

**WORKFORCEINVESTMENT**  

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**BOARD**

*“Workforce development professionals for Macon & DeWitt Counties”*

**REQUEST FOR PROPOSAL**

Issued by:

**The Workforce Investment Board for Macon and DeWitt Counties**

For:

**One-Stop Operator for Local Workforce Investment Area 19**

Funding is provided through the local funding of  
The Workforce Innovation and Opportunity Act (WIOA)

**Published April 28, 2017**

**Submission Deadline:**

**May 26, 2017 by 5 p.m.**

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## **SECTION 1 PROGRAM DESCRIPTION AND REQUIREMENTS**

### **1.1 The Workforce Innovation and Opportunity Act**

The Workforce Innovation and Opportunity Act (WIOA) is federal legislation that guides employment and training programs and was passed into law on July 22, 2014. WIOA provides the framework through which workforce areas and regions can leverage Federal, state, local and philanthropic resources to support businesses and job seekers. It seeks to help improve individual's access to employment and training activities that are relevant to current labor market conditions.

WIOA emphasizes training that leads to credentials in targeted growth sectors of the economy. It encourages service coordination among education and workforce partner agencies and the creation and utilization of career pathways in the targeted sectors. The legislation is designed to help workers, including those with barriers, to access services that lead to employment in demand occupations.

WIOA puts the One-Stop system and its operation at the forefront of workforce development activities. WIOA Section 121(d)(2)(A) requires that one-stop operators be chosen through a competitive process. The one-stop operator is responsible for the management functions of a one-stop career center. The Act also charges the Local Board with responsibility for conducting the competitive procurement for selection of a one-stop operator. This procurement must occur at least once every four years. The Workforce Investment Board for Macon and DeWitt Counties (WIB) is the Local Board that is responsible for carrying out the procurement in area 19.

### **1.2 The Workforce Investment Board for Macon and DeWitt Counties**

The Workforce Investment Board for Macon and DeWitt Counties plays a key role in the economic development of our area. There are 28 business and public sector executives that make up the Workforce Investment Board. Members represent the following groups:

- Business
- Education
- Labor
- Community Based Organizations
- Economic Development
- One-Stop Programs

Established under the guidance of the Workforce Innovation & Opportunity Act (WIOA) of 2014 the WIB develops a plan for how the federal employment and training funds will be spent. The WIB also selects the operators and providers of services in the area, and conducts oversight of the employment and training programs. The WIB coordinates workforce development activities with economic development and promotes participation of the private sector in the workforce development system.

The WIB's and Region's mission is to:

“Promote business driven talent solutions that integrate education, workforce and economic development resources across systems to provide businesses, individuals, and communities with the opportunity to prosper and contribute to growing the state's economy.”

In accordance with the plan developed for the Central Region and our Local MOU, the WIB will build a system that:

- Is employer-centric and built upon common efforts of our economic development partners with strong industry partnerships in place.
- Is holistically focused on the industry sectors that are being targeted.
- Uses regional labor market data to have an up-to-date understanding of both the supply and demand sides of our regional economy, including the talent needs and qualifications of employers and our education and training systems effectiveness in meeting them.
- Builds upon educational efforts throughout the region to identify and create job relevant career pathways for all on-ramps within a given industry sector and their associated occupations.
- Advances opportunities for all job seekers including low skilled adults, youth, individuals with disabilities, veterans and other individuals with multiple barriers to employment.
- Creates a system of workforce, education and economic development partners that provide excellence in meeting the needs of businesses and individuals thus growing a vibrant and robust regional economy.

In furtherance of these goals and in keeping with WIOA, The Workforce Investment Board for Macon and DeWitt Counties is requesting proposals for One-Stop Operator Services.

### **1.3 Purpose of Request for Proposal**

The Workforce Innovation and Opportunity Act puts forth a framework for establishing One-Stop Career Centers. Each comprehensive center must have a One-Stop Operator and that Operator must comply with requirements established under WIOA and its implementing rule. At a minimum, the role of the One-Stop Operator is to coordinate the service delivery of required one stop partners and service providers.

The purpose of the RFP is to solicit proposals from qualified entities for a WIOA One-Stop Operator for LWA 19. In LWA 19 the comprehensive One-Stop Center is located at the Illinois workNet Center, 757 West Pershing Road, Decatur, Illinois 62526

### **1.4 Solicitation**

- The Workforce Investment Board for Macon and DeWitt counties hereby solicits proposals, using a competitive bid process, to qualified organizations to provide One-Stop Operator services for the LWA 19 workforce system.

