

**CHAMPAIGN COUNTY
REGIONAL PLANNING
COMMISSION**

Workforce Development Division

1307 N. Mattis Avenue
Champaign, IL 61821

**CHAMPAIGN COUNTY REGIONAL PLANNING COMMISSION
NOTICE TO YOUTH PROVIDERS**

NOTICE IS HEREBY GIVEN that sealed Proposals will be received, and time stamped by the Workforce Division Director for The Champaign County Regional Planning Commission ("RPC") on or before, February 28, 2024 at 12:00 p.m. at the Workforce Division offices located at 1307 N. Mattis Avenue, Champaign, IL 61821 or at the email listed below by qualified firms to provide services for the following contract: **YOUTH PROVIDERS 2024 RFP** document, including specifications, may be obtained from the Workforce Division by email at Kristin Puckett (KPuckett@ccrpc.org) during regular business hours at no cost or by downloading from the Internet at www.eciwork.net. A hard copy may be picked up upon request from the address listed below. All proposals must be received prior to the due date and time.

The process changes for solicitations for proposals will include the following proposal openings:

- 1) Proposals will be opened at 12:01 PM on February 28, 2024 at 1307 N. Mattis Ave., Champaign, IL 61821.
- 2) The proposal openings will be facilitated by the CCRPC Workforce Development Director and are open to the public.
- 3) Proposals can be submitted electronically with electronic signatures at KPuckett@ccrpc.org or dropped off to the 1307 N. Mattis Avenue entrance at the main reception desk. Physical proposals will be date and time stamped.
- 4) Proposals do not have to be notarized before submission.

Date	RFP Event Activity
February 7, 2024	Legal Notice Advertisement Posted
February 12, 2024 8:00 AM CST	Questions due to vendor. Email: KPuckett@ccrpc.org
February 28, 2024 12:00 PM CST	Submittals Due to Workforce Division

**TABLE OF
CONTENTS**

SECTION 1 - PROJECT INFORMATION..... 3
SECTION 2 - INSTRUCTIONS TO PROVIDERS..... 4
SECTION 3 - GENERAL CONDITIONS..... 8
SECTION 4 - SPECIAL CONDITIONS..... 11
SECTION 5 – SCOPE OF SERVICES 12
SECTION 6 – EVALUATION CRITERIA 22
SECTION 7 - SUBMITTAL REQUIREMENTS (WITH SIGNATURE PAGE) 24
SECTION 8 – ADDITIONAL REQUIRED FORMS TO BE SUBMITTED.....26

SECTION 1 - PROJECT INFORMATION

SUBMITTAL CHECKLIST	
	Original response with one (1) business card attached and mark "Original".
	For paper submissions, one (1) copy on flash drive
	All mandatory forms – Proposer Form, Proposer Form Pricing, Signature Page, W9, Ethics
	<p>Submission Format: Proposals must be organized and assembled as described in this section:</p> <ol style="list-style-type: none"> 1) Youth Proposal Checklist (p 36) 2) Cover Letter (p 35) 3) Executive Summary (provided on provider's letterhead) 4) Program Description (section 5 of RFP and pp 24 -25) 5) Budget Narrative and Cost Allocation Plan 6) WIOA Services Elements Delivery Plan Form (pp 37-38) 7) Planned Outcome Form (p 39) 8) Organizational Chart 9) Job Titles and Descriptions 10) Program Budget Template (available as an attachment) 11) Youth Provider Applicant Risk Assessment Questionnaire (available as an attachment) 12) Copy of most recent provider's financial audit 13) Signed Statement of Assurance, Ethics, and Certification (pp 26 -30, signed p 30) 14) Signed Statement of Compliance (p31) 15) Signed Affirmative Action and Non- Discrimination Policy (p 32) 16) Signed Debarment, Suspension, and other Responsibility Matters (p 33) 17) Signed Certification Regarding Lobbying (p 34) 18) Proposal Form (p 25) 19) W9 Form 20) References (p 40)

AWARDED CONTRACTOR REQUIREMENTS	
Certificate of Insurance	Due within 15 days of notice of award
Illinois Secretary of State Corporate/LLC	Due within 15 days of notice of award
Certificate of good standing for current year	http://www.cyberdriveillinois.com/departments/business_services/how_doi.html

SECTION 2 - INSTRUCTIONS TO PROVIDERS

1) **ON-LINE NOTIFICATION OF SPECIFICATIONS:** This document is available over the Internet at www.eciwork.net as well as from the contact listed in this document. Adobe Acrobat Reader is required to view electronic documents on-line. If you do not have Adobe Acrobat Reader, you may download it for free from Adobe at www.adobe.com/products/acrobat/readstep.html. Organizations without Internet access may contact the Champaign County Regional Planning Commission's Workforce Development Division at (217) 531-8282 for these documents. The Commission is not responsible for errors or omissions occurring in the transmission or downloading of any specifications from this website. In the event of any discrepancy between information on this website and the hard copy specifications, the terms of the hard copy specification will control.

2) **COMMUNICATIONS:** To create a more competitive and unbiased procurement process, the Commission desires to establish a single point of contact throughout the procurement process. From the issue date of this solicitation, until a contract has been awarded, all requests for clarification or additional information regarding this solicitation or contact with the Champaign County Regional Planning Commission personnel concerning this solicitation or the evaluation process, must be solely to the contact person listed on the cover page of this solicitation. No contact regarding this document with other Commission employees or officials is permitted. A violation of this provision may be grounds for the Commission to reject the Vendor's proposal. If it is later discovered that a violation has occurred, the Commission may reject any proposal or terminate any contract awarded pursuant to this solicitation. Questions and answers regarding the Scope of Work / Specifications will be shared with all respondents at www.ECIWork.net

3) **RFP INFORMATION AND QUESTIONS:** Each Proposal that is timely received will be evaluated on its merit and completeness of all requested information. In preparing Proposals, Providers are advised to rely only upon the contents of this RFP and accompanying documents and any written clarifications or addenda issued by the Commission. If a Provider finds a discrepancy, error, or omission in the RFP package, or requires any written addendum thereto, the Provider is requested to notify the Contact noted on the cover of this document, so that written clarification may be sent to all prospective Providers. The Commission is not responsible for oral representations. All questions must be submitted in writing to the Contact only before the Question Deadline indicated on the front of this document. All answers will be issued in the form of a written addendum.

4) **RFP SUBMISSION:** To be considered, the Proposal must be prepared in the manner and detail specified in this document. Proposals must be submitted before the date and time indicated as the deadline. It is each Provider's responsibility to ensure that the submittal is received and time-stamped prior to the deadline. This responsibility rests entirely with the Provider, regardless of delays resulting from postal handling or for any other reasons. Proposals will be accepted at any time during the normal course of business only, said hours being 9:00 AM to 4:00 PM local time, Monday through Thursday, except for legal holidays to Champaign County Regional Planning Commission, Workforce Development Division, 1307 N. Mattis Avenue, Champaign, IL 61821. Electronic submissions will be accepted at www.eciwork.net. Proposals received after the above deadline may not be accepted and will be unopened and disposed of. The Workforce Development Division timestamp shall be the official time.

The opening of a Proposal does not constitute the Commission's acceptance of the Provider as a responsive and responsible Provider. Providers must sign the Proposal Form as indicated. Unsigned Proposals will not be considered. An authorized official must sign the Proposal. Each signature represents binding commitment upon the Provider to provide the services offered to the Commission if the Provider is determined to be the most responsive and responsible Provider.

Written proposals must be enclosed in a sealed envelope, box, or package, and clearly marked on the outside. Proposals may also be submitted electronically, and the date/time of receipt will be acknowledged by the Workforce Development Division.

Submission of a Proposal establishes a conclusive presumption that the Provider is thoroughly familiar with the RFP and specifications and terms of the Form of Contract, and the Regional Planning Commission's Procurement Requirements and that the Provider understands and agrees to propose by each, and all the stipulations and requirements contained therein.

All costs incurred in the preparation of the Proposal, as well as any resulting contract are the Provider's sole responsibility; no such costs will be reimbursed to any Provider. All documentation submitted with the Proposal will become the property of the Commission.

Proposals are subject to public disclosure after the deadline for opening in accordance with state law under the Freedom of Information Act (FOIA).

