

**REQUEST FOR PROPOSALS (RFP)
For
The Department of Family and Support Services
Workforce Investment Act (WIA) Bridge Program**

March 31, 2011

**Issued by:
CITY OF CHICAGO
(The Department of Family and Support Services)
ONE (1) ORIGINAL and THREE (3) COPIES
OF THE PROPOSAL TO BE SUBMITTED**

All proposals shall be submitted in sealed envelopes or packages addressed and returned to:

**Amy Santacaterina
Deputy Commissioner
Department of Family and Support Services
1615 West Chicago Avenue, 3rd Floor
Chicago, IL 60622**

The outside of the envelope or package must clearly indicate the title of this RFP and the date and time the proposal is due. The name and address of the Respondent also must be clearly printed on the outside envelope or package.

**PROPOSALS MUST BE RECEIVED NO LATER THAN
April 29, 2011 by 4:00 pm**



**RICHARD M. DALEY
MAYOR**

**MARY ELLEN CARON
COMMISSIONER**

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All attachments, policy letters, application form and etc... referred to in this RFP can be found at:
www.cityofchicago.org/fss

I. Invitation

A. Purpose of the RFP

The Department of Family Support Services (DFSS), the Chicago Workforce Investment Council (CWIC) and the Workforce investment Board (WIB) envision a workforce system that builds strong partnerships between workforce development, economic development and education. DFSS is issuing this Request for Proposals (RFP) to solicit services specified under Title I of the Workforce Investment Act (WIA) for Adult and Dislocated Worker services. The goal of the RFP process is to facilitate a fair and objective means for selecting organizations most qualified to manage and implement a bridge training program for WIA Title I Adult and/or Dislocated Worker registrants that will prepare individuals with low academic and/or limited English Skills for occupations along a career path with sustainable wages.

This RFP seeks qualified community agencies, educational institutions, or other not-for-profit or for-profit entities with experience in providing workforce development services.

This RFP for Bridge Programs is one of four separate RFPs being released by DFSS, namely those for Workforce Centers, Workforce Centers for Business and Community Affiliates. Respondents may apply to be funded as all or any of these four WIA-funded components. Application information for each can be found in the respective RFP.

B. Background

Workforce Investment Act Overview

The U.S. Department of Labor's Workforce Investment Act (WIA) Title I is the main source of federal funds for workforce development activities throughout the nation. WIA funding, which is distributed to states and, subsequently, sub-state agents, is used to serve two primary customers—businesses and jobseekers. Services are managed and provided by local agents, which must meet performance goals set by the Department of Labor and the respective state overseer.

Respondents are expected to be familiar with the contents of the WIA and the Federal Regulations guiding the program. Both can be found via the Department of Labor's site at www.doleta.gov. As of this writing, Congress has not yet reauthorized the WIA. This RFP's design and requirements are based on DFSS' best predictions of what the re-authorized WIA will allow and require. In the event of changes to WIA, the City may need to modify or terminate grant agreements and/or work plans as necessary to comply with the re-authorized Act.

WIA Organization in Chicago

In the City of Chicago, the Department of Family and Support Services (DFSS) administers the local workforce development system known as Mayor Daley's WorkNet Chicago (WorkNet Chicago). WorkNet Chicago is the collaboration of agencies that constitute the overall DFSS workforce services delivery system designed to work with the business community and jobseekers. Working in partnership with DFSS is the

Chicago Workforce Investment Council (CWIC) and the Chicago Workforce Investment Board (WIB). CWIC houses the WIB, which, as designated by WIA legislation, has statutory responsibility for the local implementation of WIA. The WIB provides a forum for business, labor, education, government, community-based organizations and other stakeholders to work together to develop strategies that can address the supply and demand challenges confronting the local workforce.

WorkNet Chicago comprises four types of organizations:

- Workforce Centers are high-capacity centers serving the general job-seeking population as well as businesses. They are designated by the WIB and operated by a consortium of WIA mandated partners. Workforce Centers are co-located with one or more WIA mandated partners.
- Workforce Centers for Business (Sector Centers) are business service hubs concentrating on business and jobseeker services related to a specific industry sector, such as manufacturing, and responsible for educating the other WIA delegate agencies on aspects of the given sector.
- Community Workforce Affiliates provide services to jobseekers as well as businesses, differing from workforce centers in that they are smaller and may serve a geographic area or special population.
- Bridge Training Programs are programs that prepare persons with limited academic and/or English skills to enter and succeed in credit bearing post secondary education and training leading to career-path employment.

These four groups of organizations work together to provide the most effective possible service to our customers. This collaborative system includes multiple entry points for both businesses and jobseekers to access Chicago's full range of workforce development services and benefits.

In addition, Bridge Programs are expected to be knowledgeable of and work cooperatively with the following WIA partners:

- Adult Education and Literacy
- Perkins Post-Secondary Vocational Education
- Senior Community Service Employment Program
- Trade Adjustment Assistance Act and NAFTA
- Unemployment Insurance
- Veterans Employment
- Vocational Rehabilitation
- Wagner Peyser
- Job Corps
- California Indian Manpower Consortium
- TANF Employment and Training Programs
- Food Stamp Employment and Training Programs

C. Departmental Mission and History

The Department of Family and Support Services was created in 2009 in order to provide more coordinated services for the city's most vulnerable citizens. The mission of DFSS is as follows:

"The Chicago Department of Family and Support Services is dedicated to supporting a continuum of coordinated services to enhance the lives of Chicago residents, particularly those most in need, from birth through the senior years. The department works to promote the independence and well-being of neighborhoods by providing direct assistance and administering resources to a network of community-based organizations, social service providers and institutions."

