



**Grundy Livingston Kankakee Workforce Board
Kankakee County
Summer Youth Employment Request for Proposal (RFP)**

I. Purpose, Funding, Priorities, and Guidelines

The Grundy Livingston Kankakee Workforce Board and Kankakee County as the fiscal agent, are seeking organizations and/or businesses to provide Summer Youth Employment under the American Recovery and Reinvestment Act (ARRA) and Title I of the Workforce Investment Act (WIA) for Grundy, Livingston and/or Kankakee County youth meeting eligibility guidelines.

All programs must include a work experience component. The summer youth employment program must occur between May 1, 2010 and September 30, 2010, with employment services to participants ending no later than September 15, 2010.

Total amount of funding available for all three counties is approximately \$250,000. The funds available through this RFP are being offered through a competitive process and are available to organizations most likely to enable youth to be successful in achieving their educational and employment goals. All participants served with the funds available through this RFP must meet Federal WIA eligibility requirements and must provide documentation of their eligibility through an intake process with Workforce Board staff, which will make the final determination whether youth are eligible.

Participants must:

- Be aged 14 through 24; **and**
- Be economically disadvantaged; **and**
- Meet one or more of the following criteria: deficient in basic literacy skills, school dropout, homeless, runaway, foster child, pregnant or parenting, ex-offender, or is an individual (including youth with disabilities) who requires additional assistance to complete an educational program or secure and hold employment.

Priority will be given to proposals that incorporate green work experiences for youth.

Opportunities for skilled workers in the fields of solar, geothermal, wind power design, and the use of environmentally friendly building materials and techniques will mean increased job opportunities for young people who have had exposure to work experiences that equip them with the appropriate “green” knowledge. Businesses and programs promoting green jobs and products will provide youth with experiences that prepare them to compete in the emerging green economy. Conservation and sustainability efforts representing existing green work can be used to provide training and work opportunities in areas such as retrofitting, weatherization, solar panel installation, recycling, etc.

Priority will be given to proposals which lead to the retention of youth in employment beyond the subsidized period.

All programs must include employment. Contractors will be the employers of record for youth participants, and will be responsible for the processing of payroll and provision of workers' compensation and other necessary insurance. Contractors must also ensure proper worksite supervision in cooperation with both worksite supervisors and program monitors from the Workforce Board. Liability insurance is also required as a condition of contracting. Employment includes subsidized employment or community service projects.

1. Subsidized Employment is intended to increase the basic occupational and employability skills of youth by offering them paid employment. Subsidized employment worksites may include public, private and not-for-profit venues. Although the contractor will provide case management, it is important the worksite provide appropriate supervision and mentoring. Employment should be authentic work experiences in real work environments, not simply trivial tasks to justify payments.
2. Community Service Projects are projects that benefit the community as a whole. Youth employed in community service projects shall be involved in the development and implementation of these projects. Projects shall develop academic, vocational and leadership skills for participating youth. Projects can be community-wide or neighborhood-based. Community service projects will be considered employment for youth and youth will be paid for participating in these projects. Examples include, but are not limited to peer mentoring; neighborhood cleanup projects; and/or graffiti abatement projects.

Youth must participate in a minimum of 25 hours of paid activity and no more than 40 hours per week. In addition to employment, youth may be paid for participation in academic enrichment activities, academic classes, and employment-related activities such as job-shadows; exposure to various aspects of industry; job-search assistance; project-based learning; and soft skills training.

Youth may be paid a stipend or an hourly wage. If using an hourly wage, youth must be paid at least \$8.00 per hour, the new minimum wage in Illinois beginning July 1, 2009. Bonuses may only be issued for completion and positive evaluation of a work experience or for completion of a General Equivalency Diploma (GED). Each participant may receive only one bonus for each milestone and bonuses may not exceed \$200 each.

Bidders should demonstrate meaningful connections to employers, so that work experiences and/or employment-related activities include meaningful employer involvement and meaningful experiences for the youth. Bidders are encouraged to utilize employer connections to leverage resources in the form of staff, funds for training, wages, and operational needs related to training space/equipment, etc.

