Item Descriptions/Documentation for Reimbursement

The line items should have documentation on file as indicated on the following pages for audit purposes.

Direct costs may be specifically identified with and assigned to a particular project. Typical costs charged directly to a sponsored agreement are staff salaries for performance of work under contract, including related fringe benefits costs to the extent they are consistently treated, in like circumstances, by the institution as direct rather than General, Facilities & Administrative costs.

1. Staff Salaries and Wages – a copy of canceled payroll checks or a payroll register with employee time sheets.
2. Staff Fringe Benefits (Workman's Compensation Insurance) Calculation must be based on the vendor's latest rate (per insurance policy).
3. Staff Fringe Benefits (Staff FICA) – Federal Insurance Contribution Act which provides the percentage of contribution per Federal Law (Form 941). The current Federal rate is 7.65%. This percentage is the only amount POET will pay for FICA.
4. Staff Fringe Benefits (Staff Unemployment) Insurance – A copy of the form which shows the most recent rate from the State of Illinois.
5. Staff Fringe Benefits (Staff Pension, Staff Health Insurance and Staff Life Insurance) – Summary of benefit plan together with appropriate vendor's invoice.
6. Facilities & Administrative Costs are the costs of materials consumed or expended in the performance of work, and other items of expense incurred for the service provider contract, including ordinary utility consumption, including:
  - a) Travel – Board Travel includes the cost of travel, mileage, hotel, meals or per diem for board staff and board members. Travel report from appropriate staff members showing cost and purpose. Any significant parking charges must be accompanied by a receipt. It is also helpful to clearly identify WIA travel costs.
  - b) Telephone Expense – Telephone includes the cost of phone service, internet, wireless phones, A copy of the invoice clearly identifying WIA charges. If the reimbursement is based on a percentage, calculate the percentage on the copy of the invoice.
  - c) Rent & Utilities – The occupancy costs of the incurred for the benefit of WIA and Trade; costs include space rental cost, heat, lights, air conditioning, scavenger services, storage, and insurance. A copy of the invoice and if POET is only paying a portion of the rent, the calculation should be shown on the supporting documentation. With utilities, Utilities – A copy of the invoice clearly identifying WIA charges. If the reimbursement is based on percentages, calculate the percentage on the copy of the invoice.
  - d) Facility Maintenance – Location of office, purpose of office and vendor invoice.

7. Postage – A copy of the receipt of invoice and the amount of WIA’s obligation clearly noted on the support documentation.
8. Printing – Vendor’s invoice, purpose and reason for the charge.
9. Duplication – Vendor’s invoice, purpose and reason for the charge.
10. Office Supplies – Routine supplies, (pens, paper, paper clips, etc.). Do not place the purchase of Equipment in this category. The vendor’s invoice with items being charged to POET clearly noted.
11. Books, Publications – Vendor’s invoice showing purpose.
12. Training Supplies – Any supplies necessary for the successful implementation of the WIA program that are not classified as administration. Do not place the purchase of equipment in the category. Then vendor’s invoice with the items being charged to POET clearly noted.
13. Equipment Rental – Costs include the purchase/lease cost of equipment that meet the local definition of equipment, may include depreciation. Vendor’s invoice and an explanation of the expenditure.
14. Maintenance of Equipment – Vendor invoice and purpose for the items.
15. Furniture – Vendor invoice and purpose for the items.
16. Contractual including; Audits & Investigations – Contractual costs include consultants, audit, technical assistance, professional service contracts. Nature of work done, time period, purpose and vendor’s invoice.
17. Indirect costs - The grantee share of indirect costs associated with an indirect cost plan approved by the federal government.
18. Service Provider Contracts - Includes the costs of providing youth services and Adult/Dislocated core and intensive services.
19. Participant Support Non-training - Supportive services paid to participants not enrolled in training, this include mileage, bus passes, child care, clothing, tools etc.
20. Others – Other Operating costs include all other costs not elsewhere classified. These items must be approved by POET before reimbursement will be made

### **Training Expenditures:**

As defined within by policy, only certain WIA funded services will count as LWIA expenditures toward training. For purposes of this policy, the services considered training toward the application of the expenditure include:

#### **1. Occupational Classroom Training**

Occupational training is predominantly technical training, which prepares the student for entry into a particular occupation or set of occupations. Expenditures countable for occupational training (ITA and Non-ITA):

##### **a. Occupational Classroom Training - ITA**

All payments made to a training institution or training provider for occupational classroom training authorized pursuant to an Individual Training Account (ITA).

b. Occupational Classroom Training, Non-ITA

All payments made to a training institution, training provider, including community based organizations, or other private organization of demonstrated effectiveness, for occupational classroom training authorized pursuant to a contract for training services, or other contractual arrangement that constitutes an exception to the use of an ITA (29 CFR Part 663.340).