D. DFSS Workforce Division's Vision

In 2010 the newly assembled Workforce Division of DFSS took part in a strategic planning process and identified the following vision, values, strategies and priorities:

Vision: Chicago residents are skilled, employed, and enjoy stable, family-supporting work.

Values: The Workforce Division is guided by five primary values that characterize its work:

- Operational Excellence
- Collaborative Relationships
- Mutual Accountability
- Continuous Quality Improvement
- Responsiveness

Strategies: DFSS emphasizes several elements of the workforce development system that make it successful. They include:

- **Demand-Driven.** DFSS aims, through WIA, to serve both jobseekers and businesses. Understanding the needs of businesses, delivering effective business services, and building relationships with businesses, improves WIA delegate agencies' ability to place jobseekers into career pathway employment.

- **Data-informed.** DFSS believes strongly that workforce development programs should be driven by labor market realities, and therefore stresses the informed use of labor market information (LMI) by all relevant individuals—from policymakers to case managers.
- **Collaborative.** DFSS views its multiple WIA-funded agencies as pieces of a single Chicago WIA system, and believes strongly in the added value that can be created through collaboration among agencies. Accordingly, DFSS expects WIA-funded agencies to both draw on the resources of other agencies, and support the work of other agencies, through, among other activities, sharing job leads, serving jobseekers referred from other agencies, and referring their own jobseekers to relevant services at a sector center or another WIA delegate agency.
- **Supportive.** DFSS believes in striving for continuous improvement in public services, and therefore will provide technical assistance to its contractors to enable them to improve performance.
- **Measured and Accountable.** Given that DFSS chooses to deliver WIA services through a network of contracted agencies, it is essential to collect ample, relevant, timely data regarding agency performance, and to interpret it analytically in order to ensure maximum effective use of resources, and to facilitate funding decisions.
- **Additional Goals.** Beyond the straightforward goals of the WIA program, DFSS and the WIB are currently emphasizing several broader goals that will shape its selection of, and expectations from, agencies contracted to deliver WIA services. These include:
 - **Skill and Educational Attainment.** Regardless of where residents are starting, there needs to be a path to credentials for all Chicagoans. The public workforce system should help individuals achieve long-term self-sufficiency through career pathway models that articulate the connections between education and employment
 - **Supporting Economic Growth.** The public workforce system provides resources to help businesses grow. The main avenue for accomplishing this growth is assisting businesses in accessing the skilled labor they need. DFSS works with CWIC to identify growing industries and address the workforce’s skills gaps to meet the needs of employers in those industries. In 2011, DFSS and CWIC will periodically update the workforce systems on industry growth and skill gaps. The public workforce system should help businesses find the skilled labor they need and help businesses to create opportunities for achieving economic self-sufficiency for employees.

Together the CWIC and DFSS are committed to supporting comprehensive collaborations that include employers, the public workforce system and other entities that have developed innovative approaches to address the workforce needs of

businesses as well as effectively assisting potential workers to fund jobs with sustaining wages and promising career pathways.

For more information about DFSS programs and services please go to:
www.cityofchicago.org/fss.

E. Statement of Need

Nearly 380,000 Chicago adults never finished high school. Another 400,000 graduated or earned a GED, but never went on to further education. Together, these groups represent nearly 50 percent of the population over age 25. Based on 2008 ACS data, the educational attainment of Chicagoans breaks out as follows:

Attainment Level	ages 25+, not currently in school #	%	Cumulative %
Less than 9th grade	190,588	11.3	11.3
Grade 9	40,839	2.4	13.8
Grade 10	47,112	2.8	16.5
Grade 11	52,595	3.1	19.7
12th grade – no diploma	48,158	2.9	22.5
Regular HS diploma	358,490	21.3	43.8
GED or alternative	51,131	3.0	46.9
Some college, less than 1 year	70,963	4.2	51.1
Some college, 1+ yrs, no degree	229,394	13.6	64.7
Associate’s degree	88,040	5.2	70.0
Bachelor’s degree	308,654	18.3	88.3
Master’s degree	130,636	7.8	96.0
Professional degree	44,087	2.6	98.6
Doctorate	22,954	1.4	100.0
TOTAL	1,683,641	100	NA

For hundreds of thousands of individuals, low levels of education present a significant barrier to employment including a proportion of them that lack basic literacy skills. Since the majority of job training programs are only open to individuals reading at the 9th grade level or above; those with low literacy levels cannot access the skills training that could improve their job prospects.

In response to this need the Department of Family and Support Services (DFSS) is releasing this RFP to identify programs of demonstrated effectiveness in training individuals with limited academic or English skills that result in advanced training, further college level training and or employment along a career path.

Respondents of this RFP must have a proven record of delivering quality training programs for low skilled adults that lead to employment and/or advanced training. All programs must lead to a career pathway connecting to a certified WIA training provider (see WIA Certified Training Provider CTP) policy). Respondents must facilitate recruitment, training, placement, and advancement opportunities for Chicago job seekers. Additionally since funding for this project will come from federal WIA formula funds Respondents must be familiar with the contents of WIA, and the Federal

Regulations guiding the program. These can be found via the Department of Labor's Employment and Training Administration website at www.doleta.gov.