- This RFP does not commit the WIB to accept any proposal submitted, nor is the WIB responsible for any costs incurred by the respondent(s) in the preparation of the response to this RFP.
- The WIB reserves the right to reject any or all proposals and/or to accept or reject any or all items in the proposal.
- The WIB reserves the right to negotiate with the respondent(s) after proposal review, if such action is deemed to be in their best interest.
- The WIB reserves the right to modify any resulting contract to include additional responsibilities reasonably related to the initial scope of work with necessary funding to support completion of those additional tasks provided as appropriate.
- The contract will be on a cost reimbursement basis.
- The contract duration will be from 7/1/2017 to 6/30/2021.
- The specifications outlined in this RFP have been deemed to be a minimum acceptable standard. The respondent(s) are encouraged to submit a proposal that will provide LWA 19 with the best quality and cost-effective option for the services being requested.

#### **1.4.1 RFP Release and Timeline**

RFP Release Date	04/28/2017
Bidder's Conference via Webinar and Submittal of Questions	05/10/2017
RFP Due Date	05/26/2017
Responses Reviewed by Executive Team	06/02/2017
Executive Committee Makes Selection of One-Stop Operator	06/02/2017
One-Stop Operator Notified	06/05/2017
Contract Negotiation Complete	06/16/2017
Contractor start date	07/1/ 2017

*Note: Dates are subject to change*

Beginning on April 28, 2017, the RFP will be available for download from the Macon County website at <http://www.co.macon.il.us/workforce-development-rfp.php>. If you have difficulty downloading the proposal, or have any questions regarding the proposal, please contact The WIB's RFP designee, Mr. Timothy Harmon at [tharmon@goworkforce.com](mailto:tharmon@goworkforce.com). Written questions may be submitted until May 10, 2017. Respondents may register for the May 10, 2017 Bidders conference at <https://attendee.gotowebinar.com/register/8713277089111856643>.

The respondents will be notified of selection in June of 2017. Funds will become available July 1, 2017.

#### **1.4.2 Award Appeal Process**

Respondents have 10 business days from the date of notification of award or non-award to appeal the results of the proposal review and selection process. Such appeal must be forwarded via certified mail to Mr. Timothy R. Harmon, President, Workforce Enterprise Services, 54 Paradise Lane, Riverton IL 62561. The appeal must cite the reason(s) the non-selected respondent believes that the selection is not in conformance with the requirements of the RFP or the selection process described herein. The Workforce Investment Board for Macon and DeWitt counties will review appeal requests and make a final determination within 30 days of receiving an appeal of the award selection.

#### **1.4.3 Submittal Requirements**

All proposals must conform to the requirements of the Request for Proposal (RFP). All proposals must provide all information requested. Incomplete information and insufficient signatures and documentation may result in disqualification of the proposals. Authorized personnel of the bidder must sign the proposal. Proposals need to be submitted no later than **5 p.m. CST, May 26, 2017**. Proposals must be submitted electronically to [tharmon@goworkforce.com](mailto:tharmon@goworkforce.com).

### **1.5 Eligible Respondents**

Under WIOA Section 121(d)(2)(B), the following are eligible respondents to this RFP:

- a) A single entity (public, private, or non-profit) or a consortium of entities. If the consortium of entities is one of one-stop partners, it must include a minimum of three of the one-stop partners.
- b) The one-stop operator may operate one or more one-stop centers. There may be more than one one-stop operator in a local area.
- c) The types of entities that may be a one-stop operator include:
  - 1. An institution of higher education;
  - 2. An Employment Service State agency established under the Wagner-Peyser Act;
  - 3. A community-based organization, nonprofit organization, or workforce intermediary;
  - 4. A private for-profit entity;
  - 5. A government agency;
  - 6. A Local Workforce Development Board, with approval of the chief elected official and the Governor; or
  - 7. Another interested organization or entity, which is capable of carrying out the duties of the one-stop operator. Examples may include a local chamber of commerce or other business organization, or a labor organization.

- d) Elementary schools and secondary schools **are not** eligible as one-stop operators, except that a nontraditional public secondary school such as a night school, adult school, or an area career center and technical education school may be selected.

Note: Respondents should indicate in their proposal which of the above types of eligible respondents they represent. Consortium respondents should identify each of the organizations that form the consortium and the type of eligible respondent that each represents.

## **SECTION 2 PROJECT SCOPE**

### **2.1 Roles and Responsibilities**

The roles and responsibilities of the One-Stop Operator will include, but are not limited to:

#### **2.1.1 Service Coordination**

- Convene meetings of the required WIOA partners to support the implementation of the Memorandum of Understanding. The Operator will develop agendas, facilitate meetings and provide minutes from the meeting.
- Coordinate service delivery of required one-stop partners and service providers.
- Coordinate partner services to business.
- Coordinate partner services to individuals.
- Coordinate partner service delivery models outlined in the One-Stop Partners Memorandum of Understanding for those services provided at the center and through direct linkage. *Note: the One-Stop Operator will refrain from establishing practices that create disincentives to providing services to individuals with barriers to employment who may require longer-term services, such as intensive employment, training and education services.*
- Ensure effective referral processes are in place for all partner services that include standardization of format, follow-up requirements and reporting.
- Lead the partners in the development of customer satisfaction feedback and reporting mechanisms.

