

# Request for Proposals

**Issued by:** United Workforce Development Board, Inc. (Career Link)

**Program:** Non-Traditional Jobs Program

**Date Issued:** Friday, February 13, 2026

**Due Date:** One unprotected version in Microsoft WORD of the proposal and an Adobe PDF cover letter must be received at Career Link via email by not later than 5:00 PM on Friday, March 20, 2026. The email should be sent to [dvaughn@careerlink16.com](mailto:dvaughn@careerlink16.com).

**Bidders' Conference:** There will not be a Bidders' Conference.

**Limitations:** This application process does not commit Career Link to award a contract, to pay any costs incurred in the preparation of a proposal to this request, or to procure or contract for services or supplies.

**Questions:** Questions should be addressed only to David Vaughn, Technical Specialist/Planner, at [dvaughn@careerlink16.com](mailto:dvaughn@careerlink16.com).

**Evaluation and Review:** Applications will be evaluated according to the criteria attached in this packet and only in accordance with the written material submitted by the applicant. A committee will rate the proposals.

**Funds Available:** Up to \$250,000 per initial contract.

**Contract Terms:** Contracts will be entered into with successful bidders for a one-year period with options to renew the contract for two additional years. See additional explanation in the body of this RFP.

**Signature:** The proposal must contain a cover letter with the signature of the authorized individual requesting consideration for funding provided by Adobe PDF email.

# Project Summary

Career Link is seeking organizations to operate an employment program that helps individuals pursue careers in non-traditional occupations – fields in which one gender represents less than 25% of the workforce, based on U.S. Census Bureau data. Selected Service Provider(s) will design and deliver a Non-Traditional Jobs program consisting of three core components: Classroom Career Readiness Training, Transition to Employment or Post-Secondary Education, and Ongoing Case Management and Support.

Career Link has identified the following fields in Central Illinois where gender representation is significantly imbalanced:

| Underrepresented Field for Women  | Underrepresented Fields for Men  |
|---|--|
| Automotive Tech & Repair (including Electric Motor)<br>Construction & Facilities Management<br>Diesel Powered Equipment Technology<br>Electrical Vehicle Technology<br>HVAC Technician<br>Industrial Technology<br><br>Maintenance Mechanic<br>Manufacturing Technician<br>Mechanical Engineering<br>Truck Driver Training<br>Welding | Elementary Education<br><br>Dental Assistant<br>Licensed Practical Nurses<br>Math Education<br>Pharmacy Technician<br>Registered Nursing / Nurse (all specialties)<br>Respiratory Therapy<br>Special Education |

## Key Details:

|                                |   |
|--------------------------------|---|
| <b>Release RFP</b>             | Friday, February 13, 2026   |
| <b>Proposal Due Date</b>       | Friday, March 20, 2026  |
| <b>Maximum Contract Amount</b> | Up to \$250,000   |
| <b>Contract Period</b>         | May 1, 2026 to June 30, 2027, with option to renew for two additional 12-month periods. |

Please refer to the attached Request for Proposals for full requirements and instructions.

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# Definitions

|   |  |
|---|--|
| Applicant                                       | An organization which is applying for funds to deliver the program described in this Application for Funding (bidder).   |
| Career Link                                     | Public name for the United Workforce Development Board.  |
| Career Planner                                  | Formally known as a Case Manager.  |
| Certified / Certification Date                  | The date recorded in the statewide IWDS system that signifies that the customer has met all eligibility requirements for a particular Title of funding. The customer's file is certified and Service lines are opened. |
| Exit / Exit Date                                | The date a participant's Services have ended. However, a customer may be enrolled in a Follow-up Service for one calendar year after Exit.   |
| IWDS  | The Illinois Workforce Development System is a statewide database that tracks information about each participant.  |
| Performance Standards                           | A set of goals established in concert with Career Link, the State of Illinois and the federal Department of Labor.   |
| Program Operator or Service Provider            | Once an applicant has been accepted for funding, they are now identified as a Program Operator or Service Provider. Any awarded contracts will explain your responsibilities as a sub-recipient of federal funding.    |
| United Workforce Development Board              | Legal name of the organization releasing this Application for Funding. Also known as Career Link.  |
| Workforce Innovation and Opportunity Act (WIOA) | The Workforce Innovation and Opportunity Act is the governing legislation which controls Career Link.  |
| Workforce Innovation Board (WIB)                | The governing Board of Career Link as established by WIOA.   |

# Introduction

## Requesting Organization Information

The United Workforce Development Board (UWDB), doing business as Career Link, is a private nonprofit organization responsible for administering Workforce Innovation and Opportunity Act (WIOA) Title I funds in Local Workforce Innovation Area 15 (LWIA 15). This region includes Fulton, Marshall, Mason, McLean, Peoria, Stark, Tazewell, and Woodford counties in Central Illinois. WIOA is a U.S. Department of Labor (DOL) program, administered in Illinois by the Department of Commerce and Economic Opportunity (DCEO), and is the nation's primary federal investment in workforce development.