F. Anticipated Term of Contract and Funding Source(s)

1. Term of Contract:

DFSS anticipates funding one-year grant agreements effective July 1, 2011 through June 30, 2012. DFSS reserves the right to renew grant agreements for up to three additional one-year periods, based on the delegate agency's achievement of benchmarks, funding availability, the renewal's conformity with DFSS' vision for WorkNet Chicago, and the terms of any WIA reauthorization.

While funding for the Affiliates will largely be supplied by the Workforce Investment Act Title I funds, DFSS is exploring ways to use City corporate and Community Service Block Grants (CSBG) to augment projects. DFSS will make a determination of the appropriate funding source(s) during proposal review and selection. Income eligibility levels and case tracking and reporting requirements may differ for CSBG and WIA. DFSS will provide ongoing technical assistance to guide grantees through the regulations and requirements of each funding source. Despite the difference in funding source, DFSS is committed to providing an integrated and comprehensive service delivery for Chicago job seekers and businesses.

2. Budgetary Considerations and Funding Source Information:

DFSS has targeted a range of funding for proposals and encourages respondents to submit budgets within these ranges. DFSS will make grant decisions and may alter these ranges based on available funding, available or planned space and location, allocation of funding across Chicago and across targeted groups, partnerships with WIA system partners and other system-wide factors as identified by DFSS and the WIB. DFSS anticipates funding projects in the range of \$150,000 to \$300,000 per project but may alter this range based on available funding. ***Projects that leverage other resources will be rated more favorably.***

G. Eligible Respondents

This is a competitive process open to all community-based organizations including both non-profit and for-profit organizations. Selected training programs must be approved as a certified WIA training program prior to program start.

Respondents whose existing contracts with DFSS are not in good standing will not be considered for a contract. Respondents not eligible include those that have had a City contract terminated for default; are currently debarred and/or have been issued a final determination by a City, State or Federal agency for performance of a criminal act, abridgement of human rights or illegal/fraudulent practices.

DFSS requires contractors to comply with all City, State, and Federal reporting requirements, including the documentation of customer progress in regular reports (monthly) using forms and spreadsheets provided by DFSS to track participant demographics, progress and outcomes.

The City assumes no liability for costs incurred in responding to this RFP or for costs incurred by the Respondent in anticipation of a contract. All service delivery is subject to DFSS review and approval prior to implementation or public dissemination. Notwithstanding any provision in the RFP, the existing Term Agreement shall be in full force and effect during the performance of the contemplated services and are incorporated herein by reference.

II. RFP and Submission Information

A. Proposal Deadline and Submittal Procedures

The due date for submission of proposals is April 29, 2011 by 4:00pm.

Proposals will be accepted prior to the due date, from 9:00 a.m. to 4:00 p.m. Monday – Friday at the same location. All proposals must be complete. Incomplete proposals may not be reviewed. In-person or bonded messenger delivery of proposals is encouraged. Time stamped receipts will be issued as proof of timely submittal.

One (1) original and three (3) copies must be delivered in a sealed envelope or box to:

**Amy Santacaterina
Deputy Commissioner
Department of Family and Support Services
1615 West Chicago Avenue, 3rd Floor
Chicago, IL 60622**

The outside of the envelope or package should be labeled, “RFP for WIA Bridge Program”.

No proposal will be considered complete and therefore reviewed unless the original copy is delivered and received at DFSS offices. Proposals received after the due date and time may be deemed NON-RESPONSIVE and, therefore, subject to rejection.

Please e-mail a complete file copy of the proposal to: fssrfp@cityofchicago.org

Proposals should be prepared on standard 8.5" x 11" letter size paper and double-spaced. Expensive paper and bindings are discouraged. The City encourages the use of materials containing recycled content.

B. Questions

Respondents are strongly encouraged to submit all questions and comments related to the RFP via e-mail. For answers to all program-related questions please contact:

Denise Bryant: denise.bryant@cityofchicago.org

For all technical questions relating to the execution of the proposal, please contact:

Julia Talbot: jtalbot@cityofchicago.org

C. Pre-Submittal Conference

DFSS and the cooperating City Departments will host a Pre-Submittal Conference on:

April 12, 2011
10am to 12:00 pm
1615 West Chicago, Ave. Chicago, IL 60622
1st Floor Conference Room

DFSS strongly encourages prospective Respondents to attend the Pre-Submittal Conference.

All those interested in attending should contact Maria Bermejo at maria.bermejo@cityofchicago.org and write "RFP for WIA Bridge Programs" in the subject line. Please give the names of those wishing to attend, and the agency name.

To request reasonable accommodation for the pre-proposal conference, please contact, Gladys Hall at gladys.hall@cityofchicago.org. Requests for accommodations will be accepted up to 48 hours prior to the event.

D. Timeline

This is the anticipated timeline for the funded programming:

RFP Released	March 31, 2011
RFP Pre-Submittal Conference	April 12, 2011
RFP Due	April 29, 2011
Award Notifications Made	May 27, 2011
Start Program	July 1, 2011

III. Scope of Services

A. Purpose

DFSS is interested in supporting training programs that are effective in preparing individuals with low academic or limited English skills for occupations along a career path with suitable wages. Bridge programs are an effective model in assisting these individuals. DFSS is interested in the expansion of bridge programs in Chicago and in increasing the capacity of organizations to provide such programs. DFSS encourages new partnerships between industries, community based workforce development service providers, post-secondary institutions, literacy organizations, labor unions and other organizations with experience in helping low-skilled adults achieve economic self-sufficiency.

