



November 28, 2017

### **Request for Proposal: Regional Strategic Plan**

The Workforce Partners of Metropolitan Chicago are soliciting proposals from qualified contractors to work with the regional workforce boards and partners to create a strategic plan, action plan and framework around partner integration in response to the Northeast Economic Development Region WIOA Regional Plan.

#### **I. Background**

The Workforce Partners of Metropolitan Chicago are providing funding for the selection of an organization or individual to develop a strategic plan including measurable action steps and a framework for partner integration along with facilitating partner discussions.

The Northeast Economic Development Region (NEEDR) developed a WIOA Regional Plan and due to the size and complexity of the NEEDR requires a strategic plan along with measurable action steps to carry out the intent of the strategies addressed in the WIOA Regional Plan.

NEEDR is comprised of ten counties that include Cook, DeKalb, DuPage, Grundy, Kane, Kankakee, Kendall, Lake, McHenry, and Will. The Workforce Partners of Metropolitan Chicago is a consortium of seven local workforce areas in Northeastern Illinois.

#### **II. Eligible Proposers**

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 including 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>

### **III. Project Requirements**

The main objective of this project is to engage workforce development partners and stakeholders around developing a strategic plan with measurable action steps. The selected contractor will work with the Workforce Partners of Metropolitan Chicago to:

- Develop and write a strategic plan.
- Develop strategies to engage core partners in the planning.
- Facilitate group discussions with partners from multiple entities.
- Document measurable action steps.
- Develop a framework to deliver on action steps including partner integration.
- Review documents and action steps with partners and incorporate partner comments and changes into the documents.

### **V. Project Duration**

The proposed project will be for the period of January 2, 2018 through December 31, 2018.

### **VI. Funding**

Successful proposers will receive funding for the period of January 2, 2018 to December 31, 2018 with subsequent funding contingent on compliance with administrative and contractual requirement 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.

### **VII. Submission of Proposals**

All proposals must be received electronically by December 15, 2018 no later than 4:00 p.m. CST at [LRussell@glkwb.com](mailto:LRussell@glkwb.com). An electronic receipt will be provided when proposals are received. Any proposals received after the deadline will not be reviewed. Proposals will not be accepted in hard copy.

### **VIII. Inquiries**

Questions related to this RFP can be submitted in writing to Ladonna Russel, at [LRussell@glkwb.com](mailto:LRussell@glkwb.com) until noon CST, December 6, 2017. Questions will be answered and posted on the Workforce Partners of Metropolitan Chicago website: <http://workforceboardsmetrochicago.com> by December 8, 2017.

## **IX. Proposal and Contract Information**

The Workforce Partners of Metropolitan Chicago 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 Workforce Partners of Metropolitan Chicago to award a contract or to pay any cost incurred in the preparation of proposals.

The content of the proposal submitted by any proposer selected for funding will become part of the contract.

The successful proposer will enter into a contract incorporating all terms of the agreement, and if the proposer fails to agree to such terms, the award may be withdrawn.

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

The Workforce Partners of Metropolitan Chicago reserve 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.

## **XI. 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 contribute to the successful completion of the project. Letters of support should be provided as an attachment to the proposal.
  - Include the name and qualifications 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:
  - Detailed breakdown of costs that identifies how requested funds will be utilized;
  - Narrative explaining reason for each requested budget item and provides the basis for calculating costs; narrative identifying the amount, source/type of funds, and use of leveraged or in-kind contributions to the project.

**XII. Review and Selection Process:** The maximum points any proposal can receive are 100. A review team will evaluate proposals according to the following criteria:

- ***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.**

Each proposal will be assigned a point value based on an average of all individual reviewer scores and ranked.



**Attachment A**

<b>Professional Services – Regional Strategic Plan</b>	
<b>Internal Use Only:</b>	
Rec'd by _____ Date _____ Time _____	
<b>Name of Organization:</b>	<b>Federal Employer ID:</b>
<b>Address:</b>	<b>Contact Person Name:</b>
	<b>Title:</b>
<b>Email:</b>	<b>Telephone Number:</b>
<b>Fax Number:</b>	<b>Budget Request:</b>
<b>Statement of Certification</b>	
<p>The proposer certifies that the information provided in this proposal, including any attachments, is true, accurate and current; and the person signing below is authorized to do so on behalf of the above named organization.</p>	
_____	_____
<b>Authorized Signer (Name Typed)</b>	<b>Authorized Signature</b>
_____	_____
<b>Authorized Signer's Title</b>	<b>Date Signed</b>