All youth served under this funding must create a free account on Illinois workNet, Illinois' one-stop employment web portal, www.illinoisworknet.com. All youth must also complete the skills and interest profilers at http://www.illinoisworknet.com/vos_portal/residents/en/Home.

Section 1604 of Division A of the ARRA states that none of the funds appropriated or otherwise made available in this Act may be used by any organization for any casino or other gambling establishment, aquarium, zoo, golf course, or swimming pool. Therefore youth may not be placed in summer employment in any of these facilities.

Contractors will be expected to identify youth who may benefit from WIA year-round youth services and refer those individuals to Workforce Board staff.

II. Eligible Respondents

Any existing public or private, not-for-profit or for-profit entity who believes it has the capability, experience and capacity to provide the services required under this RFP may submit a proposal for consideration. Individuals may not propose.

In addition to WIA rules and regulations, organizations will be expected to comply with the Uniform Administrative Requirements and the Cost Principles as delineated in Title 29 of the Code of Federal Regulations Part 95 or Part 97 as the applicable Office of Management Budget circulars. Technical assistance will be provided by Kankakee County Finance Department.

III. Required Inclusions in the Proposal

The following information must be included in the proposal. To facilitate the review process, proposals must include a Cover Page (Attachment A); and be double-spaced in a twelve (12) point font. The proposal must be no longer than 5 pages total, not including attachments.

A. Organization background

The proposal should describe the experience and background of the bidder in the provision or prior support of employment services to youth. This can include actual employment of youth in the past or participation in similar subsidized work programs. This might also include the provision of other youth programs that show a commitment to and experience with the targeted population. Background information should also include the identification of key personnel who will manage the Summer Youth Employment, whether those personnel are already on staff or whether they will be hired for this program.

B. Description of Program Design

The bidder must describe the design of the program, including how the organization will provide oversight of the summer youth employment and case management services when necessary. For the purposes of this RFP, case management refers to selection of youth, worksite placement, and support services provided to the youth outside of the worksite, such as career awareness counseling, academic assistance, referral to community resources, etc.

The proposal should outline mechanisms for recruitment of eligible youth, appropriate worksites and/or community service project sites, administration of skill and/or academic assessment, provision of case management, coordination of ancillary services, tracking and reporting of activities and expenditures, maintaining monthly electronic case notes on each youth, documenting initial skills on Illinois workNet, and performing evaluations by both the worksite and the youth.

C. Goals and Expected Outcome

The goal for Summer Youth Employment as described and funded in this request for proposals is that participating youth obtain **work readiness skills**. This includes a range of skills related to work awareness and positive work habits, labor market knowledge, occupational information, career planning, and job search techniques.

Individual participant evaluations by worksite supervisors are required to document the obtainment of work readiness skills. Evaluations are to be completed both at the beginning and at the end of the program. The required evaluation is provided as Attachment C. The proposal must describe the process for administering evaluations and additional methods of measuring work readiness if applicable.

D. Budget

The proposal must include a line item budget using the template provided as Attachment B. **No other budget forms will be accepted.** The proposed budget should reflect the bidder's best estimate of the proposed costs. After contractors are selected, the budget is subject to a negotiated agreement and to the policies of the Workforce Board.

Contracts will be awarded on a monthly cost-reimbursement basis only. Any profit realized through this contract must either be returned to the Workforce Board and Kankakee County, or be used to provide additional services. The Youth Council of the Workforce Board must approve additional services prior to their implementation.

IV. Submittal Requirements

A. Proposal Submission

Respondents must submit proposals in hard copy form. One bound hard copy original, and six copies of the original, must be submitted as described below. The original copy must be clearly marked and bear an ink signature of an officer or other person authorized to bind the respondent. Facsimile copies will not be accepted.

Proposals must be submitted to:

Elisabeth Dunbar
Grundy Livingston Kankakee Workforce Board
187 S. Schuyler Ave.
Suite 560
Kankakee, IL 60901

All proposals must be received by 4:00 p.m. on January 7, 2010. Any proposal received after this time and date will be returned unopened, and not considered in the proposal review and selection process.