## 2. Customized Training

Customized training is training designed to meet the special requirements of an employer or group of employers. To be considered a countable training expenditure, the customized training:

- a. May not be more than 50% of the total training cost and
- b. Must be with an employer who
  - 1) Agrees to hire WIA participants upon completion of the customized training,
  - 2) Are training employed workers who:
    - a) Do not earn wages at a self-sufficiency level and to whom the employer commits to continue to employ, and,
    - b) Are being trained in new technologies, new production or service procedures, who require additional skills or workplace literacy required for employment, or for other appropriate purposes identified by local boards

## 3. Incumbent Worker Training

Incumbent Worker Training involves development with an employer or employer association to upgrade skills training of a particular workforce. Training may occur in the workplace or after work hours. Only those costs that are associated with training of incumbent workers may be included. For the purposes of this policy those costs are:

- a. Training development
- b. Instructor wages
- c. Tuition
- d. Training materials and supplies
- e. Fees
- f. Travel

## 4. Occupational Bridge Programs

Training that blends workplace competencies, career exploration, and basic literacy and math skills in an occupational context. It provides accelerated advancement through short, intensive classroom components, and offers academic and personal support services to help balance work, family, and school responsibilities. A bridge program must target one or more of the following for consideration as an allowable training expenditure:

- a. Low-skilled, low-income adults unprepared to enter postsecondary occupational programs in high growth fields.
- b. Adult education students who still do not score high enough to enter postsecondary occupational programs
- c. Employability and career development content, if the major focus of the program is on academic remediation and occupational skills preparation

## **5. On-the-Job Training (OJT)s**

Payments made to public, not-for-profit, and private sector employers for training costs authorized pursuant to an OJT contract.

## **6. Work Experience**

Payments made to participants that represent hours worked in work-based training, including internships. Includes Participants wages and FICA.

\*Participant Wages – A copy of the payroll checks or payroll register and a copy of the participant time sheets.

\* Participant FICA – Federal Insurance Contribution Act which provides the percentage of contribution per federal law (form 941). The current Federal rate is 7.65%. This percentage is the only amount POET will pay for FICA.

\* Participant Workman’s Compensation Insurance – Calculation must be based on the vendor’s latest rate (per insurance policy).

\* Participant Stipends – Wages or income earned by participants in programs other than work experience. These wages are not subject to withholding taxes.

## **7. Academic Remediation/ Pre-vocational Services**

All payments made to a training institution or training provider for classroom instruction in academic remediation or short-term pre-vocational services which would normally be classified as an intensive service.

a. These services would be limited to no more than six months in duration, unless provided in conjunction with occupational training services

b. This also includes costs associated with basic literacy training, including but not limited to, adult basic education, GED, and English as a second language

## **8. Books, Materials and Related**

All costs paid to a training institution, training provider or individual participant for books, training materials, required uniforms and other workplace attire, tools or equipment required for training and training related licenses, permits or fees. This includes assistive devices for individuals with disabilities that are necessary to ensure the individuals are able to participate in, and/or complete training.

## **9. Participant Support**

Supportive services paid to or on behalf of a participant enrolled in training or in the twelve-month follow up period subsequent to placement, such as transportation, childcare, tutoring, and mentoring. Includes support services to clients who receive training from a source other than WIA funds, e.g., Pell Grants. This category also includes needs related payments to WIA registrants in training. Includes participant stipends.