#### **2.1.2 Reporting and Performance**

- Produce a formal report of the partner's progress in implementing the Memorandum of Understanding to the Board on a quarterly basis.
- Coordinate the production by the required partners of quarterly WIOA performance outcomes reports for the Board.
- Produce a formal report to the Board semi-annually of the One-Stop Operator's progress in meeting the following goals.
  - Timely convening of One-Stop Partners in furtherance of the MOU
  - Integration through a common referral process
  - Integration through cross training of staff
  - Facilitation and/or production of performance and other reports to the WIB

#### **2.1.3 Facilities and Operations**

- Manage hours of operation at the One-Stop Center.
- Facilitate the resolution of issues related to space usage, facility location and customer flow within the facility.
- Coordinate the center calendar to schedule facility usage for use of classrooms, workshops and conference rooms.



#### **2.1.4 One-Stop Center Staffing**

- Facilitate cross training among One-Stop System partner staff.
- Develop annual staffing plan.

## **2.2 Organizational Overview/Experience**

The organization selected to perform the One-Stop Operator duties outlined in Section 2.1 shall be able to demonstrate their past effectiveness in delivering similar services, and shall demonstrate the experience of staff proposed to be assigned to these duties.

### **2.2.1 Demonstrated Experience in the following areas:**

- Convening professional meetings – provide specific examples.
- One-Stop Operator related activities associated with the coordination of services to business and job seekers.
- Implementation of Memorandums of Understanding or other similar agreements.
- Service integration including customer referrals and customer satisfaction.
- Facilities management and staffing.
- Production of professional reports including those specifically related to performance outcomes and progress benchmarks.
- Workforce development programs and systems.

### **2.2.2 Organizational Overview/Staff Qualifications**

- Brief description of respondent's organization.
- Proposed organizational chart for the One-Stop Operator.
- Proven workforce management expertise.
- Demonstrated past successful coordination efforts.

## **2.3 Budget – Fiscal Management**

### **2.3.1 General Instructions**

- A line item budget must be included using the attached budget form (Attachment B) that accounts for all costs. *(No other budget form will be accepted.)*
- A strong narrative should be included that justifies why the funds being requested are critical to the program. Include staff positions, percentage of time dedicated to each position, proposed wage/salary and justification for including each position in this proposal.
- All costs should be necessary and reasonable in accordance with the Federal guidelines set forth in the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards set forth in 2 CFR 200.
- Costs included in the proposed budget cannot already be paid by another source; they must be actual costs incurred in delivering the proposed services, and these funds cannot supplant funds already received by the proposing organization.

- Give details of the organization's cost allocation method if one is used; e.g., prorating the cost of supplies based on the number of staff, or the cost of salaries based on percentage of time spent on this contract.
- Please also include details of the organization's indirect cost rate, along with how it was determined, if one is used.
- State what contingency plans are in place to repay the WIB, in the event that there are any disallowed costs as a result of an audit or monitoring review.

### **2.3.2 Fiscal Controls**

- Describe your organization's experience with administering federally funded programs.
- Provide evidence that a proper accounting system is in place.
- Provide fiscal audit for the past year and monitoring reports for the most recent year if applicable.

The selected operator must disclose any potential conflict of interest arising from the relationship of the one-stop operator with particular training service providers or other service providers, including but not limited to, career service providers.

## **SECTION 3 EVALUATION CRITERIA**

### **3.1 Project Approach**

**40 points**

This category will evaluate the respondent's adequacy in providing the roles and responsibilities outlined in Section 2.1.

- Describe your approach for convening meetings of One-Stop Partners.
- Describe your approach for coordinating the delivery of One-Stop Partner and Service Provider services, as outlined in the MOU, to a broad array of customers including employers, economically disadvantaged individuals, dislocated workers and individuals with barriers to employment including those with disabilities.
- Describe your approach to integration activities including those associated with common customer referral.
- Describe your approach to developing processes for measuring customer satisfaction levels including the types of customer satisfaction feedback methods and associated reports.
- Describe your approach to reporting and performance functions including plans for regular meetings and the production of quarterly and semi-annual reports.
- Describe your approach to management of the facility including use of space for delivery of services and resolution of any associated issues.
- Describe your approach to coordinated staffing including cross training, integration and annual staffing plans.