Career Link delivers services that help job seekers obtain employment, training, and supportive assistance, while assisting businesses in developing a skilled workforce. All services must meet performance standards established by DOL, DCEO, and the UWDB.

The UWDB provides governance, oversight, and policy direction for WIOA-funded programs in LWIA 15. It allocates WIOA Title 1 funds to Career link and ensures the responsible and compliant use of federal resources to meet the workforce needs of individuals and employers throughout the region.

## Background

Career Link administers WIOA funding designated for low-income adults (18+) and dislocated workers - individuals laid off through no fault of their own. A portion of these funds is reserved specifically to advance workforce equity, specifically helping men and women enter non-traditional occupations.

Eligible participants may receive Tuition Assistance for approved occupational skills training at colleges and training providers. This assistance prepares individuals for employment in high-growth fields through a comprehensive Individual Employment Plan, developed jointly with a Career Planner. Tuition Assistance may cover up to \$22,000 in tuition, fees, as well as the costs of books, required supplies, and supportive services such as transportation or childcare, as needed to complete an approved training program.

Career Link also provides On-the-Job Training (OJT) for participants placed with local employers in high-growth occupations. OJT reimburses employers up to 75% of an eligible new hire's wages during a structured, customized training period. This allows employers to train new employees in the specific skills, tasks, tools, and methods required for a particular job.

## Statement of Need

The Regional Plan of the North Central Economic Development Region 3 identifies Healthcare, Manufacturing, Transportation and Warehousing, and Construction as some of the targeted industries in LWIA 15. Many occupations in these industries and other high-growth fields are considered non-traditional careers for women, men or both. The U.S. Department of Labor defines a non-traditional career as one in which either gender represents less than 25 percent of the workforce.

This imbalance reflects long-standing patterns of gender over-representation rather than ability or opportunity. With the appropriate training and credentials, individuals of any gender can enter and succeed in these occupations. Expanding access to non-traditional fields is essential for promoting workforce equity, meeting employer demand, and strengthening the regional labor market.

Career Link has identified the following fields in Central Illinois where gender representation is significantly imbalanced:

| Underrepresented Field for Women                    | Underrepresented Fields for Men              |
|---|--|
| Automotive Tech & Repair (including Electric Motor) | Elementary Education                         |
| Construction & Facilities Management                | Dental Assistant                             |
| Diesel Powered Equipment Technology                 | Licensed Practical Nurses                    |
| Electrical Vehicle Technology                       | Math Education                               |
| HVAC Technician                                     | Pharmacy Technician                          |
| Industrial Technology                               | Registered Nursing / Nurse (all specialties) |
| Maintenance Mechanic                                | Respiratory Therapy                          |
| Manufacturing Technician                            | Special Education                            |
| Mechanical Engineering                              |  |
| Truck Driver Training                               |  |
| Welding   |  |

Attachment A is the list of Career Link’s Approved Training Programs related to these non-traditional occupations. Eligible participants may enroll in these local programs using Career Link’s Tuition Assistance. Training programs will result in the obtainment of either a certificate, AAS Degree or Bachelor’s Degree (must be of junior or senior status for 4-year degrees).

# Program Requirements

## Statement of Work

Career Link seeks a qualified organization to operate an employment program that prepares men and women for non-traditional occupations in Central Illinois. The program aims to increase the number of individuals employed in roles where their gender is underrepresented.

Participants will work toward four core objectives:

1. Successfully complete the subcontractor's Career Readiness Program.
2. Transition to employment through On-the-Job Training (OJT) or enter post-secondary training, as appropriate.
3. Obtain employment and retain it for at least 12 months following program exit.
4. Engage in a 12-month follow-up period after completing OJT or post-secondary training.

The program intends to enroll a minimum of 10 individuals during the first contract period. Service Providers will develop partnerships with local employers committed to hiring participants in non-traditional roles. Upon successful completion, participants will either:

- Enroll in approved post-secondary training leading to employment; or
- Secure employment with partner businesses, supported by Career Link's OJT assistance.