## FISCAL QUESTIONNAIRE

Please attach your agency's most recent Audit  
(Submit one copy only with original version of your proposal)

Does your agency do its own accounting? If no, indicate the name and address of your accounting firm below.		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Name:			
Address:			
Contact Person:			
Phone Number:			
Does your agency have a current financial procedures manual? Please indicate below what journals are maintained by your agency.		<input type="checkbox"/> Yes	<input type="checkbox"/> No
General Journal		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Cash Receipts		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Cash Disbursements		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Payroll Register		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Accounts Payable		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Employee Earnings Record		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Other (Specify)		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the agency have a general ledger?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
How often is a trial balance prepared?			
Do you have a written cost allocation plan?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you indicated yes above, what allocation methodology is used?			
Accounting System Disbursements/Reconciliation			
Are all disbursements made by check?		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
Are all checks pre-numbered?		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
Who is authorized to sign checks? Please indicated name and title(s).			
Is a bank reconciliation prepared on a monthly basis?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please provide the name, address and phone number of your auditing firm below.			
Name:			
Address:			
Contact Person:			
Phone Number:			

**NON WIA MATCH WORKSHEET**

In the space below, indicate the source(s) and amount(s) of any cash contribution of match for the proposed project that will reduce the WIA contract costs. Do not include "In-Kind" contributed costs.

SOURCE	AMOUNT
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total Cash Contributions/Match	\$ _____

## AGENCY DECLARATION

I understand and acknowledge the requirements for funding as stated in this RFP. I further understand that this RFP **does not commit Cook County President's Office of Employment Training (POET)** to award or pay any costs incurred in the preparation of a proposal.

I also understand that the President's Office of Employment Training is in no way bound to fund this proposal in whole or in part. I understand that POET is not bound to accept the unit costs proposed nor the minimum level of funding requested, and that both of these may be negotiated at lower rate if appropriate. If POET awards funds pursuant to this RFP, I also understand that POET may unilaterally de-obligate funds due to underutilization or non-performance

I agree on behalf of the agency requesting funding to customize outreach and other procedures as necessary in order to achieve the outcomes proposed in this proposal.

I accept liability for clients enrolled under this program and will forward notice of such coverage if awarded funding.

The attached proposal is being submitted with my permission as the

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

Name of Organization: \_\_\_\_\_

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

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

## SECTION VI – EVALUATION CRITERIA

### A. Overview

All proposals submitted pursuant to this RFP will be reviewed by a review panel POET will select. Panel members may include POET staff, members of the Cook County Workforce Investment Board (CCWIB) as well as WIA partner staff. An organization's failure to submit a complete proposal or to respond fully to all RFP requirements may cause POET to deem the proposal unresponsive and not subject to evaluation.

The review panel will perform an in-depth review of all proposals based on the evaluation criteria outlined in the following section. This panel may also take into consideration additional factors, such as higher unit costs for harder to serve populations, in its decisions. The review panel may also require an interview with potential contractors if deemed necessary.

Prior to its final funding decisions, POET will also:

- Conduct an additional review of entities requesting funding pursuant to this RFP, including a review of their proposal budgets, cost allocation plans, and responses to questions related to fiscal operations.
- Review respondent's performance related to any previous and/or existing contract(s) with POET. This review will encompass achievement of contract goals (e.g. enrollments, placements and retentions), compliance with programmatic guidelines and adherence to reporting and other timelines.

Based on its review, the panel will present the findings to the Cook County WIB Oversight Committee and Cook County Board of Commissioners, who will approve the final selections. After this process is completed, POET may award contracts to the entities approved for funding.

Awards are not final until POET has successfully negotiated and executed a contractual agreement with an entity selected for funding. POET assumes no liability for costs incurred in responding to this RFP or for costs incurred by the respondent in anticipation of a fully executed contract.

Respondents that fail to meet the evaluation criteria specified in this RFP, or those proposals which do not meet the service needs as described in this RFP, will not receive further consideration for funding. Failure to meet evaluation criteria can include, but is not limited to, non-responsive language in the submission, failure to clearly address all areas in the project narrative as described in this RFP, lack of required documentation, and proposing programs which do not address the specific needs of the population(s) being targeted.

Any organization not funded has the right to appeal POET's funding decision. Appeals should be made in writing and forward to the POET Director. Should the matter not be resolved by the Director of POET, it may be referred to the State for resolution.