5) **CONTRACT AWARD:** The Commission reserves the right to withdraw the RFP and to award to one or multiple Providers. The Commission may waive informalities if it is in the Commission's interest. The Provider(s) to whom the award is made will be notified as soon as possible. Tentative acceptance of the Proposal, intent to recommend award of a contract and actual award of the contract will be provided by written notice sent to the Provider at the email address designated in the document. All Proposals must be for a firm fixed amount unless specified. If, for any reason, an Agreement is not executed with the selected Provider within 30 days after notice of recommended award, then the Commission may recommend the next most responsive and responsible Provider. Award is contingent upon the availability of funds for this project and is within the sole discretion of the Commission. Acceptance of the Provider's Proposal does not constitute a binding contract. There is no contract until the Commission's policies have been fulfilled. The Commission is not liable for performance costs until the successful Provider has been given a fully executed contract. Failure to accept the terms and conditions of the Commission's Contract may deem the Provider non-responsive. The successful Provider(s) will be asked to sign a contract agreement.

6) **WITHDRAWAL:** Proposals may only be withdrawn by written notice prior to the deadline date set for the opening of Proposals. No Proposal may be withdrawn after the deadline for submission.

7) **REJECTION:** The Commission reserves the right to reject any or all Proposals, or to accept or reject any Proposal in part, and to waive any minor informality or irregularity in Proposals received, if it is determined by the Regional Planning Commission's Workforce Development Division Director or designee that the best interest of the

Commission will be served by doing so. The Commission may reject any Proposal from any person, firm or corporation in arrears or in default to the Commission on any contract, debt, or other obligation, or if the Vendor is debarred by the Commission from consideration for a contract award, or if Vendor has committed a violation of the ethics or anti-kickback provisions of the Commission's Procurement Policy which resulted in a termination of a contract or other material sanction within the two (2) years immediately preceding the date of issuance of this document.

8) **PROCUREMENT POLICY:** Procurement for the Commission will be handled in a manner providing fair opportunity to all organizations and businesses. This will be accomplished without abrogation or sacrifice of quality and as determined to be in the best interest of the Commission. The Chief Executive Officer of the Regional Planning Commission has the vested authority to execute all Commission contracts, subject to Local Workforce Innovation Board and government body approval where required.

9) **PROPRIETARY INFORMATION:** Under the Illinois Freedom of Information Act, all records in the possession of Champaign County Regional Planning Commission are presumed to be open to inspection or copying, unless a specific exception applies. 5 ILCS 140/1.2 One exemption is "trade secrets and commercial or financial information obtained from a person or business where the trade secrets or commercial or financial information are furnished under a claim that they are proprietary, privileged or confidential, and that disclosure of the trade secrets or commercial or financial information would cause competitive harm to the person or business, and only insofar as the claim directly applies to the records requested." 5 ILCS 140/7(1)(g). The Commission will assume that all information provided to us in a bid or proposal is open to inspection or copying by the public unless clearly marked with the appropriate exception that applies under the Freedom of Information Act. Additionally, if providing documents that you believe fall under an exception to the Freedom of Information Act, please submit both an unredacted copy along with a redacted copy which has all portions redacted that you deem to fall under a Freedom of Information Act exception.

10) **NON-DISCRIMINATION:** Champaign County Regional Planning Commission will not contract with any person or firm that discriminates against employees or applicants for employment because of any factor not related to job performance. The Provider must comply with all federal, state, and local laws and policies that prohibit discrimination in employment contracts.

11) **CONTRACT NEGOTIATION:** All Proposals must be firm for at least 120 calendar days from the due date of the Proposal. If, for any reason, a contract is not executed with the selected Provider within 30 days after notice of recommended award, then the Commission may recommend the next most responsive and responsible Provider(s). There is no contract until the Commission's policies have been fulfilled.

12) **DISQUALIFICATION OF RESPONDENTS:** Any one or more of the following causes may be considered sufficient for the disqualification of a Provider and the rejection of the Proposal: Evidence of collusion among Providers; lack of competency as revealed by either financial, experience, or compliance findings; lack of responsibility as shown by past work. Uncompleted work under other contracts which, in the judgment of the Commission, might hinder or prevent the prompt completion of additional work if awarded.

13) **PROVIDER RESPONSIBILITIES:** The Provider must be capable, either as an organization, firm or team, of providing all services as described under Specifications and/or Scope of Work Section and to maintain those capabilities until notification of the fact that their Proposal was unsuccessful. The selected Provider must remain capable of providing all services proposed as described under Specifications and/or Scope of Work Section and must maintain those capabilities until the agreement is successfully finished. The successful Provider will be responsible for all services in this RFP as they are provided or performed by the successful Provider. Further, the Commission will consider the successful Provider(s) to be the sole point of contact regarding contractual matters, including payment of any and all charges resulting from the cost of any contract.

14) **DISCLOSURE OF CONTENTS:** All information provided in the Proposal shall be held in confidence and shall not be revealed or discussed with competitors, until after award of the contract except as provided by law or court decision. All material submitted with the Proposal becomes the property of the Commission and may be returned only at the Commission's option. Providers must make no other distribution of their Proposals other than authorized by this RFP. A Provider who shares cost information contained in its Proposal with other Commission personnel or competing Provider personnel shall be subject to disqualification. Providers shall not be provided any information about other Proposals or prices or where the Provider stands in relation to others at any time during the evaluation process. Any request for such information by a Provider, or an affiliated party may be viewed as a compromise to the evaluation process and the requesting Provider may be eliminated from further consideration.

15) **COMPLIANCE WITH ILLINOIS STATE LAW:** By submitting a response, Provider certifies that it has obtained all required authorizations, certifications, and/or licenses required by law to perform the work described herein and transact business within the State of Illinois. This may include but is not limited to, in the case of a foreign business corporation, limited liability company, limited partnership, or limited liability partnership, authorization from the Illinois Secretary of State to transact business within the State of Illinois. http://www.cyberdriveillinois.com/departments/business_services/howdoi.html

16) **RFP MODIFICATIONS:** Clarifications, modifications, or amendments may be made to the RFP at the discretion of the Commission. It is the Provider's responsibility to check the Workforce Development Division's website to obtain any issued addenda.

SECTION 3 - GENERAL CONDITIONS

1) **ADDENDUM AND SUPPLEMENT TO REQUESTS FOR PROPOSAL (RFP):** If it becomes necessary or advisable to revise any part of this RFP or if additional data is necessary to enable the exact interpretation of provisions of this RFP, revisions will be provided in the form of an Addendum. Addendum information is available over the internet at www.eciwork.net. Adobe Acrobat® Reader may be required to view this document. Vendor shall acknowledge receipt of each addendum issued in the space provided on the RFP form.

2) **CHANGES:** The Commission reserves the right to make any desired change in the specifications after the same shall have been put under contract; but the change so made, with the price to be added or deducted from the contract price, therefore, shall be agreed upon in advance between Commission and the successful Provider.

3) **COMMENCEMENT OF WORK:** The successful Provider must not commence any billable work prior to the Commission executing a signed contract. Work done prior to these circumstances shall be at the Provider's risk.

4) **CONFIDENTIAL INFORMATION AND COUNTY PROPERTY:** It is agreed that all specifications or data furnished by the Commission (1) remain the Commission's sole and exclusive property; (2) be considered and treated by Provider as Commission confidential information, and not be copied, reproduced or duplicated in any manner or disclosed to any person or party, except as is necessary in the performance of this contract and (3) be returned upon request.

5) **PROVIDER PERFORMANCE:** The Instructions to Providers, Provider Form, General Conditions, Special Conditions, Specifications and attached Exhibits shall be incorporated in and become terms of the Provider Agreement. All items shall be supplied in strict accordance with the specifications.

The Provider's performance under the terms of the Agreement shall be to the satisfaction of the Commission. Failure to comply with any statutory requirements shall be deemed a performance breach.

1) **DISCIPLINE:** Nothing herein shall be construed to imply that the Commission is retaining control over the operative details of the Provider's work. The Provider is assuming all oversight and is ensuring compliance with all federal and state guidelines.

2) **DRUG FREE WORKPLACE:** The Provider (whether an individual or organization) agrees to provide a drug free workplace as provided for in 30 ILCS 580/1 et seq.

3) **ENDORSEMENTS:** Provider shall not use the name, seal, or images of Champaign County Regional Planning Commission in any form of endorsement to any third-party without the Commission's written permission.

4) **FORCE MAJEURE:** The Commission shall not hold Provider liable for an extraordinary interruption of events or services, by a natural cause that cannot be reasonably foreseen or prevented, i.e., droughts, floods, severe weather phenomena, pandemic, et cetera.

5) **HOLD HARMLESS AGREEMENT:** Provider shall indemnify and hold harmless its principals and all of their partners, officers, agents, and employees from all suits, actions, or claims of any character brought for or on account of any injuries to or death of or damages received by any person, persons, or property resulting from the operations of Provider in prosecuting the work under this contract.