Applicants may request funding in their proposals to support participant outreach and recruitment activities.

## Program Design

The program is structured around four components, which must be implemented by the Service Provider(s):

1. **Case Management and Support** – Provide ongoing professional and emotional guidance to help participants overcome barriers and succeed.
2. **Classroom Career Readiness Training** – Deliver structured instruction in career exploration, non-traditional occupations, workplace expectations, and essential employability skills.

3. **Transition to Training or Employment** – Support participants as they move into post-secondary training or employment, utilizing Career Link’s OJT assistance when applicable.
4. **Successful Entry into Non-Traditional Jobs** – Ensure participants secure meaningful employment or training placement, with continued guidance for long-term retention and success.

Detailed expectations for each component are described in the Component Details section below.

### **Eligibility for Services**

To participate, individuals must meet WIOA eligibility requirements. Career Link staff will certify eligibility prior to enrollment. Prospective participants are expected to attend preliminary sessions and demonstrate a commitment to the program before being officially enrolled for WIOA performance reporting. WIOA funds cannot be used to support training for individuals who are not fully certified as eligible.

### **General Requirements**

The Service Provider will be responsible for identifying potential participants. Career Link staff will assess referrals, determine WIOA eligibility, and evaluate barriers to participation. Career Link will provide additional information to assist the Service Provider in making the initial identification.

Communication and cooperation between the Service Provider and Career Link staff are critical to program success. Frequent, ongoing communication is required. Service Providers must submit quarterly estimates of their expenditures and planned enrollments to Career Link.

Each participant must have a follow-up period of one year. The Service Provider will lead follow-up efforts in partnership with Career Link, which will provide guidance as needed. A full-year of follow-up should be planned for all enrolled participants after their exit from the program.

Career Link cannot pay for any service or activity that is already provided by another organization if those services are reasonably available to Career Link clients. Activities funded by Career Link must be **new, additional or unique**. Combining instruction to Career Link participants with non-Career Link participants is discouraged due to the challenges of segregating costs.

The Service Provider will be monitored for compliance with contract terms by Career Link and, possibly, DCEO monitors. Service Provider(s) are responsible for recruiting eligible participants. Applicants may request funding within their proposals to support outreach and recruitment activities.

### **Supportive Services**

Participants may be eligible for supportive services, including transportation and childcare assistance, to facilitate attendance at training programs. Transportation assistance may include reimbursement for round trip mileage or bus passes for individuals relying on public transportation. Mileage reimbursement must not exceed the current IRS standard rate of \$0.725. The Service Provider is responsible for administering these supportive services in accordance with a written company policy that specifies reimbursement procedures and rates. In most cases, supportive services will be arranged and paid directly by Career Link unless alternative arrangements are made with the Service Provider.

### **Component Details**

#### *Component 1: Case Management and Support*

Each participant must have a customized Individual Employment Plan (IEP), developed collaboratively by the Case Manager and Career Link Career Planner based on a comprehensive assessment of their knowledge, skills, and abilities. Service Providers are expected to collaborate closely with Career Link Career Planners to create, maintain, and update these plans.

Case Managers provide ongoing professional and emotional support throughout the program. They must identify and address barriers, guide participants to additional resources, and maintain regular communication. While the majority of interactions are expected to occur in person, email or text messaging may be used as supplemental communication.

#### *Component 2: Classroom Career Readiness Training*

The Classroom Career Readiness Training will last six to eight weeks (per cohort) and must provide participants with a structured foundation for entering non-traditional occupations. The program should begin with assessments of each participant's emotional, educational, and physical strengths and barriers to help tailor support and guide their readiness for training or employment. Participants must receive career exploration activities that introduce them to local non-traditional occupations, including instruction on how to use O\*NET and Illinois workNet for career research. Service Providers are responsible for helping participants explore the non-traditional career paths identified by Career Link.

The training must also include comprehensive instruction in career readiness and job search skills—such as résumé development, interviewing, workplace communication, and employer expectations—along with Essential Skills Training that builds transferable employability skills like teamwork, problem solving, dependability, and professionalism. To prepare participants for work environments where one gender is underrepresented, the program should offer a realistic understanding of workplace dynamics and strategies for addressing potential challenges; incorporating guest speakers working in non-traditional fields is encouraged.