## B. Weighting of Evaluation Criteria

Category Totals

A. Executive Summary	5
B. Statement of Work	
1. Agency Experience and Vision a. Experience b. Vision	5
2. Governance a. Legal Safeguards b. Community Involvement and Targeted Area	10
3. Content (a. thru d. = 30 Points) a. Outreach, Recruitment and Referrals b. Program Design c. Follow-Up Services d. Incentives and Support Services	40
e. Collaboration = 10 points	
4. Staff Experience a. Staff Education, Experience and Training	5
5. Project Support a. Evidence of Project Support	10
6. Outcomes a. Placement b. Cost c. Post Placement d. WIA Performance Outcomes	25
<b>Total:</b>	<b>100</b>

## C. Scoring Methodology

All proposals will be scored according to the evaluation criteria and rank ordered from highest to lowest score. A recommended funding level will be determined based on a number of factors including overall ranking of proposal rating scores, the availability of funds, the number of applications submitted, geographic factors, reasonable unit cost as determined by POET, the need for the proposed services, as well as, past performance (as applicable).

Should the amount of funds awarded not be sufficient for the operator to offer the programs and services being proposed, POET may require the organization requesting funds to submit a modified statement of work. Should this modification not be acceptable, POET may withdraw its offer of funding and/or the agency may withdraw its proposal.

**SECTION VII - RFP ATTACHMENTS**

## A. Summary of High Growth Industries and Demand Occupations

This list while not exhaustive provides a good representation of Industries and their associated demand occupations within Cook County. All jobs listed require a Bachelors Degree or less to obtain employment. This list is based on LMI data from the Illinois Department of Employment Security. Industries and occupations include those with more that 100 annual job opening with a starting hourly wage of \$10.00 dollars or more. POET will be providing additional training and information on demand occupations and their associated training requirements as part of the overall systems development of POET staff and our associated providers.

Growth Industry	Demand Occupations	Entry Level Hourly Wage
Healthcare	Registered Nurse	\$21.24
	Licensed Practical Nurse	\$14.67
	Radiologic Technician	\$15.09
	Respiratory Therapists	\$16.92
	Medical and Clinical Laboratory Technicians	\$12.40
	Medical and Clinical Laboratory Technologists	\$17.07
	Medical Assistant	\$11.15
	Dental Assistant	\$11.57
	Dental Hygienists	\$27.23
	Emergency Medical Technicians and Paramedics	\$10.88
Business Financial Operations	Accountants/Auditors	\$18.39
	Employment, Recruitment and Placement Specialists	\$13.36
	Personal Financial Advisors	\$17.78
	Brokerage Clerks	\$12.41
	Claims Adjustors, Examiners, and Investigators	\$15.49
	Cost Estimators	\$19.49
Computer and Mathematics Education, Training and Library Occupations	Computer and Information Systems Managers	\$28.28
	Computer Programmers	\$21.95
	Computer Software Engineers, Applications	\$26.71
	Computer Software Engineers, Systems Software	\$30.09
	Computer Support Specialists	\$14.79
	Computer Systems Analysts	\$25.99
	Database Administrators	\$20.25
	Network and Computer Systems Administrators	\$22.19
	Network Systems and Data Communications Analysts	\$20.96
	Elementary School Teachers, Except Special Education	\$17.45
Middle School Teachers, Except Special & Vocational Education	\$17.78	

<b>Growth Industry</b>	<b>Demand Occupations</b>	<b>Entry Level Hourly Wage</b>
	Secondary School Teachers, Except Special & Vocational Education	\$20.37
	Special Education Teachers, Preschool, Kindergarten, & Elementary School	\$17.67
	Special Education Teachers, Middle School	\$19.49
	Special Education Teachers, Secondary School	\$19.27
Manufacturing	Machinists	\$11.01
	Welders, Cutters, Solders and Brazer	\$11.30
Transportation and Material Moving	Truck Drivers, Heavy/Tractor Trailer	\$13.57
	Industrial Truck and Tractor Operators	\$10.48
Construction Workers	Plumbers, Pipefitters, and Steamfitters	\$32.60
	Carpet Installers	\$25.82
	Carpenters	\$25.62
	Drywall and Ceiling Tile Installers	\$26.95
	Maintenance and Repair Workers, General	\$17.89
All Other Categories	Paralegals and Legal Assistants	\$14.99
	Legal Secretaries	\$12.88
	Automotive Service Technicians & Mechanics	\$10.18
	Bus/Truck Mechanics and Diesel Engine Specialists	\$14.84
	Telecommunications Installers/Repairers	\$20.49

\* Source: Illinois Department of Employment Security, Economic Information and Analysis Division. Employment projections 2004-2014 series. Visit [mi.ides.state.il.us](http://mi.ides.state.il.us) for more detailed information. Data was last updated in August, 2007.