6) **HOLDING OF PROPOSALS:** Provider may withdraw the Proposal at any time prior to the time specified as the closing time for the receipt of Proposals.

7) **INDEMNITY:** The Provider shall, at all times, to the extent permitted by law, fully indemnify, hold harmless, and defend the Champaign County Regional Planning Commission and its officers, agents, and employees from and against any and all claims and demands, actions, causes of action, and cost and fees of any character whatsoever made by anyone whomsoever on account of or in any way growing out of the performance of this Agreement by the Provider and its employees/agents, or because of any act or omission, neglect or misconduct of the Provider, its employees and agents or its subcontractors including, but not limited to, any claims that may be made by the employees themselves for injuries to their person or property or otherwise, and any claims that may be made by the employees themselves for the Provider's violation of any federal or state laws and regulations. Such indemnity shall not be limited because of the enumeration of any insurance coverage or bond herein provided. Nothing contained herein shall be construed as prohibiting the Commission, its officers, agents, or its employees, from defending through the selection and use of their own agents, attorneys and experts, any claims, actions, or suits brought against them. The Provider shall likewise be liable for the cost, fees and expenses incurred in the Commission's or the Provider's defense of any such claims, actions, or suits. The Provider shall be responsible for any damages incurred because of its errors, omissions, or negligent acts and for any losses or costs to repair or remedy construction because of its errors, omissions, or negligent acts. The Champaign County Regional Planning Commission does not waive its defenses or immunities under the Local Government and Governmental Employees Tort Immunity Act, 745 ILCS 10/1 et seq. because of indemnification or insurance.

8) **LAW GOVERNING:** The RFP and resulting Agreement shall be governed by the laws of Illinois. Provider agrees to comply with all applicable State and Federal laws.

9) **LIABILITY OF PROVIDER:** The mention of any specific duty or liability imposed upon Provider shall not be construed as a limitation or restriction of any general or other liability or duty imposed upon Provider by its Agreement, said reference to any specific duty or liability being made merely for explanation. Provider shall be responsible for the acts and omissions of all its employees and all subcontractors, their agents and employees, and all other persons performing any of the work or services under an Agreement with Provider.

10) **MISCELLANEOUS REQUIREMENTS:** The Commission will not be responsible for any expenses incurred by the Provider in preparing and submitting a Proposal. All Proposals shall provide a straightforward, concise delineation of your capabilities to satisfy the requirements of this request. Emphasis should be on completeness and clarity of content.

11) **NON-DISCRIMINATING:** The Provider, its employees and subcontractors, agree not to commit unlawful discrimination and agree to comply with applicable provisions of the Illinois Human Rights Act, the U.S. Civil Rights Act and Section 504 of the Federal Rehabilitation Act, and rules applicable to each.

12) **PAYMENT:** Original invoices must be presented for payment in accordance with instructions provided by the Commission's fiscal division. The Commission shall pay all invoices pursuant to 50 ILCS 505, "Local Government Prompt Payment Act". Payment will not be made on invoices submitted later than six-months (180 days) after delivery of services and any statute of limitations to the contrary is hereby waived.

13) **RESERVATION OF RIGHTS:** The Champaign County Regional Planning Commission reserves the right to reject any or all Proposals failing to meet the Commission's specifications or requirements and to waive technicalities. If in the Commission's opinion, the lowest Proposal is not the most responsible Proposal, considering value received for monies expended, the right is reserved to make awards as determined solely by the judgment of the Commission. In determining the lowest responsible Provider(s), the Commission shall take into consideration the quality of the services provided, their conformity with the specifications, and their suitability to the requirements of the Commission. Intangible factors, such as the Provider's reputation and past performance, will also be weighed.

- The Provider's failure to meet the mandatory requirements of the RFP will result in the disqualification of the Proposal from further consideration.
- The Commission further reserves the right to reject all Proposals and obtain services through intergovernmental or cooperative agreements, or to issue a new and revised RFP.
- Submission of a Proposal confers no rights on the Provider to a selection or to a subsequent agreement. All decisions on compliance, evaluation, terms, and conditions shall be made solely at the Commission's discretion and shall be made in the best interest of the Commission.

14) **TRANSFER OF OWNERSHIP OR ASSIGNMENT:** The terms and conditions of this Agreement shall be binding upon and shall inure to the benefit of the parties hereto and their respective successors and assigns. Prior to any sales or assignments, the Commission must be notified and approve the same in writing.

SECTION 4 - SPECIAL CONDITIONS

- 1) **ACCURACY DISCLAIMER:** The Provider shall thoroughly acquaint itself with the scope of services for the proposed RFP and to fully understand the requirements for execution of an Agreement.

- 2) **ADDITIONAL MISCELLANEOUS REQUIREMENTS:** The Provider is prohibited from assigning, transferring, conveying, subletting, or otherwise disposing of this agreement or its rights, title of interest therein or its power to execute such agreement to any other person, company or corporation without the previous consent and approval in writing by the Commission.

- 3) **CANCELLATION:** The Commission reserves the right to cancel the whole or any part of this Agreement (1) upon 30-day written notice, with or without cause, for failure by the Provider to carry out any obligation, term or condition of this Agreement. The Commission will issue written notice to the Provider for acting or failing to act in any of the following:
 - a. The Provider provides workforce services that do not meet WIOA's strict standards including eligibility requirements.
 - b. The Provider fails to adequately perform the scope of services within the approved budget subject to federal and state guidelines set forth in this Agreement.
 - c. The Provider fails to complete the work and training required to provide quality workforce services within the timeframe of the Agreement.
 - d. The Provider fails to progress in the performance of this Agreement and/or gives the Commission reason to believe that the Provider will not or cannot perform the requirements of the Agreement. Upon receipt of the written notice of concern, the Provider shall have ten (10) days to provide a satisfactory, written response to the Commission. Failure on the part of the Provider to adequately address all issues of concern may result in the Commission resorting to any single or combination of the following remedies: Cancel the contract; reserve all rights or claims of damage for breach or any covenants of the Agreement.

- 4) **PROPERTY FURNISHED TO PROVIDER BY COMMISSION:** All property furnished to the Provider by the Commission or specifically paid for by the Commission, for use in the performance of this Agreement, shall be and remain the property of the Commission.

SECTION 5 - SCOPE OF SERVICES SECTION
5A - PURPOSE, AVAILABLE FUNDS, PERFORMANCE PERIOD & ELIGIBLE PROVIDERS

PURPOSE

The Workforce Innovation and Opportunity Act (WIOA), signed into law on July 22, 2014, is a federal program funded through the US Department of Labor (DOL.) Funds are distributed to states and, subsequently, sub-state agents (Illinois Department of Commerce and Economic Opportunity (DCEO). Services are managed and provided by local agents, which must meet performance goals set by DOL and DCEO. WIOA mandates the state to be divided into Workforce Innovation Areas to ensure effective delivery of services, and the administrator and fiscal agent for LWIA17 is the Champaign County Regional Planning Commission (RPC). The Regional Planning Commission has both the program and administrative responsibility for WIOA, and services are delivered through the Workforce Development Division (WDD.) The Local Workforce Innovation Board (WIB) oversees the statutory responsibility for the local implementation of WIOA and provides a forum for business, labor, education, government, community-based organizations, and other stakeholders to develop strategies that address local workforce challenges. The WDD offices are primarily housed in the East Central Illinois workNet Center at 1307 N. Mattis Avenue, Champaign, Illinois.

The purpose of this Request for Proposals is to fund innovative and effective programs that provide local youth a range of services that lead to increased education and job readiness, as well as work experience and employment opportunities. WIOA Title I Youth Services provide opportunities for local youth to acquire the education and skills needed to productively engage in high-demand career pathways that offer self-sufficient employment and reduce poverty over time. The WIB encourages proposals which include collaborations between employers, community-based organizations, educational institutions, and other partners that will help drive positive outcomes for the participants and community. Per recommendations from the Workforce Board Youth Committee, as approved by the East Central Illinois Workforce Board, the priority areas for youth programs targeted by this proposal include:

- Programs that leverage local adult education investments in the local workforce area
- Programs that leverage local regional offices of education in the local workforce area
- Programs that provide an opportunity to explore one or more of the six target sectors for the region
- Programs that provide work experience opportunities in one or more of the six target sectors for the region
- Programs that provide career pathways and training opportunities in one or more of the six target sectors in the region
- A mix of programs that serve in-school youth and out-of-school youth
- Programs that recruit emerging adults ages 18 – 24 who have one or more barriers to employment and meet a priority of service category (i.e., low-income, skill deficient, or a veteran)
- A distribution of youth providers across the five counties within the local workforce area

AVAILABLE FUNDS & PERFORMANCE PERIOD

RPC will award WIOA funds to one or more entities that demonstrate an ability to effectively deliver and manage training services as described herein. It is the expectation of RPC that respondents will become proficient in their understanding of

the WIOA required services and regulations and develop and manage a program with sufficient staffing capacity and professional development. All proposals must be comprehensive and address the full range of services detailed in this RFP.