### **3.2 Organizational Overview/Experience**

**30 points**

This category will evaluate the respondent's organizational capability and staff experience in providing One-Stop Operator services outlined in Sections 2.1 and 2.2.

- Describe your organization's or staff's experience in operator functions associated with coordination of partner services, referral tracking and measurement of customer satisfaction.
- Describe your organization's or staff's experience in operator functions associated with management and scheduling of facility and staff resources.
- Describe your organization's or staff's experience in operator functions associated with facilitation of professional meetings and convening of partners in the development and implementation of local Memorandum of Understanding or similar agreements.
- Describe your organization's or staff's experience in performance management including; attaining performance expectations for program outcomes, include performance results for the past two years if applicable.

- Describe your organization's or staff's experience in developing reports on program benchmarks or outcomes for use by oversight agencies.
- Provide a list of the qualifications of the individual(s) that will fulfill the functions of the One-Stop Operator. If this person is not yet hired, then provide a list of the qualifications to be included in the job posting.

### **3.3 Budget – Fiscal Management**

**25 points**

This category will evaluate the cost of the proposal, the reasonableness of those costs to carry out the responsibilities outlined in Section 2.1, ability to comply with budgetary, administrative requirements as outlined in Section 2.2 and adequate fiscal controls.

- Include the budget form from Attachment B with the proposal. Details of the cost allocation method should be included if applicable and the organization's indirect cost rate and how it was determined should be included if used.
- Provide a budget narrative that justifies the costs as reasonable and necessary to the program, including staff positions, percentage of time dedicated to each position, proposed wage/salary and justification for including each position in this proposal.
- Describe your organization's experience with administering federally funded programs, provide evidence of proper accounting systems and supply the fiscal audit for the past year and monitoring reports for the past year if applicable.

### **3.4 In-Kind Resources Bonus**

**Up to 5 Points**

- Identify any in-kind resources/support for the one-stop work and list it in the budget. Include each committed or proposed source of funding and the amount of funding.

## **SECTION 4 PROPOSAL INSTRUCTIONS**

The respondent(s) must complete and submit a proposal in this order and consisting of a Cover Page, Table of Contents, Executive Summary, Project Approach Narrative and Attachments. All proposals should clearly demonstrate the respondent's qualifications and abilities to provide the services outlined in SECTION 2 – Project Scope for One-stop Center Operator. Proposals not conforming to these formatting and proposal organization requirements may have points deducted in the case of formatting, or may not be deemed non-responsive.

### **4.1 Formatting Requirements**

To simplify the review process and obtain the maximum degree of comparison, each proposal shall be formatted as follows:

- Font size: 12 point
- Font style: Times New Roman
- Line spacing: Single-spaced
- Margins: 1" on all sides
- Page number: Bottom right of each page
- Other: Proposals should be submitted electronically. Each section should be clearly marked.

### **4.2 Proposal Organization**

1. Cover Page – Attachment A
2. Table of Contents – Include a table of contents that identifies the material in the proposal by section and page number.
3. Executive Summary – Include an executive summary that provides a brief overview of the proposal not to exceed one (1) page.
4. Project Approach Narrative – Include a detailed narrative, not to exceed 15 pages, that describes your proposed response to each of the required proposal evaluation criteria, including Project Approach (3.1), Organizational Overview - Experience (3.2), Budget and Fiscal Management (3.3), and In-Kind Resources (3.4).

### **4.3 Required Attachments**

The respondent must include each of the following attachments to the proposal, which do not count toward the page limit:

- A. Proposal Cover Sheet Format – This is to be included as the cover page for the proposal.
- B. Budget Information Summary – This is a summary budget page to be attached to the proposal.
- C. Certification Regarding Disbarment and Suspension – This is to be signed by the authorized representative of the proposing organization and attached to the proposal.

- D. Certification Regarding Lobbying – This is to be signed by the authorized representative of the proposing organization and attached to the proposal.
- E. General Conditions and Assurances – This is to be signed by the authorized representative of the proposing organization and attached to the proposal.
- F. State of Illinois Required Certifications – This is to be signed by the authorized representative of the proposing organization and attached to the proposal.
- G. Federal Tax Payer Identification Number – This is to be signed by the authorized representative of the proposing organization and attached to the proposal.
- H. Resumes – Include resumes outlining the personal qualifications for each staff person to be included in the proposal.
- I. References – Include contact information (name, organization, e-mail address, telephone number) for three references that may be contacted by the WIB who are familiar with the respondent's qualifications to perform the proposed work.
- J. Abstract – please include a 1 page abstract of your proposal.
- K. Questionnaire – Each entity that considers responding to this RFP and/or those that do respond are asked to provide an answer to the following question:

Please explain why you will or will not submit a proposal or bid?

