



## **Request for Proposal**

### **The Workforce Partners of Metropolitan Chicago Regional Coordinator**

**Released June 13, 2023**

#### **1. Introduction and Executive Summary**

The Workforce Partners of Metropolitan Chicago are soliciting proposals from qualified contractors and individuals to work with the regional Workforce Development Boards and workforce partners to perform staff functions, coordination of action plan deliverables, project planning, regional planning and meeting and event planning.

**Proposals are due** Wednesday, June 28<sup>th</sup> by 4:00 pm and submitted to:

**Jennifer Serino**

**Director**

**Lake County Workforce Development**

[Jserino@lakecountyil.gov](mailto:Jserino@lakecountyil.gov)

#### **2. Overview and Background**

The Workforce Partners of Metropolitan Chicago (WPMC) are a regional consortium of the seven local workforce areas that make up the Northeast Economic Development Region (NEEDR) which is comprised of the City of Chicago and ten counties that include Cook, DeKalb, DuPage, Grundy, Kane, Kankakee, Kendall, Lake, McHenry, and Will. WPMC has worked as a consortium since 2003 undertaking regional initiatives aimed at supporting business and sustaining the region's economic vitality. Most recently, WPMC has led the NEEDR in developing the WIOA Regional Plan and is currently working on initiatives to execute the action plans defined in the plan.

The seven local workforce areas and workforce boards are responsible for workforce preparation and economic development activities in their respective local areas but, collectively as a consortium, address workforce issues on a regional basis.

WPMC has a strategic focus on industry-sector issues and work that impacts the economic vitality of each local area. WPMC provide funding for the selection of an organization or individual to carry out the roles and functions associated with a Regional Coordinator to support the regional strategies and activities. The contractor will be responsible for initiating, coordinating, and overseeing a variety of activities that have a regional focus on behalf of WPMC.

#### **3. Eligible Proposers**

Eligible proposers are individuals and organizations with substantial knowledge and significant experience in workforce and economic development in a major urban area, including public, not-for-profit, and for-profit organizations. All types of entities are eligible to submit proposals, including public, not-for-profit, and for-profit organizations. The applicant must be able to demonstrate

previous experience and knowledge related to the public workforce system, strategic planning, the capacity, and the commitment to facilitate group discussions, and demonstrated ability to engage multiple partner and stakeholders.

The procurement of proposals is being undertaken in compliance with the federal guidelines set forth in the "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards Final Rule" (also known as the Super-circular or Omni-circular). All contractor(s) selected under this RFP must follow the guidelines set forth in this circular. This final guidance supersedes requirements from OMB Circulars A-21, A-87, A-110, and A-122; Circulars A-89, A-102, and A-133, and the guidance in Circular 1-50 on Since Audit Act Follow-up. This final guidance is located in Title 2 of the Code of Federal Regulations. This link provides additional information on this guidance: <https://www.federalregister.gov/articles/2013/12/26/2013-30465/uniform-administrative-requirements-cost-principles-and-audit-requirements-for-federal-awards#h-33>

#### **4. Description of Requested Services**

As a result of this RFP, WPMC will contract with the selected entity to coordinate meetings and activities, facilitate strategic discussions, and perform project planning work. The entity will report directly to WPMC consortium of directors representing the workforce boards and the local areas that are members of the WPMC regional consortium. Requested services include:

- **Facilitate and convene meetings of WPMC members**
  - o Schedule meetings, develop agendas, assemble meeting materials, prepare reports and meeting summaries, as necessary
  - o Coordinate information sharing and presentations with speakers/partners/stakeholders
  - o Facilitate ongoing communication among WPMC members
  - o Participate in meetings
- **WIOA 4 Year Regional Plan for EDR 4**
  - o Design, facilitate and assist in the writing and development of the plan
  - o Coordinate the convening of core partners
  - o Assist with the plan mid-cycle updates
- **Additional funding and grant opportunities**
  - o Coordinate discussions and activities including preparing responses pertaining to regional grant opportunities
- **Regional initiatives**
  - o Assist in fostering regional partnerships with stakeholders to support regional workforce development and economic development initiatives
  - o Plan and convene events designed to advance regional initiatives
  - o Facilitate meetings among regional teams such as One-Stop system staff, regional business service teams, workforce development partners and stakeholders
  - o Adapt regional reports and project deliverables for use at the local level
  - o Maximize the region's benefit from each of the local workforce area's initiatives by fostering the sharing of information on and products of activities/projects and assisting with the adaptation of local products for replication purposes

- **Additional responsibilities**

- Manage procurement processes related to regional initiatives, in accordance with applicable competitive and small purchase procurement requirements
- Prepare update/progress reports and materials on regional initiatives
- Perform other duties as assigned including a one-time assessment of the WPMC website and determine the need

**5. Contract Period**

An initial contract will be awarded for the period of August 1, 2023, to July 31, 2024. It is anticipated that the contract will be renewed on an annual basis based on the availability of funds and contractor performance.