B. Program Design and Criteria

1. Bridge Program Elements

In Illinois, Bridge Programs are defined as programs that prepare adults with limited academic and/or English skills to enter and succeed in credit-bearing postsecondary education and training leading to career-path employment in high-demand, middle- and

high-skilled occupations. The goal of bridge programs is to sequentially bridge the gap between the existing skills of individuals and what they need to enter and succeed in postsecondary education and career-path employment. Bridge programs aim to accelerate educational attainment for low-skilled individuals to “bridge” them to skills training and post-secondary programs and/or employment. The Illinois Department of Commerce and Economic Opportunity (DCEO) and the Illinois Community College Board (ICCB) have agreed to a common understanding of the core components of bridge programs:

- Contextualized instruction that integrates basic reading, math and language skills and occupational knowledge
- Career development that includes career exploration, career planning, and understanding of the world of work
- Transition Services that provide students with the information and assistance they need to successfully navigate the process of moving from adult education, or remedial coursework to credit or occupational programs

Note: Career development and transition services should take into account the needs of those low-income adults who need to find related work as they progress in their education and career paths.

2. WIA Elements

As these programs will be largely funded through WIA, they must also deliver the mandated WIA core, intensive, and training services. These services are generally considered sequential, meaning that a customer accesses core services before transitioning to intensive and so on. However the bridge model uses a comprehensive program design that blends intensive and training at the onset. Respondents will need to incorporate the required WIA elements into their bridge design.

- Core Services are general services that assist the job seeker in finding employment and orienting customers to Workforce system. These services include a general orientation, intake labor market data an initial assessment and eligibility determination.
- Intensive Services are services that require more staff time and are unique to the job seeker. They include assessments, individual employment planning, job readiness training and case management. The objective assessment involves a more thorough examination of the customer’s academic levels, aptitude, interest and skills for the particularly training. An individual must be registered to receive intensive services. An individualized Employment plan must be developed with each participant.
- Training Services refers to the “hard” or technical skills needed in the particular industry. Opportunities for “hands on” learning, work experience or internships may also be incorporated into the curricula. At the time of this writing it is unclear if funds will be available to pay participants for work experience. DFSS is exploring alternate ways to support these activities. As always Respondents are encouraged to leverage other funding for these purposes.

DFSS encourages Respondents to review the Department of Labor's Training and Employment Guidance Letter (TEGL) No. 15-10 (dated December 15, 2010 and available on the Employment and Training Administration's website wdr.doleta.gov), "Increasing Credential, Degree, and Certificate Attainment by Participants of the Public Workforce System." This TEGL outlines a number of strategies for addressing the needs of low-skilled participants, including offering WIA Title I contextualized training programs that lead to a credential for low-skilled participants as well as co-enrolling low-skilled participants in WIA Titles I and II to support programs that combine adult basic education with occupational skills training. DFSS strongly encourages partnerships between WIA Title I and II programs.

3. Industry Based /Targeted Sectors

Programs should be industry based and provide opportunity for participants to receive relevant classroom based and hands-on instruction. All programs must have active participation from industry representatives including in the program design, screening of candidates, curriculum development, instruction, hands-on experiences and field trips, job shadowing, internships and placement into advanced education and/or related employment.

In 2011, the City of Chicago will support programmatic responses in Healthcare and Information Technology. In addition, it will also accept responses proposing bridge programs within the manufacturing and transportation, distribution and logistics sector. This RFP seeks qualified community agencies, training vendors or other not-for-profit or for-profit entities with experience in providing occupational skills training in jobs related to the following sectors:

- Healthcare
- Information Technology/ Healthcare Information Technology
- Manufacturing
- Transportation Distribution and Logistics

Respondents may propose programs in other sectors provided that the Respondent can:

- Demonstrate unmet industry demand for new entrants; and
- A viable career pathway that leads to self-sufficiency.

The industries chosen for this RFP are based on recommendations from CWIC. CWIC targets industries based on expected job demand and the presence of industry identified career ladders. In response to the shifting economy, CWIC alters, pulls back on, or launches new sector strategies.

It should be noted that CWIC has limited its efforts in Transportation, Distribution and Logistics (TDL), as employment opportunities fluctuate with changes in freight and passenger volumes. The number of front line employees needed to prepare shipments and operate or repair transport vehicles expands or contracts with the amount of freight or passengers moving through the system. TDL businesses are particularly dependent

on the success of their clients, and have merged or closed as clients have reduced production or gone out of business. Though demand is down now, baby-boomers are expected to exit transportation industries in large numbers in the next 5 years, driving demand sharply up. CWIC will continue to monitor this sector to be responsive to shifts in demand. Proposals targeting this industry will be received but are less likely to be funded. Respondents will need to clearly show a direct linkage with employer (s) and clearly document the potential for employment.