If you are responding to the RFP then include your response in Attachment K. If you are not responding to the RFP then please email your response to this question to Mr. Timothy Harmon at [tharmon@goworkforce.com](mailto:tharmon@goworkforce.com).

**ATTACHMENT A**

**Workforce Investment Board for Macon and DeWitt Counties  
One-Stop Operator Procurement**

**Proposal Cover Sheet**

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

\_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Project's Contact Person: \_\_\_\_\_  
(Name/Title)

\_\_\_\_\_

Authorized Negotiator: \_\_\_\_\_  
(Name/Title of Person)

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Authorized Signatory: \_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

I hereby certify that to the best of my knowledge that the governing body of the  
proposer's organization has authorized the submission of this proposal

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

## ATTACHMENT B

### Budget Information Summary

	Funding Request	In-Kind/Other	Total
Personnel Wages			
Personnel Fringe Benefits			
Personnel Travel			
Supplies			
Internet/Telephone Costs			
Equipment			
Other, (Specify)			
Total			



## ATTACHMENT C

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

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

#### **(BEFORE SIGNING CERTIFICATION, READ ATTACHED INSTRUCTIONS WHICH ARE AN INTEGRAL PART OF THE CERTIFICATION)**

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
- (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
  - (b) have not within a three-year period preceding this proposal been convicted of or had a civil judgement 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 commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - (c) are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and
  - (d) have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

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Name of Authorized Representative

---

Title of Authorized Representative

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Signature

---

Date

## **Instructions for Attachment C**

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the Department of Labor's (DOL) determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the DOL determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the DOL may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the DOL if at any time the prospective primary participant learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms "covered transaction", "debarred", "suspended", "ineligible", "lower tier covered transaction", "participant", "person", "primary covered transaction", "principal", "proposal", and "voluntarily excluded", as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the DOL for assistance in obtaining a copy of those regulations.
6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transactions," provided by the DOL, without modification, in all lower tier-covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties From Procurement or Non-procurement Programs.
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier-covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may terminate this transaction for cause of default.

## ATTACHMENT D

### **CERTIFICATION REGARDING LOBBYING**

#### **CERTIFICATION FOR CONTRACTS, GRANTS, LOANS AND COOPERATIVE AGREEMENT**

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

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all\* sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all\* sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000.00 for each such failure.

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Grantee/Contractor Organization

---

WIOA Title/Agreement No.

---

Name of Certifying Official

---

Signature

---

Date

## ATTACHMENT E

### GENERAL CONDITIONS/ASSURANCES

In submitting this proposal, the respondent must agree to follow and abide by the conditions/assurances stated below. Please read each item carefully and sign where indicated. **Include this section in your submission.**

- 1) The WIB reserves the right to reject any and all proposals which are not complete or not prepared in accordance with RFP guidelines.
- 2) The WIB retains the right to accept or reject any or all proposals received in whole or in part, to negotiate with any qualified sources, or to conceal in whole or in part proposals if it is in the best interest of the WIB to do so. The WIB will require selected respondents to participate in contract negotiations should they be necessary.
- 3) The submission of a proposal does not commit the WIB to award a contract or to pay any costs incurred in the preparation of a proposal, or to procure or contract for services or supplies prior to the issuance of a signed contract.
- 4) The contents of proposals submitted will become part of any contract award.
- 5) Proprietary rights to all products, data, materials, and documentation originated and prepared pursuant to a contract shall belong exclusively to the WIB
- 6) The proposal as submitted for funding consideration is consistent with, and if funded, operated according to, the federal WIOA legislation, all applicable federal regulations, State of Illinois policies and the WIB policies and procedures.
- 7) Contractors will be prohibited from disseminating products developed under contract with the WIB without prior written consent.
- 8) Contractors must participate in project reporting, evaluation, and monitoring required or conducted by the WIB including the regular examination of performance and cost against original expectation reporting.
- 9) Contractors will be required to adopt Grievance Procedures followed by the WIB.
- 10) The Contractor shall operate and comply with the project described in the proposal, which will be included as a part of the agreement. Any deviation from the project as defined in this proposal must be approved in writing by the WIB. Failure to gain such written approval shall constitute breach of contract. In the event of breach of contract, the WIB reserves the right to impose sanctions as deemed appropriate.