## B. List of One-Stop Centers and Affiliates in LWIA 7

COOK COUNTY POET COMPREHENSIVE ONE-STOP CENTERS		
<p style="text-align: center;">Maywood IETC 35 S. 19<sup>th</sup> Avenue Maywood, IL 60153 Phone: 708.338.6900 Fax: 708.338.9942 POET Manager: Marilyn Standard</p>	<p style="text-align: center;">Cicero/Berwyn IETC 2138 S. 61<sup>st</sup> Court Cicero, IL 60804 Phone: 708.222.3100 Fax: 708.222.8098 POET Manager: Bob Taylor</p>	<p style="text-align: center;">Oak Forest IETC 15900 S. Cicero Oak Forest, IL 60452 Phone: 708.687.7200 Fax: TBA POET Manager: Brendolyn Hart-Glover</p>

ONE-STOP AFFILIATES (Partial Service Centers Affiliated with One Stops)	
<p style="text-align: center;">Triton College 2000 N. Fifth Avenue River Grove, IL 60171 Phone: 708.456.0300 Fax: 708.583.3121</p>	<p style="text-align: center;">Moraine Valley Community College 9000 W. College Parkway Palos Hills, IL 60465 Phone: 708.974.4300 Fax: 708.974.1373</p>
<p style="text-align: center;">Prairie State College 202 S. Halsted Street Chicago Heights, IL 60411 Phone: 708.709.3500 Fax: 708.755.2587</p>	<p style="text-align: center;">South Suburban College 15800 S. State Street South Holland, IL 60473 Phone: 708.210.5765 Fax: 708.210.5766</p>
<p style="text-align: center;">Chicago Heights IDES Office 1010 Dixie Highway Chicago Heights, IL 60411 Phone: 708.709.3000 Fax: 708.709.3096</p>	<p style="text-align: center;">Morton College 3801 S. Central Avenue Cicero, IL 60804 Phone: 708.656.8000 Fax: 708.656.3588</p>
<p style="text-align: center;">PLCCA/CEDA 411 W. Madison Street Maywood, IL 60153 Phone: 708.450.3500 Fax: 708.236.5186</p>	

### C. Labor Market Information Websites

Illinois workNet	<a href="http://www.illinoisworknet.com">http://www.illinoisworknet.com</a>
Illinois Workforce Information	<a href="http://www.ilworkinfo.com">http://www.ilworkinfo.com</a>
State Wide Employment Projections	<a href="http://lmi.ides.state.il.us/projections/employproj.htm">http://lmi.ides.state.il.us/projections/employproj.htm</a>
State Wide Occupational Wage Data	<a href="http://lmi.ides.state.il.us/wagedata/wage.htm">http://lmi.ides.state.il.us/wagedata/wage.htm</a>
Local Area Unemployment Statistics	<a href="http://lmi.ides.state.il.us/laus/lausmenu.htm">http://lmi.ides.state.il.us/laus/lausmenu.htm</a>

## D. WIA Performance Standards for Adults and Dislocated Workers

### Current Adult Performance Measures

	<i>PY 2007 POET Negotiated Level: 75.5%</i>
<i>Adult Entered Employment Rate (AEER)</i>	<i>PY 2008 POET Negotiated Level: 77%</i>

Of all the adults who were not employed at registration: the number who entered employment in the quarter after exit divided by the number of adults who exit in the quarter.

Adults who have employment at the time of registration (self-reported, not based on UI wage records) are excluded from this measure.

	<i>PY 2007 POET Negotiated Level: 87.4%</i>
<i>Adult Employment Retention Rate (ARR)</i>	<i>PY 2008 POET Negotiated Level: 88%</i>

Of all the adults who are employed in the first quarter after exit: the number of adults who are employed in the second and third quarter after exit divided by the number of adults who exit during the quarter.

Adults who are employed at registration or enter employment in the first quarter following exit, are included in this measure. Also, employment in the first, second and third quarters does not have to be with the same employer and there is no minimum amount of earnings to qualify for employment. This is, the existence of any earnings reported through the UI wage system evidence employment is the respective quarters.