C. Service Delivery

Proposals must include all of the following tasks:

Task 1: Trainee Outreach Recruitment and Orientation

Selected grantees will be required to conduct trainee outreach and recruitment and provide information orientations to interested parties on their proposed program. Grant recipients will be required to collect the necessary documentation to determine WIA eligibility for adult and dislocated worker populations and maintain customer case records. DFSS will provide detailed training to awarded delegate agencies on eligibility requirements and record keeping. Basic eligibility includes documentation of:

- Age
- Eligibility to work in the United States
- Selective Service registration when applicable
- Low-Income, Dislocated Worker status as applicable

All grantees must work very closely with WorkNet Chicago Workforce Centers and Community Affiliates and will be expected to take referrals of candidates from those served at these centers. All grantees are responsible for maintaining case records and entering participant information onto the State's on line tracking system, the Illinois Workforce Development System (IWDS)

Task 2: Assessment and Case Management

Grantees are required to complete a thorough assessment of individuals for appropriateness in the program. Participants must complete academic testing using the TABE or equivalent testing and post testing to assess grade gains. It is expected that programs will target participants in the 6th-9th grade reading and math levels. Once registered into WIA, the delegate agency must provide ongoing career counseling and case management. An individual employment plan must be developed with the participant outlining the career goals and steps necessary to achieve the goal. Throughout the program, a case manager will provide participants with services including coaching, referrals to support services such as child care, and career planning. All services provided must be documented into IWDS within thirty days of the reportable event.

Task 3: Training

Respondents must have a detailed curriculum outlining the training activities and instruction time for the activities of their proposed design. Training will prepare adults with limited academic and/or English skills to enter and succeed in credit-bearing postsecondary education and/or industry-recognized training leading to career-path

employment in high-demand, middle and high-skilled occupations. Training elements will include: contextualized instruction that integrates basic reading, math and language skills with industry and occupation knowledge; “hard “ or technological skill development, career development that includes career exploration, career planning that helps clients identify a career pathway; and transition services that provide participants with the opportunity to enter credit bearing educational programs or occupational programs. Services will take into account the needs of those adults who seek assistance finding related work to sustain them as they progress through further education and along a career pathway.

Task 4: Placement & Retention

Bridge programs aim to increase skill sets among job seekers needed for advanced training and/or employment in targeted industries. Grantees will be expected to assist program completers or graduates in securing employment into a training related field and/or entering advanced training. It is anticipated that participants will need long term follow up as they progress along with their employment plan. Grantees are expected to develop relationships with employers and/or post secondary education entities to assist participants beyond the bridge program.

It is important to note that once an individual is registered into WIA, the customer will also be counted in the federal WIA performance measures. DFSS reports the following measures to DOL as part of the terms of its WIA allocation. Delegate agencies will be required to meet rates on these measures based on the rates DFSS negotiates with DCEO each year. The current system measures related to Adult and Dislocated Worker customers are the following:

Adult Performance Measures:

- Entered Employment Rate: 73%
- Employment Retention Rate: 79%
- Average Earnings; \$10,000 for six months

Dislocated Workers Performance Measures:

- Entered Employment Rate: 82%
- Employment Retention Rate 87%
- Average Earnings: \$14,750 for six months

Because the WIA performance measures are based on exits from the program, DFSS developed other key benchmarks. Selected Respondents will enter into a “loading plan” with DFSS that will outline at minimum the following benchmarks:

- Number of enrollments
- Number of individuals trained
- Number of individuals entering advanced training
- Number of individuals advancing one or more level on the TABE test
- Number of individuals placed into employment
- Number of individuals entering employment in a training related field

- Number of individuals retaining employment at 90 and 180 days

DFSS reserves the right to set and change benchmarks, add new benchmarks and adjust rates based on WIA legislation and negotiated performance goals.

Selected delegate agencies will be continually evaluated based on their performance on both the DOL performance measures and the DFSS benchmarks. DFSS will review progress toward benchmarks at quarterly meetings. Delegate agencies failing to meet benchmarks may be asked to submit corrective action plans or participate in training or technical assistance meetings.

Grant agreement renewals will be largely based on achievement of benchmarks. DFSS also reserves the right to impose additional conditions and/or restrictions on the grant award, implement probationary periods, undertake any other corrective action, reduce funding or end grant agreements based on poor performance on any of the benchmarks.

Task 5: Project Administration, Reporting & Evaluation

The Respondent will provide monthly progress reports on the implementation of the grant project, will provide and meet all required state and federal performance measures and will comply with all evaluation requirements. Reports must be sufficiently detailed so that implementation problems can be identified and addressed in a timely manner to maximize human and financial resources allocated to specific solutions. The reporting format will be developed in conjunction with the grantee's loading plan and will track actual to planned data along with other relevant information. DFSS will hold quarterly review meetings with delegate agencies to review progress toward plans and achievement of benchmarks. Delegate agencies also are required to have staff representation at all bi-monthly meetings and staff training workshops as determined by DFSS, usually several times a year.

The Respondent will comply with all state and federal reporting requirements and will participate fully with any evaluation measures or projects, as conducted through this grant by DFSS and federal or state administrators.

For marketing purposes, selected delegate agencies will need to do reporting and analysis as requested. Selected Respondents will be required to collect employer testimonials and customer success stories to be used in the marketing and public relations activities of DFSS. Grant recipients will also be required to provide primary and secondary points of contact to the DFSS Communications Unit for the collection of testimonials, success stories and the coordination of system-wide marketing and public relations activities. Grant recipients also agree to display any signage, and/or marketing materials provided by DFSS at the sites where services are delivered. Illinois WorkNet™, both the online resource and the brand, will be integrated in all marketing activities.