RPC anticipates that the successful Provider(s) will be awarded a subrecipient agreement for one year with the possibility of three additional one-year extensions depending on compliance with WIOA policy, program performance, and availability of funds.

The estimated maximum award will be \$100,000 per project with up to four projects being funded; however, RPC may elect to award amounts over this based on strength of application or strength of performance during the grant period. Awards include all costs for the project, including staff, overhead, training, work experiences, and other allowable costs. Based on prior history, an average cost per participant in \$3,500 - \$4,000. Competitive proposals will consider maximum award amount and historic average costs per participant and look for ways to support their program with funding outside of WIOA investments. The awarded proposals should include paid work experiences in sectors identified in the Local Workforce Area's Regional and Local Plan, including Logistics, Manufacturing, Healthcare, Business Services, Construction, and Ag Tech. WIOA requires that 20% of all funds be spent on paid work experiences.

ELIGIBLE RESPONDENTS

Any governmental, non-for-profit, educational institution, or for-profit entity properly operating in accordance with federal, state, and local law, and in business for at least two years, may submit a proposal for consideration. A consortium of two or more eligible respondents are allowed and encouraged, i.e. a public-private partnership.

INELIGIBLE RESPONDENTS include organizations that:

- 1) Are currently barred, suspended, proposed for debarment, declared ineligible or voluntary excluded from participation in this transaction by a federal or state department or agency.
- 2) Have existing grants with any federal, state, local agency that are suspended or otherwise not in good standing.
- 3) Are not in compliance with Illinois Department of Revenue or the Internal Revenue Service requirements.

SECTION 5B - PROGRAM VISION

As outlined by WIOA, RPC will focus this Request for Proposals for Youth programming and place priority on industry-specific proposals that involve work-based learning. RPC aims to fund programs that provide a continuum of direct services to youth participants from job readiness and occupational skills training through placement in work-based learning and self-sufficient employment.

Greatest consideration will be given to proposals that:

- 1) Outline proven recruitment strategies to effectively outreach, engage, enroll,

and retain youth, including a description of recruitment sources and partner agencies/entities

- 2) Include description of and commitment to verifiable, meaningful partnerships with local employers, post-secondary/vocational training institutions, industry associations, and not-for-profits.
- 3) Focus on specific career pathways in the targeted industry sectors outlined in our WIOA Local Plan, i.e. Transportation/Distribution/Logistics, Manufacturing, Healthcare, Business Services (including IT, office administration, and professional services), Ag Tech, and Construction; innovative bridge programs, pre-apprenticeship models, and curriculum leading to acquisition of portable, stackable industry-recognized credentials will be prioritized
- 4) Specify a strategy for improving youth outcomes through implementation of job readiness training (including financial literacy) and an emphasis on soft skills and workplace preparation, e.g. industry-specific vocabulary, workplace communication, work ethic, contextualized math and writing, etc.
- 5) Incorporate work-based learning in the form of paid internships, pre-apprenticeship or apprenticeship programs, on-the-job training/employment opportunities, etc. (WIOA requires that no less than 20% of funds allocated to our local workforce area be spent on work-based learning activities.)

SECTION 5C - WIOA PROGRAM DESIGN

The following requirements apply to all youth service respondents funded under WIOA. RPC seeks proposals demonstrating the ability and capacity to provide the WIOA required range of services for participating youth. Proposals are expected to demonstrate capacity to fulfill all service requirements but may do so with partnerships.

ELIGIBILITY CRITERIA

Out-of-School Youth are those who are not in school at the time of enrollment and are either a school dropout or have received a secondary school credential but are basic skills deficient, unemployed, or underemployed. The goal for Out-of-School Youth is to help the youth return to school to obtain a high school diploma or a GED, gain work readiness skills, explore careers which may include paid or unpaid work experience or internships, begin a Career Pathway that is appropriate to the skills and experience of the participant, complete occupational skills training, and job placement relevant to any occupational skills held by the participant, and focused on establishing access to a career ladder.

Specific eligibility criteria for Out-of-School Youth are listed below. Participants must be:

- 1) Authorized to work in the United States.
- 2) Registered for the Selective Service, if applicable
- 3) Not attending any school (defined under State law).
- 4) Not younger than 16 or older than 24 at time of enrollment; and
- 5) One or more of the following:
 - a. A school dropout.

- b. An individual who is within age of compulsory school attendance, but who has not attended school for at least the most recent complete school year calendar quarter as defined by the local school district.
- c. A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is either basic skills deficient or an English language learner.
- d. An individual subject to the juvenile or adult justice system.
- e. A homeless individual, a runaway, an individual in foster care or has aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act or an individual who is in an out-of-home placement.
- f. An individual who is pregnant or parenting.
- g. An individual with a disability; or
- h. A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.

In-School Youth are those who have not received a high-school diploma or equivalent and are attending high school or alternative school at the time of WIOA enrollment. The goal for In-School Youth is to help them stay in school and graduate, achieve work readiness skills, career awareness which may include paid or unpaid work experience or internships, and enter employment or post-secondary education upon graduation.

Specific eligibility criteria for In-School Youth are listed below. Participants must be:

- 1) Authorized to work in the United States.
- 2) Registered for the Selective Service, if applicable
- 3) Attending school (defined under State law).
- 4) Not younger than 14 or older than 21 at time of enrollment.
- 5) A low-income individual; and
- 6) One or more of the following:
 - a. Basic Skills Deficient.
 - b. An English language learner.
 - c. An offender.
 - d. A homeless individual, a runaway, an individual in foster care or has aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act or an individual who is in an out-of-home placement.
 - e. Pregnant or parenting.
 - f. An individual with a disability; or
 - g. An individual who requires additional assistance to complete an educational program or to secure or hold employment.

REQUIRED PROGRAM THEMES

- 1) Preparation for and success in employment
- 2) Improving educational achievement
- 3) Support for youth
- 4) Services to develop the potential in youth as citizens and leaders

REQUIRED PROGRAM DESIGN

- 1) Provide an objective assessment of the academic levels, skill levels, and service needs of each participant;
- 2) Develop service strategies for each participant that both identifies a career goal and takes into consideration their assessment results;
- 3) Provide preparation for post-secondary educational opportunities, linkage between academic and occupational learning, preparation for employment, and effective connections the job market and employers; and
- 4) Ensure that all youth served participate in a common leadership and citizenship activity to improve his/her community and social/behavioral skills.

REQUIRED PROGRAM ELEMENTS

Respondents must provide the following fourteen (14) service elements in their proposal per section 129(c)(2) of the WIOA legislation. If a provider does not directly provide the services listed, it must demonstrate the ability to make seamless referrals to appropriate providers of such services. Priority will be given to providers with the ability to directly provide occupational skills training. The grantee will have primary responsibility for ensuring that each participant receives the full continuum of services.

- 1) Tutoring, study skills training, and evidence-based dropout prevention strategies that lead to completion of a secondary school diploma or its recognized equivalent or for a recognized postsecondary credential.
- 2) Alternative secondary school offerings.
- 3) Education offered concurrently with workforce preparation and training
- 4) Paid and unpaid work experience, including summer employment opportunities, internships, pre- apprenticeship programs, job shadowing and on the job training opportunities.
- 5) Occupational skills training
- 6) Leadership development opportunities, that include such activities as positive social behavior and soft skills, decision making, teamwork, and other activities.
- 7) Supportive services directly or through referral.
- 8) Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months.
- 9) Follow-up services up to 12 months after program exit.
- 10) Comprehensive guidance and counseling, including drug and alcohol abuse counseling, mental health counseling, as well as referrals to counseling as appropriate to the needs of the individual youth.
- 11) Comprehensive financial literacy education.
- 12) Entrepreneurial skills training.
- 13) Services that provide labor market and employment information about in-demand industry sectors and occupations available in the local area, such as

career awareness, career counseling, and career exploration services.

- 14) Activities that help youth prepare for and transition to post-secondary education and training.

OPEN ENTRY/EXIT

Unless otherwise noted in your proposal, programs are assumed to operate on an open-entry/open-exit throughout the identified program year. Successful respondents must strategize on how to manage customer flow to meet the needs of youth and performance outcomes. All performance outcomes are expected to be achieved within the duration of the contract.