	<i>PY 2007 POET Negotiated Level: \$11,680</i>
<i>Adult Average Earnings Rate (AAE)</i>	<i>(\$11.42/hour) 40 hours per week</i>
	<i>PY 2008 POET Negotiated Level: \$11,720</i>

Of all the adults who are employed in the first, second and third quarter after exit: the total earnings in the second quarter plus the total earnings in the third quarter after the exit quarter divided by the number of adults who exit during the quarter.

Notes: (Wages may be indicated from Unemployment Insurance only)

*Current Dislocated Worker Performance Measures*

<i>Dislocated Worker Entered Employment Rate (DEER)</i>	<i>PY 2007 POET Negotiated Level: 84%</i>
	<i>PY 2008 POET Negotiated Level: 85%</i>

Of all the dislocated workers: the number who dislocated workers who entered employment in the quarter after exit divided by the number of dislocated workers who exit in the quarter.

<i>Dislocated Worker Employment Retention Rate (DRR)</i>	<i>PY 2007 POET Negotiated Level: 88%</i>
	<i>PY 2008 POET Negotiated Level: 89%</i>

Of all the dislocated workers who are employed in the first quarter after exit: the number of dislocated workers who are employed in the second and third quarter after exit divided by the number of dislocated workers who are employed in the second and third quarter after exit Divided by the number of dislocated workers who exit during the quarter.

<i>Dislocated Worker Average Earnings Rate (AAE)</i>	<i>PY 2007 POET Negotiated Level: \$15,020</i>
	<i>(\$14.50/hour) 40 hours per week</i>
	<i>PY 2008 POET Negotiated Level: \$15,533</i>

Off all the dislocated workers who are employed in the first, second and third quarter after exit: the total earnings in the second quarter plus the total earnings in the third quarter after the exit quarter divided by the number of dislocated workers who exit during the quarter.

Notes: (Wages may be indicated from Unemployment Insurance only)

## **E. POET Policies Relevant to this RFP**

There are a number of additional resources available to assist applicants in preparing their proposals.

POET recently updated and modified a number of its policies. These include policies on:

- POET Case Management Policy 07-PL-03.
- POET Enrollment-Exit Procedure Policy 07-PL-02.
- POET Exit Policy 07-PL-05.
- POET Follow-Up Services Policy 07-PL-04.
- POET Monthly Reconciliation Policy 07-PL-01.
- POET Revised ITA Policies & Procedures 07-PL-06
- POET ITA Voucher Limitations 08-PL-01

These policies should be available for review on the POET Website. Please go to [cookcountygov.com](http://cookcountygov.com) and click **Agencies**, on the left side of the Home Page. Then click on the link to President's Office of Employment Training.

POET RFP hard copies are also available upon request.

## F. Certifications Statement

**Assurances.** The Contractor hereby assures and certifies compliance with each of the requirements applicable to this agreement.

1. Program Requirements as provided for under Section 181, 183, 184, 186, 187, 189, 195 of the Act.
2. 20 CFR Part 667.264(a)(2) prohibiting utilization of funds to carry out public service employment programs under Title 1 of the Workforce Investment Act.
3. The limitation on the use of funds as provided for under 20 CFR Part 667.264(a) and 20 CFR Part 667.264(b).
4. Section 189(h) of the Act, by assuring that each individual participating in any program established under the Act, or receiving any assistance under the Act, has not violated Section 3 of the Military Selective Service Act (50 U.S.C.appl. 453).
5. Permit and cooperate with federal investigations undertaken in accordance with Section 185 of the Act.
6. Section 134(e)(3) of the Act and 20 CFR Parts 663.815, 663.820, 663.825, 663.830, 663.840 in making needs-based payments to individuals participating in a training program.
7. Records retention requirements contained in 29 CFR 95.53 or 29 CFR 97.42.
8. 29 CFR Part 667.270 which prohibits replacing a currently employed worker with any WIA participants.
9. Serve non-economically disadvantaged participants in accordance with Section 129(c)(5) of the Act.
10. 20 CFR Part 667.262(a), prohibiting funds to be used for employment generating activities, economic development and other similar activities unless they are directly related to training for eligible individuals.
11. The policy on lobbying restrictions as established in accordance with 29 CFR Part 93.
12. The policy on debarment and suspension regulations as established in accordance with 29 CFR Part 98.
13. Sections 134(d)(4)(F)(iii) and 134(d)(4)(G) of the Act.
14. Executive Order 11246, "Equal Employment Opportunity," as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR Part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.
15. The Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subcontractor shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which one is otherwise entitled. The recipient shall

report all suspected or reported violations to the Federal awarding agency.