To strengthen industry awareness, Service Providers should arrange facility tours or worksite visits that allow participants to observe job settings firsthand. Team-building activities should be included to promote collaboration, confidence, and peer support. The curriculum must also provide reading and math refreshers to help participants perform successfully on pre-employment or college placement tests. Finally, Service Providers will coordinate with Career Link Career Planners by dedicating class time to discuss Career Link's Tuition Assistance and Approved Training Program List. Although Career Link may fund post-secondary training for eligible participants, these costs are not included in the Service Provider's program budget.

*Component 3: Transition to Training or Employment*

In the Transition component, the Service Provider will assist participants in moving from Classroom Career Readiness Training to the next step in their career pathway. This may include enrollment in post-secondary education or private training programs, or entry into full-time, permanent employment in a non-traditional occupation, potentially utilizing Career Link's On-the-Job Training (OJT) assistance. For participants enrolling in post-secondary education, the program should provide at least one semester of continued guidance and support to ensure successful progression.

For participants entering occupations that require ownership of tools, the program may provide up to \$1,000 per individual to purchase the necessary equipment. Service Providers are responsible for preparing participants to either transition into post-secondary education using Career Link Tuition Assistance or into employment using OJT assistance. All Tuition Assistance and OJT support require prior approval, and Career Link will manage the development of any OJT contracts. **Costs associated with Tuition Assistance, OJT, or tool purchases are not included in the Service Provider's budget or contract and will be paid directly by Career Link.** Additional details on these supports are described in the Background section.

#### *Component 4: Successful Entry into Non-Traditional Jobs*

In Component 4, the program focuses on ensuring that participants achieve meaningful employment outcomes. All participants must either enroll in approved post-secondary training programs or enter employment in a non-traditional occupation. Case Managers continue to provide individualized support during this transition, addressing any challenges that arise and helping participants apply the skills and knowledge gained in the program components. Support may include guidance on workplace expectations, problem-solving, time management, and professional development. The goal of Component 4 is not only to secure employment or training placement but also to ensure participants are set up for long-term retention and success in their chosen non-traditional career path.

### **Performance Outcomes**

Applicants must specify expected minimum performance levels that meet or exceed the following standards:

**Employment:** Aim for 80% of participants to secure unsubsidized employment and remain employed in the 2<sup>nd</sup> and 4<sup>th</sup> quarters after exit.

**Measurable Skills Gains (MSG):** Participants in OJT or post-secondary training should achieve at least one MSG per program year. For example, completing 12 or more college credit hours equals one MSG.

**Credentials:** Aim for 79% of participants enrolled in post-secondary training to earn an industry-recognized credential (e.g., Associate's Degree).

These goals represent suggested minimum standards. Program experience may indicate adjustments are needed. Participants may be exited from the program if goals are not met or progress is not feasible.

# Funding & Administrative Requirements

## Funding

Applicants may request funds for expenses that are necessary, reasonable, and allocable to the program, in accordance with the Workforce Innovation & Opportunity Act guidelines. Funds may not duplicate services that are already available to participants.

Initial contract awards are limited to \$250,000. Budget increases or adjustments may be approved during the contract if deemed necessary and reasonable by Career Link.

Allowable expenses could include, but are not limited to, the following:

1. Instructional staff salaries and fringe benefits (preparatory time can be reimbursed)
2. Supplies, instructional materials
3. Travel
4. Facility rental
5. Student Incentives
6. Student travel
7. Conference costs if appropriate and connected with this program

Equipment purchases require prior approval from Career Link and are generally discouraged.

Any contract between Career Link and the applicant will be a cost reimbursement type wherein the applicant will be reimbursed monthly on the submission of a bill, detailing the costs incurred during the preceding month, which are properly chargeable to the contract.

## General Provisions

1. The release of this Request for Proposals does not commit the United Workforce Development Board, Inc. to award a grant, to pay for any costs incurred in the preparation of a proposal, or to procure a contract for services or supplies prior to issuance of a written agreement.
2. All proposals submitted will be subject to competitive review.
3. The United Workforce Development Board, Inc. has the right to reject any and all proposals that do not follow the format instructions set forth by this Request for Proposals.