PROGRAM ESSENTIALS

The following components must be provided and incorporated as part of all proposed programs:

- 1) Conduct outreach and recruitment activities to identify participants for the program.
- 2) Complete a thorough intake and collect eligibility documentation for enrollment into program.
- 3) Conduct individual assessments that are comprehensive in nature and can accurately identify a plan to provide services that are necessary and appropriate for eligible youth to be successful in completing an academic program and entry into a career path.
- 4) Identify and address barriers that can impede the client's ability of obtaining suitable/self-sufficient employment. Barriers can include legal, physical limitations, children/childcare, lack of skills, financial barriers, reliable transportation, housing, disabilities, education, etc.
- 5) Provide academic skills remediation for youth who test below 9th grade in reading and/or math.
- 6) Conduct career exploration activities with structured opportunities to explore a range of career options in a specific industry, thereby developing work-readiness and industry-relevant competencies.
- 7) Develop Individual Service Strategies (ISS) that address the needs identified through the comprehensive assessment, in a manner that is appropriate to the individual, development needs of each youth, and includes specific timelines for achievement of milestones.
- 8) Provide supportive services as appropriate and identified in the youth ISS.
- 9) Facilitate the coordination of individual training accounts (ITAs) when allowable and On the Job Training for youth as appropriate.
- 10) Establish benchmarks which demonstrate success of each service provided via the ISS.

- 11) Work with employers to develop work-experiences that match the skills and interest of youth participants as outlines in the ISS and address the specific needs of both the youth and employers.
- 12) Refer work-experience participants to the Regional Planning Commission, the designated "Employer of Record." The Commission will process and track payroll for youth participating in paid work experiences/internships.
- 13) Develop community partnerships that will support the service delivery needs of youth as identified in the comprehensive assessment.
- 14) Maintain contact and active engagement with participants to ensure there are no gaps in services.
- 15) Maintain current progress of participant activities by submitting (at minimum) monthly progress notes, timesheets, and other required documents to WDD.
- 16) Provide follow-up services for a minimum of one year after exit.
- 17) Comply with the Uniform Administrative Requirements and the Cost Principles as delineated in title 29 of the Code of the Federal Regulations Part 95 or Part 97 as the applicable Office Management Budget circulars.

SECTION 5D - PERFORMANCE OUTCOMES, REPORTING, AND TRACKING

WIOA PERFORMANCE REQUIREMENTS

WIOA establishes a comprehensive performance accountability system to optimize the return on investment of federal funds and assess the effectiveness of local areas. Programs must be designed to achieve performance measures listed on the following chart.

WIOA Performance Measure	Definition	PY 2023 Goal
Youth Placement in Employment / Education	The percentage of youth who are in education/training activities or in unsubsidized employment in the 2 nd quarter after exit	80%
Youth Retention in Employment in Employment /Education	The percentage of youth who are in education/training activities or in unsubsidized employment during the 4 th quarter after exit	75%
Median Earnings	The median average earnings of youth who are in unsubsidized employment in the 2 nd quarter after exit	\$3600
Credential attainment	The percentage of youth who obtain a recognized post- secondary credential or a secondary school diploma/GED during participation or within 1 year after exit. If participant obtains secondary school diploma or equivalent, they must also be employed or in an education/training program leading to a postsecondary credential within 1 year after exit.	75%

Skills Gain	The percentage of youth who are in education/training program that leads to a recognized post-secondary credential or employment and who are achieving measurable skills gains	67%
-------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----

In addition to the federal performance measures, RPC requires respondents to set real time outcome goals on the following:

- Enrollments
- GED/High School Diplomas
- Industry Recognized Credentials
- Skills gains as defined by WIOA
- Educational Functional Level increases
- Youth participating in work-based learning
- Youth participating in industry specific internships
- Companies participating in work-based learning
- Placements into unsubsidized training related employment
- Placements into post-secondary educations

*Program effectiveness will be evaluated through the review and assessment of project performance. Providers will be required to have an internal quality control system to monitor progress towards achieving goals. Providers will be required to report to WDD on the performance measures listed above on a monthly basis using a WDD-provided document.

DATA AND CUSTOMER TRACKING

Providers will be required to submit all eligibility forms, enrollment information, program activity notes, progress notes, training and work experience timesheets, follow-up notes and exit paperwork.

FILE RECORD RETENTION AND OWNERSHIP

Providers must retain program files and records in compliance with federal and state WIOA requirements and RPC record retention policies. Providers must maintain and secure accurate case files for every WIOA registered participant. Case files must contain documentation including, but not limited to: program eligibility/determination of need; assessment data; Individual Service Strategy (ISS); regular updates (minimally every 30 days); progress reports; time and attendance sheets (training services); and case notes. Providers must allow local, state, and federal representatives access to all WIOA records, program materials, staff, and participants. In addition, Providers are required to maintain all WIOA records for five years after participants exit the program.

OVERSIGHT, EVALUATION AND PLANNING

RPC will monitor and evaluate selected respondents to determine if employer and job seeker clients are receiving the most comprehensive, streamlined set of services. We must also ensure program compliance and evaluate the quality and effectiveness of the services strategies. External monitoring and evaluation may also be conducted periodically by the U.S. Department of Labor, Illinois Department of Commerce and Economic Opportunity, East Central Illinois Workforce Board, and any agency that provides funds used by the RPC to contract for services.

SECTION 5E - SOLICITATION PROCESS AND TERMS OF REQUEST FOR PROPOSAL

PROPOSAL REVIEW

Providers are to follow the guidelines contained in this document when preparing response proposals. Proposal budgets cannot include time and dollars spent in preparing this proposal submission. Submission of a proposal does not, in any way, obligate Champaign County Regional Planning Commission to award a contract. Proposals must be prepared in accordance with applicable federal, state, local laws, and regulations governing the Workforce Innovation and Opportunity Act (WIOA).

CONTRACTING:

The contract award will not be final until after RPC and the Provider have executed a mutually satisfactory contractual agreement. RPC reserves the right to make an award without further discussion of the proposal submitted. No program activity may begin prior to the execution of an award letter and/or contractual agreement between the Provider and Commission. The contents of proposals submitted by successful Providers will become part of the contract awarded to the Providers and funding will be contingent on their agreement to all WIOA, State, and County provisions. Providers will be prohibited from disseminating products developed under contract with Champaign County Regional Planning Commission without prior written consent of that agency. Providers must participate in program evaluation and monitoring conducted by Champaign County Regional Planning Commission, Illinois Department of Commerce and Economic Opportunity, US Department of Labor, or East Central Illinois Workforce Board. The Provider shall operate and comply with the training program described in the curriculum of the proposal, which will be included as a part of the contract. Any deviation from the curriculum and staffing as defined in this proposal must be approved in writing by Champaign County Regional Planning Commission and these changes will then be made a part of the contract. Failure to gain such written approval shall constitute breach of contract. RPC reserves the right to impose sanctions in the event of breach of contract, as appropriate.

DISALLOWED COSTS AND CANCELLATION:

Respondents must accept liability for all aspects of any WIOA program conducted under contract with the Champaign County Regional Planning Commission. Providers will be liable for any disallowed cost or illegal expenditures of funds or program operations conducted. Providers need to review allowable costs for advertising and public relations. RPC reserves the right to cancel an award immediately if new State or Federal regulations or policy makes it necessary to change the program purpose or content substantially, or to prohibit such a program. Any expenditures or performances which exceed the amount agreed upon are the Provider's sole responsibility and shall not entitle the Provider to additional payments or benefits under this contract. The Provider shall inform RPC in writing regarding the receipt of additional funding which will affect the quality of cost of providing training/services under the contract. RPC, upon receipt of this information, maintains the right to renegotiate the contract.

Reduction in the funding level of any contract resulting from this solicitation process may be considered during the contract period when a Provider fails to meet expenditures, participant, and /or outcomes goals specified in the contract or when anticipated funding is not forthcoming from the federal or state governments. RPC reserves the right to determine both the number and the funding levels of contracts finally awarded. If a contract is determined disallowed after payment has occurred, the Provider shall repay the amount of the disallowance to Champaign County Regional Planning Commission within 30 calendar days from the date of notice, or on

a written alternative schedule determined by Champaign County Regional Planning Commission. If the Provider violates or permits violation of contract terms or conditions, the Provider shall repay to Champaign County Regional Planning Commission the number of funds directly related to the violation.