Grant recipients must maintain clear and accurate fiscal records in accordance with federal guidelines related to WIA formula requirements. Records should be maintained for a period specified in the grant agreement.

IV. Evaluation and Selection Procedures

A. Evaluation Process

Proposal Review

A panel of employment and training professionals selected by DFSS will review all proposals. Panel members may include staff from DFSS, and the Chicago Workforce Investment Council and the Chicago Workforce Investment Board. The panel will perform an in-depth review of the proposals based on the evaluation criteria. DFSS reserves the right to request interviews with potential grant recipients and conduct site reviews to confirm physical and programmatic accessibility. DFSS also reserves the right to award grant agreements on the basis of proposals received, without further discussions. **Failure to submit a complete proposal and/or to respond fully to all requirements may cause the proposal to be deemed unresponsive and, therefore, subject to rejection.**

Fiscal Review

DFSS will conduct a fiscal review on qualified proposals. Selected DFSS staff will review proposal budgets, cost allocation plans, agency audits, leveraged funds and responses to questions related to fiscal operations. DFSS reserves the right to review and request further information on the Respondent's financial situation, if not sufficiently outlined in the submitted audit(s).

Past Performance Review

Through this process, DFSS will review a Respondent's performance on any previous and/or existing DFSS grant agreement(s). Achievement of grant agreement goals such as WIA, CSBG or CDBG benchmarks, number of enrollments, placements and job retention of enrollees along with compliance with programmatic and fiscal guidelines and timelines will be evaluated.

Final Selection

Through this process, DFSS will select Respondents for recommendation to the Chicago Investment Board for approval. After this process is completed and approved by the CWIB, the City may award grant agreements to successful Respondents.. Selections will not be final until the City and Respondent have fully negotiated and executed a contract

The City reserves the right to terminate this RFP solicitation at any stage if DFSS determines this action to be in the City's best interests. The receipt of Proposals or other documents will in no way obligate the City to enter into any agreement of any kind with any party.

The City assumes no liability for costs incurred in responding to this RFP or for costs incurred by the Respondent in anticipation of a Grant. All service delivery is subject to DFSS review and approval prior to implementation or public dissemination.

B. Selection Criteria

Organizational Capacity

Organizational capacity is the extent to which the Respondent has the resources and expertise to manage a federally funded workforce development program of comparable size and scope. This includes the Respondent's fiscal, technological, management, administrative and staff capabilities. DFSS' risk assessment of the Respondent and the Respondent's skill in delivering a bridge program for the targeted industry as well as the ability to coordinate services among service providers, educational entities and businesses will also be considered.

Program Design

Program design is the extent to which the Respondent's proposed plan meets the expectations outlined in the RFP. This includes the extent to which the Respondent's proposed plan addresses all activities, identifies specific action steps supporting the activities and presents a comprehensive curriculum that prepares individual for jobs within the selected industry and presents a career path for individuals to progress. The extent the proposal demonstrates a link between the training program and existing or future jobs and specifies reasonable time frames with the specified grant period for completion is also included.

Demonstrated Capacity, Outcomes and Staffing

Demonstrated capacity is the extent to which the Respondent demonstrates a history of successfully implementing workforce training programs for low skilled populations and likelihood of achieving quality outcomes. This includes evidence of established employer relationships, demonstrated experience providing skills training and literacy services for low-skilled individuals, past and outcomes of the training program demonstrated experience placing job seekers into industry related employment or advanced training and previous experience and performance on grant agreements of similar size and scope. Expertise of current staff, staffing plan and capacity to successfully prepare the job seeker population for employment and/or advanced training within the targeted industry is also included in this section.

Financial Structure and Plan

Financial structure is the extent to which the proposed budget will realistically finance the services and goals of the program. This includes the likelihood that the proposed service strategy will result in achieving the proposed goals; the accuracy of the budget; the direct-staff-to-customer ratio; the amount and type of funds that will be leveraged towards achieving program outcomes and the overall cost effectiveness of the proposed services.

V. Legal and Submittal Requirements

A description of the following required forms has been included for your information. ***Please note that most of these forms will be completed prior to grant agreement execution but are not necessary for the completion of this application.*** A complete list of what forms will be required at the time of contracting is listed at the end of this section.

A. City of Chicago Economic Disclosure Statement and Affidavit (EDS)

Respondents are required to execute the **Economic Disclosure Statement** annually through its on-line EDS system. Its completion will be required for those Respondents who are awarded contracts as part of the contracting process.

B. Disclosure of Litigation and Economic Issues

Legal Actions: Respondent must provide a listing and brief description of all material legal actions, together with any fines and penalties, for the past five (5) years in which (i) Respondent or any division, subsidiary or parent company of Respondent, or (ii) any officer, director, member, partner, etc., of Respondent if Respondent is a business entity other than a corporation, has been:

1. A debtor in bankruptcy; or
2. A defendant in a legal action for deficient performance under a contract or in violation of a statute or related to service reliability; or
3. A Respondent in an administrative action for deficient performance on a project or in violation of a statute or related to service reliability; or
4. A defendant in any criminal action; or
5. A named insured of an insurance policy for which the insurer has paid a claim related to deficient performance under a contract or in violation of a statute or related to service reliability; or
6. A principal of a bond for which a surety has provided contract performance or compensation to an obligee of the bond due to deficient performance under a contract or in violation of a statute or related to service reliability; or
7. A defendant or Respondent in a governmental inquiry or action regarding accuracy of preparation of financial statements or disclosure documents.