4. The United Workforce Development Board, Inc. retains the right to accept or reject any or all proposals received, to negotiate with all qualified sources or to cancel in part, or in entirety, this Request for Proposals if it is in the Board's best interest to do so. The Board may require the selected bidders to participate in negotiations and to rewrite their applications as agreed upon during the negotiations.
5. The United Workforce Development Board, Inc. may modify any portion or terms of this Request for Proposals and may solicit additional proposals as necessary. The United Workforce Development Board, Inc. reserves the right to modify or change this RFP based on rules, regulations, requirements put forth by the U.S. Department of Labor, the Illinois Department of Commerce and Economic Opportunity, or other regulatory entities.
6. Proprietary rights to all data, materials, and documentation originated and prepared for the United Workforce Development Board, Inc. pursuant to the subcontract agreement shall belong exclusively to the Board.
7. The United Workforce Development Board, Inc. retains the right to accept, reject, or negotiate proposals received, as well as to vary or waive any provisions set forth in this request for proposals in the best interests of the Board.
8. All proposals will be subject to negotiation of terms, conditions, and amount.
9. Each sub-recipient/sub-contractor will be monitored at least once a year to assure that the program is being delivered in accordance with the terms of this RFP and the subsequent contract.
10. Invoices must be submitted monthly and in a timely manner. Failure to invoice on time may result in the issuance of a corrective action request and ultimately with the cancellation of the contract.
11. Sub-recipients/ sub-contractors must have:
  - a. a financial management system in place to track and record grant expenditures (i.e., QuickBooks, Sage MIP);
  - b. oversight provided by a Board;
  - c. registered at Federal Awardee Performance and Integrity Information System (FAPIS) and System for Award Management (SAM) websites ([www.sam.gov](http://www.sam.gov)); and
  - d. not been debarred, suspended or otherwise excluded from or ineligible for participation in federal assistance programs or activities.
12. Applicants must include a statement of assurance confirming that, if selected as the Service Provider, they will fully comply with policies and practices that promote fair hiring, promotion, and recruitment in all job classifications to achieve equality in employment. This includes compliance with the non-discrimination and non-sectarian provisions under Section 188 of the Workforce Innovation and Opportunity Act, as well as the following federal and state laws and regulations:

- a. Executive Order 11246;
- b. Title VI and Title VII of the Civil Rights Act of 1964, as amended;
- c. The Age Discrimination Act of 1975;
- d. Sections 503 and 504 of the Rehabilitation Act of 1973, as amended;
- e. Title IX of the Education Amendments of 1972, as amended;
- f. U.S. Department of Labor Regulations at 29 CFR Part 37;
- g. The Illinois Human Rights Act, as amended;
- h. Americans with Disabilities Act of 1990;
- i. The Equal Pay Act of 1963;
- j. The affirmative action provisions of the Vietnam Era Veterans Readjustment Assistant Act of 1974;
- k. The Age Discrimination in Employment Act of 1967; and
- l. The anti-discrimination provision of the Immigration and Nationality Act.

# Application Instructions

Career Link invites qualified organizations to submit proposals to operate the Non-Traditional Jobs program. These instructions below provide guidance for formatting, submission, content, budget, funding, compliance, and evaluation.

## Submission Requirements

- All responses must be typed.
- Proposals should be clear, thorough, and complete. Include examples or explanations to demonstrate understanding of program requirements.
- Funding decisions will be based on clarity, quality, and completeness of the proposal.

Applicants must submit three separate documents in a single email:

1. Cover Letter (PDF) – Signed by an authorized representative, confirming intent to apply and readiness to enter into a contract if selected.
2. Proposal (Microsoft Word) – Must address all Required Application Elements and align with the Proposal Rating Guide.
3. Budget Application (Microsoft Excel) – Complete the provided template (Attachment C / downloadable at [www.CareerLinkIL.com/contact/rfp](http://www.CareerLinkIL.com/contact/rfp)).

### File Naming Convention:

- Cover Letter: [Organization Name]\_CoverLetter.pdf
- Proposal: [Organization Name]\_Proposal.docx
- Budget: [Organization Name]\_Budget.xlsx

Optional: Signed letters of support may be submitted as PDFs in the same email as your Proposal, but are not required.

## Cover Letter (PDF)

- Signed by an authorized representative.
- Confirms intent to apply and readiness to enter into a contract if selected.
- Include the name, title, and contact information of the signatory.