16. The Davis-Bacon Act as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provision Applicable to Contracts Governing Federally Financed and Assisted Construction"). Under this Act, contractors shall be required to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. In addition, contractors shall be required to pay wages not less than once a week. The recipient shall place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation and the award of a contract shall be conditioned upon the acceptance of the wage determination. The recipient shall report all suspected or reported violations to the Federal awarding agency.
17. Sections 102 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. §327-330) as supplemented by Department of Labor regulations (29 CFR Part 5). Under Section 102 of the Act, each contractor shall be required to compute the wages of every mechanic and laborer on the basis on a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than 1½ times the basic rate of pay for all hours worked in excess of 40 hours in the work week. Section 107 of the Act is applicable to construction work and provides that no laborer or mechanic shall be required to work in surroundings or under working conditions that are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.
18. All requirements relating to the performance of experimental, developmental, or research work including providing for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR Part 401.
19. All applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. §7401 et. seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. §1251 et. seq.). Violations shall be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
20. The provisions of the Byrd Anti-Lobbying Amendment (31 U.S.C. §§1352). Contractors who apply or bid for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. §1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient. See 29 CFR Part 98.
21. The provisions of Debarment and Suspension (E.O.'s 12549 and 12689), including the prohibition against any contracts with parties listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Nonprocurement Programs in accordance with E.O.'s 12549 and 12689, "Debarment and Suspension." This list contains the names of parties debarred, suspended, or otherwise excluded by agencies, and contractors declared ineligible under statutory or regulatory authority other than E.O. 12549. Contractors with awards that exceed the small purchase threshold shall provide the required certification regarding its exclusion status and that of its principal employees.

22. Americans with Disabilities Act (ADA) (42 U.S.C. 12101 et. seq.) and the regulations thereunder (28 CFR 35.130), prohibiting discrimination against persons with disabilities by the State, whether directly or through contractual agreements, in the provision of any aid, benefit or services.
23. Neither the Contractor nor its employees have been convicted of bribing or attempting to bribe an officer or employee of the State of Illinois or has made an admission of such guilt as defined in the Illinois Procurement Code (30 ILCS 500/50-5).
24. The Contractor has not been barred from contracting with a unit of State or local government as a result of a violation of Bid-Rigging or Bid Rotating provisions in Section 33E-3 or 33E-4 of the Criminal Code of 1961 (720 ILCS 5/33 E-3 and 5/33 E-4).
25. The Contractor has written sexual harassment policies that shall include, at a minimum, the following information: the illegality of sexual harassment; the definition of sexual harassment under state law; a description of sexual harassment; internal complaint process including penalties; legal recourse, investigative and complaint process available through the Department of Human Rights and the Human Rights Commission; directions on how to contact the Department and Commission and protection against retaliation as provided by Section 6-101 of the Illinois Human Rights Act (775 ILCS 5/2-105 (B)(5)).
26. The Contractual Agreement is not in violation of the Educational Loan Default Act (5 ILCS 385/3) prohibiting certain contracts to individuals who are in default on an educational loan.
27. Applicable provisions of the Drugfree Workplace Act (30 ILCS 580/1. et.seq.). False certification or violation of the requirements of the Drugfree Workplace Act may result in sanctions including, but not limited to, suspension of grant payments, termination of this Contractual Agreement and debarment of contracting or grant opportunities with the Grantor for at least one (1) year but not more than five (5) years.
28. Applications, programmatic reports and other information obtained under this Contractual Agreement are administered pursuant to the Freedom of Information Act (5 ILCS 140/1 et. seq.).
29. The Historic Preservation Act (20 ILCS 3420/1 et. seq.). The Contractor will not expend funds under this Contractual Agreement which results in the destruction, alteration, renovation, transfer or sale, or utilization of a historic property, structure or structures, or in the introduction of visual, audible or atmospheric elements to a historic property, structure or structures, which will result in the change in the character or use of any historic property.
30. The Contractor and any substantially owned affiliate company is not participating or will not participate in an international boycott, as defined by the provisions of the U.S. Export Administration Act of 1979, or as defined by the regulations of the U.S. Department of Commerce, promulgated pursuant to that Act (30 ILCS 582/1 et. seq.).
31. The Land Trust/Beneficial Disclosure Act (765 ILCS 405/2.1). The Contractor will not pay any grant award funds to any trustee of a land trust, or any beneficiary or beneficiaries of a land trust, for any purpose relating to the land which is the subject of such trust, any interest in such land, improvements to such land or use of such land unless an affidavit is first filed with the DCEO identifying each beneficiary of the land trust by name and address and defining such interest therein.
32. State of Illinois Discrimination Laws (775 ILCS 5/1-101, et. seq.). In carrying out the