Any Respondent having any recent, current or potential litigation, bankruptcy or court action and/or any current or pending investigation, audit, receivership, financial insolvency, merger, acquisition, or any other fiscal or legal circumstance which may affect their ability currently, or in the future, to successfully operate the requested program, must attach a letter to their proposals outlining the circumstances of these issues. Respondent letters should be included in a sealed envelope, directed to Commissioner Mary Ellen Caron. Failure to disclose relevant information may result in a Respondent being determined ineligible or, if after selection, in termination of a contract.

C. Grant Agreement Obligations

The City intends to award grants to selected Respondents for the period beginning July 1, 2011 and ending June 30, 2012 with the right to extend the agreement for up to three (3) additional one-year periods. Grant agreement extensions may be made by the City based on the availability of funds, the need to extend services, and the Respondent's performance. By entering into this grant agreement with the City, the Respondent is obliged to accept and implement any recommended technical assistance. The grant agreement will describe the payment methodology. DFSS anticipates that payment will be conditioned on the Respondent's performance in accordance with the terms of its grant agreement.

D. Funding Authority

This initiative is administered by the Department of Family and Support Services, the Illinois Department of Commerce and Economic Opportunity (DCEO) and the U.S. Department of Labor (DOL). Consequently, all guidelines and requirements of the Department of Family and Support Services, the City of Chicago, DCEO and DOL must be met. Additionally all successful Respondents must comply with the Single Audit Act if applicable.

E. Insurance Requirements

Successful Respondents will provide and maintain, at their expense, the insurance coverage and requirements specified by the City of Chicago in the "Insurance Requirements and Insurance Certificate". The Insurance Certificate of Coverage is only required for those Respondents who are selected for a grant agreement award at which time more information will be given. This certificate does not have to be provided when responding to the RFP.

F. Indemnity

The successful Respondent will be required to indemnify City of Chicago for any losses or damages arising from the delivery of services under the grant agreement that will be awarded. The City may require the successful Respondent to provide assurances of performance, including, but not limited to, performance bonds or letters of credit on which the City may draw in the event of default or other loss incurred by the City by reason of the Respondent's delivery or non-delivery of services under the grant agreement.

G. False Statements

1. 1-21-010 False Statements

Any person who knowingly makes a false statement of material fact to the city in violation of any statute, ordinance or regulation, or who knowingly falsifies any statement of material fact made in connection with an proposal, report, affidavit, oath, or attestation, including a statement of material fact made in connection with a bid, proposal, contract or economic disclosure statement or affidavit, is liable to the city for a civil penalty of not less than \$500.00 and not more than \$1,000.00, plus up to three times the amount of damages which the city sustains because of the person's violation of this section. A person who violates this section shall also be liable for the city's litigation and collection costs and attorney's fees.

The penalties imposed by this section shall be in addition to any other penalty provided for in the municipal code. (Added Coun. J. 12-15-04, p. 39915, § 1)

2. 1-21-020 Aiding and Abetting.

Any person who aids, abets, incites, compels or coerces the doing of any act prohibited by this chapter shall be liable to the city for the same penalties for the violation. (Added Coun. J. 12-15-04, p. 39915, § 1)

3. 1-21-030 Enforcement.

In addition to any other means authorized by law, the corporation counsel may enforce this chapter by instituting an action with the department of administrative hearings. (Added Coun. J. 12-15-04, p. 39915, § 1)

H. Compliance with Laws, Statutes, Ordinances and Executive Orders

Grant awards will not be final until the City and the Respondent have fully negotiated and executed a grant agreement. All payments under grant agreements are subject to annual appropriation and availability of funds. The City assumes no liability for costs incurred in responding to this RFP or for costs incurred by the Respondent in anticipation of a grant agreement. As a condition of a grant award, Respondents must comply with the following and with each provision of the grant agreement:

1. Conflict of Interest Clause: No member of the governing body of the City of Chicago or other unit of government and no other officer, employee, or agent of the City of Chicago or other government unit who exercises any functions or responsibilities in connection with the carrying out of the project shall have any personal interest, direct or indirect, in the grant agreement.

The Respondent covenants that he/she presently has no interest, and shall not acquire any interest, direct, or indirect, in the project to which the grant agreement pertains which would conflict in any manner or degree with the performance of his/her work hereunder. The Respondent further covenants that in the performance of the grant agreement no person having any such interest shall be employed.

2. Governmental Ethics Ordinance, Chapter 2-156: All Respondents agree to comply with the Governmental Ethics Ordinance, Chapter 2-156 which includes the following provisions: a) a representation by the Respondent that he/she has not procured the grant agreement in violation of this order; and b) a provision that any grant agreement which the Respondent has negotiated, entered into, or performed in violation of any of the provisions of this Ordinance shall be voidable by the City.

3. Selected Respondents shall establish procedures and policies to promote a Drug-free Workplace. The selected Respondent shall notify employees of its policy for maintaining a drug-free workplace, and the penalties that may be imposed for drug abuse violations occurring in the workplace. The selected Respondent shall notify the City if any of its employees are convicted of a criminal offense in the workplace no later than ten days after such conviction.