MODIFICATIONS AND CONTRACTS

Any contract awarded pursuant to this RFP may be unilaterally modified by RPC upon written notice to the contractor under the following circumstances:

- 1) Provider fails to meet performance and service expectations set forth in the contract; or
- 2) The federal or state government increases, reduces or withdraws funds allocated to WDD, which impact services solicited under this RFP; or
- 3) There is a change in federal or state legislation and/or their regulations, local laws, or applicable policies and procedures.

ACCESSIBILITY AND EQUAL OPPORTUNITY

All Providers must ensure equal opportunity to all individuals. No individual in the Champaign County Regional Planning Commission's local workforce area shall be excluded from participation in, denied benefits of, or subject to discrimination under any WIOA-funded program or activity because of race, color, religion, sex, national origin, age, disability, English proficiency, sexual orientation, political affiliation or belief. All Respondents are expected to demonstrate full compliance with Section 188 WIOA Nondiscrimination and Equal Opportunity Regulations (29 CFR Part 38) and all other equal opportunity laws. This involves ensuring that staff receives accessibility training and may involve developing accessibility plans. All respondents must ensure all writing materials and communications include the statement: "Reasonable accommodations and auxiliary equipment and services are available upon request".

SECTION 6 - EVALUATION CRITERIA

All proposals submitted will be subject to the following review procedures:

- 1) Proposals will be evaluated by a team of reviewers, to be determined by the Champaign County Regional Planning Commission. An entity's failure to submit a complete proposal or to respond in whole or in part to RFP requirements may cause the Commission to deem the proposal non-responsive and thus ineligible for review.
- 2) The Commission will conduct a fiscal review of all qualified proposals. We will review proposal budgets and agency audits. The Commission reserves the right to review and request further information regarding the respondent's financial situation, if not sufficiently outlined in the submitted audit(s).
- 3) Through this process, Champaign County Regional Planning Commission will review a respondent's performance on any previous and/or existing subgrant agreement(s) as well as check references submitted from other grantors. Achievement of grant agreement outcomes (i.e., number of enrolments, job placements and retention of enrollees), along with compliance with programmatic and fiscal guidelines and timeliness will be evaluated.

The evaluation committee will perform an evaluation of all responsive proposals based upon the criteria herein. Prior to its final funding decision, the Commission reserves the right to:

- 1) Meet with representatives of the responding entity to discuss the proposed program and budget,
- 2) Identify and/or negotiate program or budget changes the responding entity must make as a condition of funding,
- 3) Identify other documentation the entity must provide as a condition of funding, and / or
- 4) Contact references and share information with all selection Proposal Evaluation Committee members.

The evaluation committee findings will comprise the final funding recommendations to the RPC.

Final decisions on contract approval are made by the Champaign County Regional Planning Commission.

Proposals that do not meet minimum standards will be considered non-responsive.

All proposals will be scored based upon the evaluation criteria and rank ordered from highest to lowest score.

A recommended funding level will be determined based on factors including overall ranking of

proposal scores, the availability of funds, the number of applications submitted, reasonable cost per participant, the need for the proposed services and past performance.

Final funding determinations may be delayed as RPC awaits an annual allocation award from IL DCEO.

Final Selection and Negotiation:

The Regional Planning Commission will attempt to negotiate agreements with the highest ranked Providers based upon the information provided by the Providers.

Proposals will be evaluated equally and fairly; no preference will be given to any Provider based solely on previous experience with the Commission or to an incumbent thereof.

The Commission reserves the right to make additional inquiries and may request the submission of additional information.

The Commission reserves the right to select the most highly ranked Providers based solely on the contents of their proposals.

The Commission reserves the right to accept or reject any or all proposals and to waive any portions.

Evaluation Criteria	Point Value
<p>ORGANIZATION QUALIFICATIONS Organizational History, Experience, Staffing Plan and Qualifications, Past Performance and Planned Outcomes</p>	20
<p>KEY STAFF Staffing Plan and Qualifications</p>	30
<p>PROJECT UNDERSTANDING Program Description – including all program components and requirements</p>	30
<p>FISCAL CAPACITY: A reasonable budget matching historic costs per participant in the local workforce area and the staffing and management systems needed to administer a federal grant</p>	20
<p>Total Points</p>	100

SECTION 7 - SUBMITTAL REQUIREMENTS

Qualified organizations interested in performing the work described in this RFP are asked to provide the following information presented in a clear, comprehensive, and concise manner, illustrating the firm's capabilities, experience, and expertise:

Cover Letter – Provide an introductory letter and executive summary, with content at discretion of submitter, that is signed by an authorized representative of the firm. This letter should be addressed to **Dr. Justin Arnold, Director, CCRPC, 1307 N. Mattis Avenue, Champaign, IL 61821**. The cover letter should accompany a proposal that demonstrates how the organization will meet the requirements outlined in this RFP, including:

- 1) An acknowledgment of a review and receipt of the Youth Providers PY24 RFP and all addenda.
- 2) **Organization Qualifications** – Provide a statement that portrays the organization's qualifications in relation to the Scope of Services. The response should include the following:
 - a. A summary of the organization's general qualifications including specific disciplines represented that are applicable to the proposed work, number of employees, management structure, office locations, etc.
 - b. A summary of your experience implementing programs of similar nature over the past five years. Including a list of targeted key benchmarks and outcomes, and a description of your achievements and challenges with grant and program management.
 - c. Main attributes that differentiate your organization from other competitors.
 - d. Relevant previous experience with public sector entities.
 - e. Provide copy of Business License, Tax ID and any significant certification document supporting your expertise.
 - f. List of three (3) references, preferably from public sector entities, from contracts similar in size and scope to Champaign County Regional Planning Commission including engagement profile, client name, contact name and title, email and telephone contact information.
- 3) **Key Staff** – Provide a statement that portrays the organization's engagement team qualifications in relation to the Scope of Services. The response should include the following:
 - a. Background and credentials profile for the team that would be assigned to the Commission's agreement, including name, position/title, location, years of career planning experience, years with organization and number of clients currently assigned.
 - b. Areas of expertise of each administrator, educator, counselor, etc.
 - c. Ability of staff to read, understand, and implement policy, review budgets, respond to direction from a grantor, and record case notes. Staffing should demonstrate an ability to administer youth programs without the assistance of RPC.
- 4) **Program Understanding** – Describe your organization's interest, experience and approach to providing youth-focused workforce development services for this engagement, including a schedule for accomplishing the project.
 - a. Describe the ongoing management for your services, including case notes, outreach, enrollment, schedules, etc..
 - b. Describe how your program will help RPC achieve the purpose of this RFP
 - c. Describe how you will integrate and report on the 14 WIOA program elements
 - d. Provide sample youth intake reports.
 - e. Provide proposed procedures for internal problem escalation and their process for notifying the Commission in the event of a problem.
- 5) **Fiscal Capacity** – a description of:

- a. An annual budget for a fee for a comprehensive youth workforce development program, and a description of your administrative capacity and the management information systems used for administering a federal grant.

Fee will be maintained for the initial one-year period. Price adjustments for optional years two through four will be based negotiations with the Provider. The overall maximum term period of the agreement shall not exceed four years.

PROPOSAL AWARD CRITERIA:

This proposal will be awarded to the most responsive, responsible Provider(s) meeting specifications based upon the highest score compiled during evaluation of the proposals outlined in the selection process.

The Provider agrees to provide the service described above and in the contract specifications under the conditions outlined in attached documents for the amount stated.

Signature and Title of Authorized Representative

Date

PROPOSAL MUST BE SIGNED FOR CONSIDERATION

SECTION 8 – ADDITIONAL REQUIRED FORMS TO BE SUBMITTED

REQUIRED FORMS AND ATTACHMENTS:

A. IRS FORM W-9

IRS Form W-9 can be found at the following link:

<https://www.irs.gov/pub/irs-pdf/fw9.pdf>

B. ASSURANCES AND CERTIFICATIONS

The authorized representative agrees to comply with all applicable State and Federal laws and regulations governing the Workforce Innovation and Opportunity Act, Workforce Board, and any other applicable laws and regulations. The authorized representative certifies that the proposing organization possesses legal authority to offer the attached proposal. A resolution, motion or similar action has been duly adopted or passed as an official act of the organization's governing body authorizing the submission of this proposal.