B. Questions Regarding the RFP

Inquiries regarding this RFP should be directed to Ms. Dunbar at the above address, by fax at 815.936.3766, or via email to edunbar@glkwb.com. Questions must be presented in writing by November 13, 2009. Questions other than those presented in writing by the due date will not be entertained.

A summary of all questions received from prospective respondents and answers will be transmitted by November 25, 2009 in writing **only** to those who indicate an interest in receiving such and provide a valid address, fax number or e-mail address as part of the inquiry.

C. Eligible Respondents

Any existing public entity, private not-for-profit entity or private for-profit entity who believes it has the capability, experience and capacity to provide the services required by the Grundy Livingston Kankakee Workforce Board under this RFP, may submit a proposal for consideration. Individuals may not propose.

D. Mandatory Bidders Conference

Two (2) bidders' conferences will be held. It is mandatory that bidders attend at least one bidders' conference. The first will be at 10:00 a.m. on Wednesday, November 4, 2009 and the second will be on Tuesday, November 10, 2009 at 1:30 p.m. Both bidders' conferences will be held at 187 S. Schuyler Ave., 5th Floor, Kankakee, IL.

V. Review Criteria/Evaluation Process

The selection(s) will be made after all eligible proposals are reviewed and scored by the Youth Council RFP Evaluation Team. Each reviewer will evaluate the proposal and assign a numerical score utilizing the criteria listed below. Scores for each proposal will then be compared to other proposals. A maximum of 100 points may be awarded to any single proposal. Proposals receiving a score below 70 points will be disqualified. Based on the scores, the Youth Council of the Workforce Board will make its recommendation(s) for funding to the Workforce Board, which will issue a formal selection decision following its meeting April 28, 2009.

<u>Review Criteria</u>	<u>Maximum Points</u>
A. Service Provider Experience	10
B. Program Design	
1. Work Experience Component & Management	45
2. Priority Activities	5
3. Management Plan	10
C. Budget - Necessity and Reasonableness of Budget Items	20
D. Goals and Expected Outcomes - Evaluation	10
<u>Total Points Possible</u>	<u>100</u>

VI. General Requirements

- A. Any verbal comments or discussion concerning this solicitation cannot add, delete or modify any written provision of this Request for Proposal. Only changes to the requirements of this RFP issued in writing will have force.
- B. Upon request, respondents may be asked to furnish evidence of their ability to successfully provide the services requested by this RFP. This evidence may include copies of prior independent audits of the respondent. The Workforce Board and Kankakee County reserve the right to make the final determination as to the respondent's capabilities.
- C. The Workforce Board and Kankakee County reserve the right to cancel this Request for Proposal for any reason, or accept or reject any or all proposals for any reason or to negotiate with any and all respondents on modifications to proposals. The Workforce Board and Kankakee County reserve the right to withdraw any award for failure to successfully negotiate and execute a contract with the respondent within 30 days of the award of this RFP.
- D. All costs incurred in conjunction with the preparation of a proposal are the sole responsibility of the respondent, and will not be paid or reimbursed.
- E. The proposal submitted by the successful respondent, modified as necessary through negotiations, will become part of a contractual agreement among the Workforce Board, Kankakee County and the successful respondent.