- 11) All funds received pursuant to this contract must be used exclusively for the proposed project. Any expenditures or performances that exceed those agreed to in the contract are the sole responsibility of the contractor and shall not entitle him/her to additional payments or benefits.
- 12) The Contractor shall inform the WIB in writing regarding the receipt of additional funding that may have an effect upon the provision, quality, or costs of providing services under this contract. The WIB retains the right to disapprove or renegotiate project costs based upon receipt of this information.
- 13) The Contractor agrees to permit the WIB or any of its authorized agents full access to and the right to examine any pertinent books, documents, papers, and records involving transactions related to the funding of this project as often as deemed necessary.
- 14) The Contractor must agree to hold the WIB and the Federal and State Governments harmless from liabilities arising from bodily injury, illness or damage of losses to person or property, or claims arising out of any activity under a WIOA contract.
- 15) The Contractor agrees to maintain record confidentiality as required. The Contractor also agrees to retain all records pertinent to this project for a period of five (5) years from the date of final contract payment or until pending matters of litigation, audit, or other related claims are resolved. This includes but is not limited to financial, statistical and participant records and supporting documentation.
- 16) The respondent will allow local, state, and federal representatives access to all WIOA records, program materials, staff and participants.
- 17) The Contractor must be able to maintain control over the accountability for all WIOA funds received. The Contractor's financial management system must be able to provide for accurate, current, and complete disclosure of all project costs/expenditures.
- 18) The Contractor will comply with Federal regulations, and procurement policies, relating to the calculation and use of profit.
- 19) The Contractor will obtain annually an organization-wide audit.
- 20) The Contractor certifies that it possesses the legal authority to apply for WIOA funds, enter into any contract awarded and execute the proposed project.
- 21) The contracting organization agrees to comply with all Federal and State non-discrimination Provisions, including those found in WIOA Section 188 and its implementing regulation codified at 29 CFR Part 38. Specifically, upon receiving funding under the WIOA program, the contractor agrees that it will not discriminate on the basis of race, color, creed, religion, age, sex, physical or mental ability, marital status, arrest or conviction records (whenever appropriate), national origin, political affiliation, veteran status, or for persons with AIDS or HIV infection.
- 22) The Contractor agrees to meet all of the requirements of Section 504 of the Rehabilitation Act of 1973.

- 23) The Contractor agrees to meet all applicable labor laws, including Child Labor Law standards.
- 24) The Contractor affirms that it is not on any Federal, State of Illinois or local Debarment List.
- 25) The contractor shall comply with all applicable standards, orders, or requirements issued under Section 306 of the Clean Air Act (42 U.S.C. 1857 (h)), Section 508 of the Clean Water Act (33 U.S.C. 1386), Executive 11738, and Environmental Protection Agency regulation (40 CFR 15).
- 26) The Contractor will assure that priority of adult career and training services is given to recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient.
- 27) The Contractor will collect such performance information from providers of On-the-Job training, customized training, incumbent worker training, internships, paid or unpaid work experience opportunities, and transitional employment as the Governor may require, and use the information to determine whether the providers meet such performance criteria as the Governor may require.
- 28) This program is subject to the provisions of the “Jobs for Veterans Act”, Public Law 107- 288, which provides priority of service to veterans and spouses of certain veterans for the receipt of employment, training, and placement services in any job-training program directly funded, in whole, or in part by the Department of Labor. Please note that, to obtain priority service, a veteran must meet the program’s eligibility requirements. ETA Training and Employment Guidance Letter (TEGL) No. 5-03 (September 16, 2003) provides general guidance on the scope of veteran’s priority statute and its effect on current employment and training programs.
- 29) Any non-expendable personal property (equipment and other personal property of a tangible nature having a useful life of more than one (1) year and having an acquisition cost of \$300.00 or more) to be purchased with funds from this grant must be approved by the WIB prior to purchase. The item(s) remains the property of the WIB and is subject to the WIB inventory controls. This includes items such as computers, printers, and furniture. Upon completion of the grant, this equipment will be retrieved by the WIB.
- 30) The contractor agrees that any press releases, newspaper articles, public service announcements, presentations, written reports or other such materials that provides information about this project in a public manner must recognize the WIB as the funding agency.

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Signature

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Date

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Name of Authorized Representative

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Title

## ATTACHMENT F

### STATE OF ILLINOIS REQUIRED CERTIFICATIONS

The Grantee makes the following certifications as a condition of this Agreement. These certifications are required by State statute and are in addition to any certifications required by any federal funding source as set forth in this Agreement. Grantee's execution of this Agreement shall serve as its attestation that the certification made herein are true and correct.

6.1 Compliance with Applicable Law. The Grantee certifies that it shall comply with all applicable provisions of Federal, State and local law in the performance of its obligations pursuant to this Agreement.