Conflict of Interest / Vendors Ethics Disclosure

The undersigned applicant certifies that:

- 1) No manager, employee or paid consultant of the Provider is a member of the LWIA17 Workforce Innovation Board or an employee of the Champaign County Regional Planning Commission.
- 2) No manager or paid consultant of the Provider(s) is married to a member of the LWIA17 Workforce Innovation Board or an employee of the Champaign County Regional Planning Commission.
- 3) No member of the Board, or an employee of the Commission owns or has any control in the Provider's organization.
- 4) No spouse of a member of the Workforce Innovation Board, or employee of the Commission receives compensation from Provider for lobbying activities.
- 5) Provider has disclosed within the proposal response any interest, fact or circumstance which does or may present a potential conflict of interest.
- 6) Should Provider fail to abide by the forgoing agreements and affirmations regarding conflict of interest, Provider shall not be entitled to the recovery of any cost or expenses incurred in relation to any contract with the Champaign County Regional Planning Commission and shall immediately refund the Commission any fees or expenses that may have been paid under the contract and shall further be liable for any other cost incurred or damages sustained by the Commission and its WDD relating to that contract.

Drug Free Workplace

This certification is required by the Federal Regulations, Implementing Section 5150-5160 of the Drug-Free Workplace Act, 41 U.S.C. 701; for the Department of Agriculture (7CFR Part 3017), Department of Labor (29 CFR Part 98), Department of Education (34 CFR Part 85 668 and 682), Department of Human Services (45 CFR Part 76).

The undersigned applicant certifies that it shall provide a drug-free workplace by:

- 1) Publishing a policy statement notifying employees that the unlawful manufacturing, distribution, dispensing, possession or use of controlled substance is prohibited in the workplace and specifying the consequences of any such action by an employee;
- 2) Establishing an ongoing drug-free awareness program to inform employees of the dangers of drug abuse in the workplace, the Provider's policy of maintaining a drug-free workplace, the availability of counseling, rehabilitation and employee assistance programs, and the penalties that may be imposed on employees for drug abuse violations in the workplace;
- 3) Providing each employee with a copy of the Provider's policy statement;
- 4) Notifying the employees in the Provider's policy statement that as a condition of employment under this contract, employees shall abide by the terms of the policy statement and notifying the Provider in writing within five (5) days after any conviction for violation by the employee of a criminal drug statute in the workplace;
- 5) Notifying the Commission within ten (10) days of the Provider's receipt of a notice of conviction of an employee; and,
- 6) Taking appropriate personnel action against an employee of violating a criminal drug statute or require such employee to participate in drug abuse assistance or a rehabilitation program.

These certifications are material representations of fact upon which reliance was placed when this transaction was made or entered. Submission of this certification is a prerequisite for making or entering this transaction.

WIOA Sec. 184 (f): Discrimination Against Participants

If the Secretary determines that any recipient under WIOA Title I has discharged or in any other manner discriminated against a participant or against any individual in connection with the administration of the program involved, or against any individual because such individual has filed any complaint or instituted or caused to be instituted any proceeding under or related to WIOA Title I, or has testified or is about to testify in any such proceedings or investigation under or related to WIOA Title I, or otherwise unlawfully denied to any individual a benefit to which that individual is entitled under provision of WIOA Title I or the Secretary's regulations, the Secretary shall, within 30 days, take such action or order such corrective measures, as necessary, with respect to the recipient or the aggrieved individual, or both.

WIOA Sec. 188 (a)

- 1) **Federal Financial Assistance.** For the purpose of applying the prohibitions against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 610let seq.), on the basis of disability under section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), on the basis of sex under Title IX of the Education Amendments of 1972 (20 U.S.C. 168let seq.), or on the basis of race, color or national origin under Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), programs and activities funded or otherwise financially assisted in whole or in part under this Act are considered to be programs and activities receiving Federal financial assistance.

- 2) **Prohibition of discrimination regarding participation, benefits, and employment.** No individual shall be excluded from participation in, denied the benefits of, subject to discrimination under, or denied employment in the administration of or about, any such program or activity because of race, color, religion, sex, (except as otherwise permitted under Title IX of the Education Amendment of 1972), national origin, age, disability, or political affiliation or belief.
- 3) **Prohibition on discrimination on basis of participant status.** No person may discriminate against an individual who is a participant in a program or activity that receives funds under WIOA Title I, with respect to the terms and conditions affecting, or rights provided to, the individual, solely because of the status of the individual as a participant.
- 4) **Prohibition on discrimination against certain non-citizens.** Participation in programs and activities or receiving funds under WIOA Title I shall be available to citizens and nationals of the United States, lawfully admitted permanent resident aliens, refugees, asylum seekers, and parolees, and other immigrants authorized by the Attorney General to work in the United States.

By signing the applicant certifies that it will comply with all other regulations implementing the law cited above. The assurance applies to the applicant's operation of the WIOA Title – financially assisted program or activity, and to all agreements, the applicant makes to carry out the WIOA Title I financially assisted program or activity. The applicant understands that the United States, Illinois Department of Commerce and Champaign County Regional Planning Commission have the right to seek judicial enforcement of this assurance.

Documentation of Financial Stability

The undersigned applicant certifies that it shall comply with the Illinois Department of Commerce as it relates to documentation of financial stability. As part of their local application requirements, WDD is to specify its local protocol for documentation and submission requirements. WDD will conduct a fiscal assessment prior to the award of any contract(s) in accordance with DCEO guidelines.

Minimum Insurance Requirements

During the term of the contract, Vendor(s) shall provide the following types of insurance in not less than amount specified below.

(1) GENERAL. The successful bidder shall maintain for the duration of the contract and any extensions thereof, at bidder's expense, insurance that includes "Occurrence" basis wording and is issued by a company or companies qualified to do business in the State of Illinois that are acceptable to the County, which generally requires that the company/ies be assigned a Best's Rating of A or higher with a Best's financial size category of Class A-/VII or higher, in the following types and amounts:

- a) Commercial General Liability in a broad form, to include, but not limited to, coverage for the following where exposure exists: Bodily Injury and Property Damage, Premises/Operations, Independent contractors, Products/Completed Operations, Personal Injury and Contractual Liability; limits of liability not less than \$1, 000,000 per occurrence and \$2,000,000 in the aggregate, and inclusion of a waiver of subrogation in favor of Champaign County;
- b) Workers' Compensation Insurance to cover all employees and meet statutory limits in

compliance with applicable state and federal laws. The coverage must also include Employer's Liability with minimum limits of \$500,000 for each incident, \$500,000 for each disease, and \$500,000 aggregate, and a waiver of subrogation in favor of Champaign County.

- c) Errors and Omissions/Professional Liability coverage for all work being performed for the County in the amount of \$1,000,000 per Occurrence and \$2,000,000 Aggregate with self-insured retention noted. Additional Insured endorsement must be added to policy and sent with certificate of insurance.

(2) Evidence of Insurance. The successful bidder agrees, with respect to the above required insurance, that

- a) The County of Champaign shall be provided with Certificates of Insurance evidencing the above required insurance, prior to commencement of the contract and thereafter with certificates evidencing renewals or replacements of said policies of insurance at least fifteen (15) days prior to the expiration or cancellation of any such policies;
- b) The contractual liability arising out of the contract shall be acknowledged on the Certificate of Insurance by the insurance company;
- c) The County of Champaign shall be provided with thirty (30) days prior notice, in writing, of Notice of Cancellation or material change and said notification requirement shall be stated on the Certificate of Insurance;
- d) Subcontractors, if any, shall execute the Subcontractor Agreement provided by Champaign County, and comply with the same insurance requirements as contractors;
- e) In addition to being named as an additional insured on the Certificate of Insurance, each liability policy shall contain an endorsement naming the County of Champaign as an additional insured. A copy of the endorsement shall be provided to Champaign County along with the Certificate of Insurance.
- f) Champaign County must be named as an additional insured, on a primary and noncontributory basis, and the address for certificate holder must read exactly as Champaign County, a body politic, 1776 East Washington Street, Urbana, IL 61802; and
- g) Insurance Notices and Certificates of Insurance shall be provided to Champaign County, Insurance Specialist, Administrative Services Department, 1776 East Washington Street, Urbana, IL 61802.

Reporting Requirements

The undersigned applicant certifies that it shall comply with the provisions of Sec. 122 of the Workforce Innovation and Opportunity Act of 2014 and the reporting and procedures requirements issued by the Illinois Department of Commerce and the Champaign County Regional Planning Commission's Workforce Development Division.

Where the prospective recipient of federal assistance funds is unable to certify to any of the statements in this certification, such prospective recipient shall attach an explanation to this certification.

The undersigned Authorized Representative of the applicant herein certifies that the statements above pertaining to Conflict of Interest, Education Standards and Procedures, Documentation of Financial Stability and Reporting Requirements are

true and correct as of the date of proposal submission. This does not preclude WDD from requiring additional assurances as part of the local application and agreement requirements.