performance required under this Contractual Agreement, the Contractor shall comply with all applicable provisions of the Illinois Human Rights Act, and rules and regulations promulgated by the Illinois Department of Human Rights, prohibiting unlawful discrimination in employment and providing for equal employment opportunity and affirmative action. The Contractor's failure to comply with all applicable provisions of the Illinois Human Rights Act, or applicable rules and regulations promulgated thereunder, may result in a determination that the Contractor is ineligible for future contracts or subcontractors with the Grantor and this Contractual Agreement may be canceled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation.

33. Unemployment Insurance Act (820 ILCS 405/1900). In the context of performance under this Contractual Agreement, the Contractor will or may have access to documents, files, records or other information that is confidential within the meaning of Section 1900 of the Unemployment Insurance Act and agrees to comply with all provisions set forth in Section 1900 of said Act regarding nondisclosure of any such information, including penalties for noncompliance.
34. Salary Compliance Amendment (Public Law 109-234). None of the funds appropriated in Public Law 109-149 or prior Acts under the heading 'Employment and Training' that are available for expenditure on or after June 15, 2006, shall be used by a recipient or sub-recipient of such funds to pay the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of Executive Level II, except as provided for under section 101 of Public Law 109-149. This limitation shall not apply to vendors providing goods and services as defined in OMB Circular A-133. Where States are recipients of such funds, States may establish a lower limit for salaries and bonuses of those receiving salaries and bonuses from sub-recipients of such funds, taking into account factors including the relative cost-of-living in the State, the compensation levels for comparable State or local government employees, and the size of the organization that administer Federal programs involved including Employment and Training Administration programs. See Training and Employment Guidance Letter number 5-06 for further clarification. For FY'07, the limit is set at \$168,000.
35. The Contractor complies with all federal, state and local tax laws, including but not limited to the filing of all applicable tax returns.

The undersigned is authorized on behalf of Contractor to, and hereby does, specifically acknowledge and agree to comply with all assurances and certifications referenced herein.

BY: \_\_\_\_\_ DATE: \_\_\_\_\_

TITLE: \_\_\_\_\_

**F. Co-applicant Assurances and Certifications:**

Each Co-applicant member of the collaborative must sign the Assurances and Certification page.:

**Lead Agency:** \_\_\_\_\_

I (We), the undersigned, as the duly authorized representative(s) of the respondent Agency, affirm that the information and statements contained within this proposal, to the best of my (our) knowledge, are truthful and accurate, I (we) am (are) duly authorized to submit this proposal as the lead organization submitting this proposal. I (We) agree to share legal liability and responsibility for grant operations and have a working relationship which precedes this particular grant application.

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Signature Date

**Co-applicant:** \_\_\_\_\_

I (We), the undersigned, as the duly authorized representative(s) of the collaborative partner, affirm that the information and statements contained within this proposal, to the best of my (our) knowledge, are truthful and accurate. I (We) agree to share legal liability and responsibility for grant operations and have a working relationship which precedes this particular grant application.

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Signature Date

**Co-applicant:** \_\_\_\_\_

I (We), the undersigned, as the duly authorized representative(s) of the collaborative partner, affirm that the information and statements contained within this proposal, to the best of my (our) knowledge, are truthful and accurate. I (We) agree to share legal liability and responsibility for grant operations and have a working relationship which precedes this particular grant application.

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Signature Date