6.2 Unemployment Insurance. Grantee certifies that:

- ☐ It has an Illinois Unemployment Insurance Account Number and that said number is \_\_\_\_\_ or
- ☐ It does not have an Illinois Unemployment Insurance Account Number for the following reason(s):  
\_\_\_\_\_  
\_\_\_\_\_

If the Grantee has an Illinois Unemployment Insurance Account Number, it certifies that it is not delinquent in the payment of Unemployment Insurance contributions, payments in lieu of contributions, penalties and/or interest, nor does it owe any sums to the Department of Employment Security because of overpaid unemployment insurance benefits. Grantee further certifies that Grantee's Federal Employer Identification Number (FEIN) set forth in the Notice of Grant Award is the same number that Grantee has supplied to IDES for unemployment insurance purposes. If, for any reason, the FEIN the Grantee has supplied for unemployment insurance purposes changes, the Grantee will immediately notify the Department of Employment Security of the new FEIN, in writing, by telefacsimile sent in care of the Office of Legal Counsel at (312) 793-2164, with such notice to include reference to the Grant number assigned to this Grant Agreement; upon receipt of such notice, all further payments under this grant shall be processed under the new FEIN. Grantee hereby acknowledges that to the extent allowable by applicable federal laws and regulation, the State shall have the right and the Grantee authorizes the State to withhold from any sum or sums due otherwise payable pursuant to this Grant Agreement the overpaid benefits under the Unemployment Insurance Act, and may apply the amount so withheld toward satisfaction of any such past due contributions, payments in lieu of contributions, penalties and/or interest or overpaid benefits.

6.3 Bid-Rigging/Bid-Rotating. The Grantee certifies that it has not been barred from contracting with a unit of State or local government as a result of a violation of Section 33E-3 or 33E-4 of the Criminal Code of 1961 (720ILCS 5/33 E-3 and 5/33 E-4)



6.4 Default on Educational Loan. The grantee certifies that this Agreement is not a violation Of the Educational Loan Default Act (5ILCS 385/3) prohibiting certain contracts to Individuals who are in default on an educational loan.

6.5 Americans with Disabilities Act. The Americans with Disabilities Act (ADA) (42 U.S.C. 12101 et. Seq.) and the regulations thereunder (28 CFR 35.130) prohibit discrimination against persons with disabilities by the State, whether directly or through contractual arrangements, in the provision of any aid, benefit or service. As a condition of receiving this grant, the Grantee certifies that services, programs and activities provided under this Agreement are, and will continue to be, in compliance with the ADA.

6.6 Drugfree Workplace Act. The Grantee certifies that:

- A) ☐ It is a Corporation, Partnership, or other entity (other than an individual) with 24 or fewer employees at the time of execution of this Agreement.
- B) ☐ That the purpose of this grant is to fund solid waste reduction.
- C) ☐ It is a Corporation, Partnership, or other entity (other than an individual) with 25 or More employees at the time of execution of the Agreement, or
- D) ☐ That it is an individual.

If Option “A” or “B” is checked, this Agreement is not subject to the requirements of the Act.

If Option “C” or “D” is checked and the amount of this grant is five thousand dollars (\$5,000.00) or more, the Grantee is notified that the Drugfree Workplace Act (30 ILCS 580/1 et. seq.) is applicable to this Agreement, and the Grantee must comply with the terms of said Act, as set forth below:

Grantee will provide a drugfree workplace by:

(a) Publishing a statement:

- i. Notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, including cannabis, is prohibited in the Grantee’s workplace.
- ii. Specifying the actions that will be taken against employees for violation of such prohibition.
- iii. Notifying the employee that, as a condition of employment on such grant, the employee will:

(A) abide by the terms of the statement; and

(B) notify the employer of any criminal drug statute conviction for a violation

occurring in the workplace no later than five (5) days after such conviction.

(b) Establishing a drugfree awareness program to inform employees about:

- (i) the dangers of drug abuse in the workplace;
- (ii) the Grantee's policy of maintaining a drugfree workplace;
- (iii) any available drug counseling, rehabilitation and employee assistance programs; and
- (iv) the penalties that may be imposed upon an employee for drug violations.

(c) Providing a copy of the statement required by subparagraph (a) to each employee engaged in the performance of the grant and to post the statement in a prominent place in the workplace.

(d) Notifying the granting agency within ten (10) days after receiving notice, under Part (B) of paragraph (iii) of subsection (a) above, from an employee or otherwise receiving actual notice of such conviction.

(e) Imposing a sanction on, or requiring the satisfactory participation in, a drug abuse assistance or rehabilitation program by any employee who is so convicted, as required by Section 5 of the Drugfree Workplace Act, 30 ILCS 580/5.

(f) Assisting employees in selecting a course of action in the event drug counseling, treatment and rehabilitation are required and indicating that a trained referral team is in place.

(g) Making a good faith effort to continue to maintain a drugfree workplace through implementation of the Drugfree Workplace Act, 30 ILCS 580/5.