Further, the Authorized Representative acknowledges that if the information given to RPC by the applicant causes harm to a third party, the applicant will be held liable for any RPC action resulting from reliance on that information.

The applicant must notify Champaign County Regional Planning Commission's Workforce Development Division in writing if the authorized signatory changes.

Certified by:

Signature of Authorized Official Title Date

Typed/Printed Name of Signatory

Name of Organization

C. STATEMENT OF COMPLIANCE:

As authorized signatory official for: _____

I hereby certify:

- i. That the above-named applicant is legally authorized to submit this application requesting funding under the Workforce Innovation and Opportunity Act; and
- ii. That the above-named respondent does hereby agree to execute all work related to this application in accordance with the Workforce Innovation and Opportunity Act, US Department of Labor, Illinois Department of Commerce, Local Workforce Innovation Board 17, Champaign County Regional Planning Commission's policies and guidelines, and other administrative requirements issued by the Governor of the State of Illinois. The provider shall notify WDD within 30 calendar days after issuance of any amended directives if it cannot so comply with the amendments; and
- iii. That the above-named applicant will ensure special efforts to prevent fraud and other program abuses, such as but not limited to, deceitful practices, intentional misconduct, willful misrepresentation, and improper conduct which may or may not be fraudulent in nature; and
- iv. That the contents of the proposal are truthful and accurate and the above named respondent agrees to comply with the policies stated in this application and that this application represents a firm request subject only to mutually agreeable negotiations; and that the above named respondent is in agreement that WDD reserves the right to accept or reject any proposal for funding; and that the above named respondent has not been debarred or suspended from receiving federal grants, contracts, or assistance; and that the respondent waives any right to claims against the members and staff of the Local Workforce Innovation Board 17 and Champaign County Regional Planning Commission.

Typed Name of Authorized Representative

Title of Authorized Representative

Signature of Authorized Representative

Date

D. AFFIRMATIVE ACTION AND NON- DISCRIMINATION POLICY:

The authorized representative assures, certifies, and understands that: Workforce Innovation and Opportunity Act (WIOA) recipients are obligated to maintain the following assurances for the period during which WIOA Title I financial assistance is extended. Each request for proposal, proposal, and application for financial assistance under WIOA Title I shall contain the following assurances:

"As a condition to the award of financial assistance from the Department of Labor under Title I of WIOA, the recipients ensure that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

WIOA Section 188 , which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex national origin, age disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title I financially assisted program or activity; Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color or national origin; Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities; the Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs."

The recipient also assures that it will comply with WIOA implementing regulations and all other regulations implementing the laws listed above. This assurance applies to the recipient's operation of the WIOA financially assisted program or activity, and all agreements the recipient makes to carry out the WIOA Title I financially assisted program or activity. The recipient understands that the United States has the right to seek judicial enforcement of this assurance.

Nondiscrimination: The undersigned certifies that it shall comply with the nondiscrimination provisions outlined in WIOA Sec. 188.

Name and Title of Authorized Representative

Signature

Date

E. DEBARMENT, SUSPENSION, AND OTHER RESPONSABILITY MATTERS:

This certification is required by the Federal Regulations, implementing Executive Order 12549, Government-wide Debarment and Suspension, for the Department of Agriculture (7 CFR Part 3017), Department of Labor (29 CFR Part 98), Department of Education (34 CFR Parts 85), Department of Health and Human Services (45 CFR Part 76).

The undersigned applicant certifies that neither it nor its principles:

- i. The Respondent and/or any of your affiliates have not been, nor presently are, debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation by any federal department or agency.
- ii. Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction, violation of Federal or State antitrust statutes or commissions of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
- iii. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity with commission of any of the offenses enumerated in paragraph (2) of this section.
- iv. Have not within a three-year period preceding this application had one or more public transactions terminated for cause or default.
- v. If there is any change in the Respondent's signature authority, notify Champaign County Regional Planning Commission's Workforce Development Division immediately.

Sign and Date this Certification

Name and Title of Authorized Representative

Signature

Date

G. PROPOSAL COVER/YOUTH PROVIDER INFORMATION FORM:

Proposal Cover/Youth Provider Information Form

Legal Name of Applicant Agency		
Number of Years in Business		
FEIN Number		
Type of Organization	<input type="checkbox"/> Educational Institution <input type="checkbox"/> Private for Profit <input type="checkbox"/> Community Agency <input type="checkbox"/> Other (Describe) _____	
Address – Administrative Office	Address	
	City, State ZIP	
	Web Site URL	
Address of Program Location – This is the location where the services described in this application will be provided.	Address	
	City, State ZIP	
Principal of Agency – CEO/Executive Director/President	Name	
	Title	
	Email Address	
	Phone	
Program Contact Person	Name	
	Title	
	Email Address	
	Phone	
Funding Amount Requested	In-School	\$
	Out-of-School	\$
Primary Program Name and Target Population		
Number of Youth to be served		

H. YOUTH PROPOSAL CHECKLIST:

Date_____

Provider/Agency_____

Please use the following checklist to confirm all documents are included in your packet:

- Proposal Cover/Youth Provider Information Form
- Proposal one (1) original and one (1) copy on flash drive **(for paper submissions only)**
- Program Executive Summary (specific to this proposal)
- Program Description (Application Narrative)
- 14 WIOA Service Elements Delivery Plan
- Planned Outcome Form
- Organizational Chart
- Job Titles and Description
- Staff Resumes
- Program Budget
- Budget Narrative
- Fiscal Questionnaire
- IRS W-9 Request for Taxpayer Identification Number and Certifications
- Copy of most recent financial audit
- IL Secretary of State Certificate of Good Standing or Tax Exemption Certificate
- Cost Allocation Plan
- Signed Statement of Assurance and Certification
- Signed Statement of Compliance
- Affirmative Action and Non-Discrimination Policy
- Debarment, Suspension, and other Responsibility Matters
- Certification Regarding Lobbying

I. WIOA 14 SERVICE ELEMENTS DELIVERY PLAN:

Element	Check if your agency is directly providing this element.	If your agency is NOT directly providing this element, identify who you will be partnering with to provide this required element.	Check if formal linkage agreement is in place
1. Tutoring, study skills training, and evidence-based dropout prevention strategies that lead to completion of secondary school diploma or its recognized equivalent or for a recognized postsecondary credential.			
2. Alternative secondary school offerings.			
3. Education offered concurrently with workforce preparation and training			
4. Paid and unpaid work experiences, including summer employment opportunities, internships, pre-apprenticeship programs, job shadowing and on the job training opportunities.			
5. Occupational skill training			
6. Leadership development opportunities, which may include such activities as positive social behavior and soft skills, decision making, teamwork, and other activities.			
7. Supportive services.			
8. Adult mentoring for duration of at least twelve (12) months that may occur both during and after program participation.			
9. Follow-up services for a minimum 12-month period.			
10. Comprehensive guidance and counseling, including drug and alcohol abuse counseling, mental health counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth.			
11. Financial literacy education			
12. Entrepreneurial skills training			

13. Services that provide labor market and employment information about in-demand industry sectors and occupations			
14. Activities that help youth prepare for and transition to post-secondary education and training			

J. PLANNED OUTCOME FORM:

WIOA YOUTH PROVIDER PROPOSED PLANNED OUTCOMES	
Agency Name:	
Benchmark	Number
Proposed Total of Youth Served	
Proposed Capacity Level (number of active youth served at any point in time)	
Proposed Number of Youth Carry Overs (if applicable)	
Proposed Number of New Enrollments	
Proposed Number of Youth Obtaining a High School Diploma/GED	
Proposed Number of Youth Attaining an Industry Credential/Certificate	
Proposed Number of Youth Participating in Work-based Learning	
Proposed Number of Youth Entering Post-Secondary Education/Training	
Proposed Number of Youth Placed into Unsubsidized Employment	
Proposed Number of Youth with Skills Gains	
Overall Cost Per Total Youth Served (<i>Requested amount/total youth served</i>)	

REFERENCES

References for governmental systems of similar size with program as outlined in the specifications and scope of work should be provided here. Additional references may be provided on a separate sheet.

If a new business, provide references that will enable the Commission to determine if Provider is responsible.

COMPANY NAME: _____
ADDRESS: _____
CONTACT PERSON: _____
TELEPHONE NUMBER: _____ EMAIL: _____

COMPANY NAME: _____
ADDRESS: _____
CONTACT PERSON: _____
TELEPHONE NUMBER: _____ EMAIL: _____

COMPANY NAME: _____
ADDRESS: _____
CONTACT PERSON: _____
TELEPHONE NUMBER: _____ EMAIL: _____