- F. All data, material and documentation originated or prepared by the respondent pursuant to a contract award shall belong exclusively to the Workforce Board, and be subject to disclosure under the Freedom of Information Act.
- G. Contractors will be prohibited from disseminating products and information developed under the award without prior written consent of the Workforce Board.
- H. Any changes in funding levels or program requirements and/or guidance from Department of Commerce and Economic Opportunity or the Department of Labor may result in changes to the services described in any proposal and subsequent contract. The Workforce Board and Kankakee County reserve the right to modify or alter requirements and standards set forth in this RFP based on requirements mandated by the Federal government or the State of Illinois.
- I. Proposals submitted for funding must operate according to Fair Labor Laws, WIA law, all applicable Federal regulations, and policies and other requirements of the State of Illinois.
- J. Successful respondents must ensure compliance with the following as applicable: 20 CFR Part 652 et al.; 48 CFR Part 31; OMB Circulars A-21, A-87, A-110, A-122, and A-133 as applicable.
- K. The Workforce Board and Kankakee County expect that respondents will have the administrative and financial management capabilities required. Respondents must have in place, or agree to establish, the following:
- Personnel, grievance and travel policies
 - Equal opportunity/nondiscrimination policies
 - Financial management and accounting policies and procedures
- L. The Grundy Livingston Kankakee Workforce Board and Kankakee County reserve the right to conduct discussions with respondents. Respondents will be accorded fair and equal treatment concerning any opportunity for discussion of their proposals.
- M. Contractors may be asked to provide a Certificate of Insurance for Worker's Compensation Insurance and for Comprehensive General Public Liability Insurance with combined single limit coverage of at least \$1,000,000. The successful contractors may be requested to add the Workforce Board and Kankakee County (fiscal agent) as additional insured prior to contract release. Contractors may be required to submit the organization's most recent financial audit.
- N. The Workforce Board and Kankakee County reserve the right to terminate any contract, without notice, at their sole discretion. Should a contract be terminated, the Workforce Board and Kankakee County will be responsible for reimbursing only those costs actually incurred prior to the date of termination.
- O. All respondents must ensure equal opportunity to all individuals. If selected as a youth service provider, the respondent must ensure that no individual shall be excluded from participation in, denied the benefits of, or subjected to discrimination under any WIA-funded program or activity because of race, color, religion, sex, national origin, age, disability, or political affiliation or belief.
- P. No employment opportunities funded by this award shall replace workers dislocated by layoff or reduction in the past year.

- Q. All respondents must ensure access to services by individuals with disabilities pursuant to the Americans with Disabilities Act.
- R. This program is subject to the Child Labor Law which regulates the employment of workers less than 18 years of age. The law protects children by (1) requiring employment certificates. The certificate confirms that a minor is old enough to work, physically capable to perform the job, and that the job will not interfere with the minor's education; (2) prohibiting work in hazardous occupations; and (3) limiting working hours. All work before 7 a.m. and after 7 p.m. is prohibited. However, work until 9 p.m. is allowed from June 1 through Labor Day.
- S. 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. DOL ETA Training and Employment Guidance Letter (TEGL) No. 5-03 provides general guidance on the scope of the veterans' priority statute and its effect on employment and training programs.
- T. Contractors must agree to abide by the Equal Pay Act of 2003 which prohibits employers with four or more employees from paying unequal wages to men and women for doing the same or substantially similar work, requiring equal skill, effort, and responsibility, under similar working conditions for the same employer in the same county, except if the wage difference is based upon a seniority system, a merit system, a system measuring earnings by quantity or quality of production, or factors other than gender.
- U. Respondents selected as a youth provider must allow access to all WIA records, program materials, staff and participants by authorized Federal, State and local officials.
- V. Funding for the services authorized by this RFP is contingent upon WIA funding.

**Summer Youth Employment
Grundy, Livingston, and/or Kankakee Counties**

COVER SHEET

A. Name of Organization: _____

B. Mailing Address: _____

C. Official: _____

D. Authorized Signature: _____

E. Title: _____

F. Contact Person: _____

Name

Title

Address

City, State, Zip

Phone

Email

G. Number of Participants: _____

H. Program Period: Start: _____ End: _____

I. Total Funds Requested: _____

J. Cost per Participant: _____

K. In-kind/Matching Cost: _____

Summer Youth Employment		
Grundy Livingston Kankakee Workforce Board		
Organization:		
Expenditures	Code	Budget
Salaries	50010	
Employee Benefits	50955	
Workers Compensation Insurance	51500	
General Liability Insurance	51800	
Rent Expense	52400	
Water & Sewer	52600	
Heat	52650	
Electricity	52700	
Telephone	52750	
Mobile Telephones/Pagers	52800	
Payroll Processing Fees	54240	
Client Payroll/FICA & Medicare	54700	
Client Travel	54705	
Client Stipends	54710	
Client Meetings and Events	54715	
Client Tuition	54720	
Client Training Supplies	54725	
Client Support	54730	
Staff Travel	55520	
Staff Conferences	55530	
Staff Meeting Expense	55535	
Postage/Freight	55650	
Total		