If Grantee is an individual, it certifies that it will not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the performance of this Agreement.

6.7 Anti-Bribery. The Grantee certifies that neither it nor its employees have been convicted of bribing or attempting to bribe an officer or employee of the State of Illinois nor has Grantee or any of its employees made an admission of guilt of such conduct which is a matter or record as defined in the Illinois Procurement Code (30 ILCS 500 et. seq.).

6.8 Discrimination/Illinois Human Rights Act. The Grantee certifies (i) that it will not commit unlawful discrimination in employment in Illinois as that term is defined in Article 2 of said Act; (ii) that it will comply with the provisions of Article 5 of the Act regarding equal employment opportunities and affirmative action; and, (iii) that it will comply with policies and procedures established by the Department of Human Rights under Article 7 of the Act regarding equal employment opportunities and affirmative action.

The Grantee further certifies that, if applicable, it will comply with "An act to prohibit discrimination and intimidation on account of race, creed, color, sex, religion, physical or mental handicap unrelated to ability or national origin in employment under contracts for public buildings or public works." (775 ILCS 10/0.01 et. seq.).

6.9 Sexual Harassment. The Grantee certifies that it has written sexual harassment policies that shall include, at a minimum, the following information:

- (i) the illegality of sexual harassment;
- (ii) the definition of sexual harassment under State law;
- (iii) a description of sexual harassment, utilizing examples;
- (iv) the Grantee's internal complaint process including penalties;
- (v) the legal recourse, investigative and complaint process available through the Department of Human Rights and the Human Rights Commission;
- (vi) directions on how to contact the Department and Commission and,
- (vii) protection against retaliation as provided by Section 6-101 of the Illinois Human Rights Act (775 ILCS 5/2-105 (B)(5)).

A copy of the policies shall be provided to the Department upon request.

6.10 International Anti-Boycott Certification. The Grantee hereby certifies that neither the Grantee nor any substantially owned affiliate company of the Grantee is participating or will 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.).

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Signature

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Date

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Name of Authorized Representative

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Title

**ATTACHMENT G**  
**Vendor's Federal Taxpayer Identification Number**

Under penalties of perjury, I certify that \_\_\_\_\_ is my correct Federal Taxpayer Identification Number. I am doing business as a (please check one):

- |  |   |
|--|---|
| <input type="checkbox"/> Individual  | <input type="checkbox"/> Real Estate Agent                          |
| <input type="checkbox"/> Sole Proprietorship                                   | <input type="checkbox"/> Government Entity                          |
| <input type="checkbox"/> Partnership   | <input type="checkbox"/> Tax Exempt Organization (IRC 501 (a) only) |
| <input type="checkbox"/> Corporation   | <input type="checkbox"/> Trust or Estate                            |
| <input type="checkbox"/> Medical and Health Care Services Provider Corporation |   |

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

Enter your taxpayer identification number in the appropriate space. For individuals and sole proprietors, this is your social security number. For other entities, it is your employer identification number. Federal Employer Identification Numbers (FEINs) must not be used for sole proprietorships.

If you do not have a TIN, apply for one immediately. To apply, get form SS-5, Application for a Social Security Number Card (for individuals) from your local Social Security Administration, or form SS-4, Application for Employer Identification Number (for businesses and all other entities), from your local Internal Revenue office.

To complete the certification if you do not have a TIN, fill out the certification indicating that a TIN has been applied for, sign and date the form, and return it to this agency. As soon as you receive your TIN, sign and date the form, and give it to this agency.

If you fail to furnish your correct TIN to this agency, you are subject to an IRS penalty of \$50.00 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**WILLFULLY FALSIFYING CERTIFICATIONS OR AFFIRMATIONS MAY SUBJECT YOU TO CRIMINAL PENALTIES INCLUDING FINES AND/OR IMPRISONMENT.**

## **ATTACHMENT H**

### **Resume`s**

Include resume`s outlining the personal qualifications for each staff person to be included in the proposal.

## **ATTACHMENT I**

### **References**

Include contact information (name, organization, e-mail address, telephone number) for three references that may be contacted by the WIB who are familiar with the respondent's qualifications to perform the proposed work.

## **ATTACHMENT J**

### **Abstract**

Please include a 1 page abstract of your proposal below:

## **ATTACHMENT K**

### **Questionnaire**

Questionnaire – Each entity that considers responding to this RFP and/or those that do respond are asked to provide an answer to the following question:

*(If you are responding to the RFP then include your response below. If you are not responding to the RFP then please email your response to this question to Mr. Timothy Harmon at [tharmon@goworkforce.com](mailto:tharmon@goworkforce.com).)*

**Please explain why you will or will not submit a proposal or bid?**