**6. Funding**

The Workforce Partners of Metropolitan Chicago have a budget range of \$50,000 to \$60,000 annually. Successful proposers will receive funding for the period of August 1, 2023, to July 31, 2024, with subsequent funding contingent on compliance with administrative and contractual requirements and funding available.

For purposes of this RFP, equipment is not an allowable cost. Equipment means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more.

Costs related to this contract and supported with regional funds that are outside the contract fee and budget include: conference calls, postage for mass mailings, materials/supplies needed for regional events, facility and food costs related to regional events, printing of work products, and travel to attend conferences or events outside of the metropolitan Chicago region at the request of the Workforce Partners of Metropolitan Chicago.

**7. Submission of Proposals**

All proposals must be received by Wednesday, June 28, 2023, no later than 4:00 p.m. CST. Proposals received after 4:00 p.m. CST on June 28, 2023, will not be considered for review. Proposers should submit proposals to [jserino@lakecountyil.gov](mailto:jserino@lakecountyil.gov) in both Microsoft Word and PDF formats.

Confirmation will be transmitted to proposers upon receipt of electronic submission. If a proposal is submitted and confirmation is not received, it is the proposer's responsibility to follow up with [jserino@lakecountyil.gov](mailto:jserino@lakecountyil.gov).

**8. Inquiries**

Questions related to this RFP can be submitted to Jennifer Serino at [jserino@lakecountyil.gov](mailto:jserino@lakecountyil.gov) by 4:00 pm on June 20, 2023.

**9. Proposal and Contract Information**

The Workforce Partners of Metropolitan Chicago (WPMC) reserve the right to accept or reject any or all proposals received, to negotiate with any qualified proposer, or to cancel in part or in its entirety this RFP process if it is in its best interest to do so. This RFP does not commit the WPMC to award a contract or to pay any cost incurred in the preparation of proposals. The successful proposer will enter a contract with WPMC's designated grant recipient, and if the proposer fails to agree to such terms, the award may be withdrawn.

## **10. Modification to the Original Contract**

The Workforce Partners of Metropolitan Chicago reserves the right to modify the initial contract to include an extension beyond the original contract timeframe pending availability of resources and performance of the contractor. The initial contract may be modified to include additional services reasonably related to those initially procured through this RFP, with additional funding to support provision of those services pending availability of resources and performance of the contractor.

In the event that there are insufficient funds to continue to fund the contractor to perform all responsibilities, WPMC reserves the right to modify performance expectations and negotiate a reduced rate of payment.

## **11. Content of Proposal**

All proposals must include a Proposal Cover Sheet (Attachment A), Organizational Information; Budget and Budget Narrative as follows:

**Organizational Information** – Description of organization that includes:

- Organization size, years in business and organization's purpose
- Experience providing the same or similar services to WIA/WIOA/WIB
- Expertise/experience that contributes to the successful completion of the project. Letters of support should be provided as an attachment to the proposal.
- Include the name, qualifications and a resume of the individual that will be responsible for this project as well as all individuals working on the project. Provide a summary of each person's role and responsibility in the project.

**Budget and Budget Narrative:** Information related to funding that will support the proposed project that includes:

- Narrative explaining basis for calculating costs; narrative identifying the amount, source/type of funds, and use of leveraged or in-kind contributions to the project.

## **12. Review and Selection Process**

The maximum points any proposal can receive is 100. WPMC will evaluate proposals according to the following criteria and each proposal will be assigned a point value based on an average of all individual reviewer scores and ranked.

- The organizational information section provides evidence that the organization has the experience and capacity to successfully complete the project requirements. Letters of reference may be included as attachments. Maximum 40 points.
- Budget and Budget Narrative supports reasonableness of costs, funding appears sufficient to support proposed project; no grant funds have been budgeted for equipment. Maximum 60 points.

Selection notification will be sent no later than Wednesday, July 12, 2023.