4. Business Relationships with Elected Officials - Pursuant to Section 2-156-030(b) of the Municipal code of the City of Chicago, it is illegal for any elected official of the City, or any person acting at the direction of such official, to contact, either orally or in writing, any other City official or employee with respect to any matter involving any person with whom the elected official has a business relationship, or to participate in any discussion in any City Council committee hearing or in any City Council meeting or to vote on any matter involving the person with whom an elected official has a business relationship. Violation of Section 2-156-030(b) by any elected official with respect to the grant agreement shall be grounds for termination of the grant agreement. The term business relationship is defined as set forth in Section 2-156-080 of the Municipal Code of Chicago.

Note: Section 2-156-080 defines a “ business relationship” as any contractual or other private business dealing of an official, or his or her spouse or domestic partner, or of any entity in which an official or his or her spouse or domestic partner has a financial interest, with a person or entity which entitles an official to compensation or payment in the amount of \$2,500 or more in a calendar year; provided, however, a financial interest shall not include: (i) any ownership through purchase at fair market value or inheritance of less than one percent of the share of a corporation, or any corporate subsidiary, parent or affiliate thereof, regardless of the value of or dividends on such shares, if such shares are registered on a securities exchange pursuant to the Securities Exchange Act of 1934, as amended; (ii) the authorized compensation paid to an official or employee for his office or employment; (iii) any economic benefit provided equally to all residents of the City; (iv) a time or demand deposit in a financial institution; or (v) an endowment or insurance policy or annuity contract purchased from an insurance company. A “contractual or other private business dealing” shall not include any employment relationship of an official’s spouse or domestic partner with an entity when such spouse or domestic partner has no discretion concerning or input relating to the relationship between that entity and the City.

5. Compliance with Federal, State of Illinois and City of Chicago regulations, ordinances, policies, procedures, rules, executive orders and requirements, including Disclosure of Ownership Interests Ordinance (Chapter 2-154 of the Municipal Code of Chicago); the State of Illinois - Certification Affidavit Statute (Illinois Criminal Code); State Tax Delinquencies (65ILCS 5/11-42.1-1); Governmental Ethics Ordinance (Chapter 2-156 of the Municipal Code of Chicago); Office of the Inspector General Ordinance (Chapter 2-56 of the Municipal Code of Chicago); Child Support Arrearage Ordinance (Section 2-92-380 of the Municipal Code of Chicago); and Landscape Ordinance (Chapters 32 and 194A of the Chicago Municipal Code).

6. If selected for grant award, Respondents are required to (a) execute and notarize the Economic Disclosure Statement and Affidavit, and (b) indemnify the City as described in the grant agreement between the City and the successful Respondents.

7. Pursuant to Mayoral Executive Order No. 05-1, from the date of public advertisement of this request for proposals through the date of award of an agreement pursuant to this request for proposals, the organization responding to this request for proposals (the “Respondent”), any person or entity who directly or indirectly has an ownership or beneficial interest in Respondent of more than 7.5 percent (“Owners”), spouses and domestic partners of such Owners, Respondent’s proposed subcontractors, any person or entity who directly or indirectly has an ownership or beneficial interest in any subcontractor of more than 7.5 percent (“Sub-owners”) and spouses and domestic partners of such Sub-owners (Respondent and all the other preceding classes of persons and entities are together, the “Identified Parties”) must not: (a) make a contribution of any amount to the Mayor of the City of Chicago (the “Mayor”) or to his political fundraising committee; (b) coerce, compel or intimidate its employees to make a contribution of any amount to the Mayor or to the Mayor’s political fundraising committee; (c) reimburse its employees for a contribution of any amount made to the Mayor or to the Mayor’s political fundraising committee; or (d) bundle or

solicit others to bundle contributions to the Mayor or to his political fundraising committee.

If Respondent violates this provision or Mayoral Executive Order No. 05-1 prior to the award of an agreement resulting from this request for qualifications/proposals/information, the Commissioner may reject Respondent's proposal.

For purposes of this provision:

"Bundle" means to collect contributions from more than one source which are then delivered by one person to the Mayor or to his political fundraising committee.

"Contribution" means a "political contribution" as defined in Chapter 2-156 of the Municipal Code of Chicago, as amended.

For purposes of this provision only, individuals are "Domestic Partners" if they satisfy the following criteria: (A) they are each other's sole domestic partner, responsible for each other's common welfare; and (B) neither party is married, as marriage is defined under Illinois law; and (C) the partners are not related by blood closer than would bar marriage in the State of Illinois; and (D) each partner is at least 18 years of age, and the partners are the same sex, and the partners reside at the same residence; and (E) two of the following four conditions exist for the partners: (1) the partners have been residing together for at least 12 months; (2) the partners have common or joint ownership of a residence; (3) the partners have at least two of the following arrangements: (a) joint ownership of a motor vehicle, (b) a joint credit account, (c) a joint checking account, or (d) a lease for a residence identifying both domestic partners as tenants; and (4) each partner identifies the other partner as a primary beneficiary in a will.

Political fundraising committee" means a "political fundraising committee" as defined in Chapter 2-156 of the Municipal code of Chicago, as amended. Any agreement awarded pursuant to this solicitation will be subject to and contain provisions requiring continued compliance with Executive Order 2005-01.