## Proposal (Word)

The Word document should include:

### Applicant Information

1. Organization Name, Address, Telephone Number, FEIN, and DUNS
2. Name and title of the highest-ranking staff member
3. Contact Person (if different), including phone and email
4. Financial management system used to track grant expenditures (e.g., QuickBooks, Sage MIP)
5. Brief organizational history, mission, staffing, accomplishments, and relevant experience

### Required Application Elements

*(Scoring per Proposal Rating Guide)*

1. **Organizational Capacity and Staffing (5 points)**
  - Describe your ability to deliver the program, including staff roles, qualifications, and whether positions are new or reassigned.
  - Explain how staffing levels are sufficient to serve the program's target participants.
2. **Program Design and Approach (30 points)**
  - Describe implementation of each program element: Classroom Career Readiness Training, Transition, and Case Management/Support. Include:
    - Program structure, sequence, duration, and entry/exit design
    - Group sizes, number of cohorts per year, and instructional staff assigned
    - Curriculum topics, instructional methods, and materials
    - Strategies for successful transition to post-secondary training or employment (including On-the-Job Training)
    - Plans for ongoing support and 12-month follow-up
    - Any innovative approaches to improve engagement, retention, or outcomes
3. **Budget and Cost Effectiveness (15 points)**
  - Complete and attach the Budget Application (Excel template) to your email.
  - In your Word document, detail all costs (salary, benefits, materials, facility, travel, etc.) and explain cost calculation methods.
  - Identify any shared costs and Career Link's portion.
  - Demonstrate that the requested funding is reasonable and cost-effective.

4. **Experience with Similar Programs (10 points)**
  - Describe your organization's experience administering similar programs, target populations, or workforce development initiatives. Include measurable outcomes (completion, placement, retention, etc.).
5. **Equal Employment Opportunity Compliance (0 or 5 points)**
  - Provide assurance of compliance with Equal Employment Opportunity (EEO) laws. Service providers must comply with Section 188 of WIOA and applicable federal/state laws, as listed in the Statement of Work.
6. **Ownership by Female or Minority (0 or 5 points)**
  - Indicate whether the organization is owned by a female or minority, identifying owner(s).
7. **Additional Information (Optional)**
  - Include any other relevant information that demonstrates organizational capacity, expertise, or unique approaches.

## Contract Budget Application (Excel)

Enter your proposed budget on the **Budget Application tab only**; other tabs are for Career Link use.

- Enter all information in the **unlocked blue cells**.
- For staffing costs: enter the "% Wages & Benefits Attributed to Contract" before entering wages, hours, and weeks.
- You may enter To Be Determined instead of names for staff positions yet to be filled.
- Ignore ICAPS and Incentive sections; they do not apply to Adult and Dislocated Worker programs.
- Programmatic costs must be calculated based on the number of participants served.
- Equipment purchases are not allowed without prior approval.
- Initial contracts are up to **\$250,000**. Budget adjustments may be considered by Career Link if necessary and reasonable.
- Funds must be necessary, reasonable, and allocable to the program and **cannot duplicate existing services**.

### Allowable Expenses Include:

- Instructional staff salaries and fringe benefits
- Supplies and instructional materials
- Travel and facility rental
- Student incentives and student travel
- Conference costs if directly connected to the program

## Submission Checklist

- Signed Cover Letter (PDF)
- Application Proposal (Word) addressing all Required Application Elements
- Completed Budget Application (Excel)
- Letters of Support (optional)
- All documents named correctly and submitted in one email.

Applicants are expected to provide thorough, clear, and comprehensive responses to maximize scoring potential. All responses must be typed, organized according to the required sections, and reflect a solid understanding of the program requirements. Additionally, applicants must include all required attachments and follow the submission instructions precisely to avoid disqualification.

## Tentative Project Timeline

To ensure that Career Link is able to implement the proposed program, applicants should indicate their ability to meet the deadlines\* indicated below:

| <b>Milestone</b>                                      | <b>Date</b>   |
|---|---|
| Proposal Due Date                                     | March 20, 2026  |
| Contract Period                                       | May 1, 2026 – June 30, 2027 (option to renew for 2 additional 12-month periods) |
| Recruitment Begins                                    | May 4, 2026   |
| Program Work Begins                                   | June 5, 2026  |
| First Cohort Classroom Readiness Component Completed  | June 5, 2026  |
| First Cohort Transition to Training/OJT               | Start Fall 2026 semester  |
| Second Cohort Classroom Readiness Component Completed | November 30, 2026   |
| Second Cohort Transition to Training/OJT              | Start Spring 2027 semester  |

\*This timeline may be subject to change.

# Proposal Review Process

The selection of subcontractor shall be in accordance with federal, state, and local standards. The primary consideration in selecting agencies or organizations to deliver services shall be the effectiveness of the agency or organization in delivering comparable or related services based on demonstrated performance in terms of the likelihood of meeting performance goals, costs, quality of training, and characteristics of participants. Proposals must be for a single organization and proposals that include subcontracting part or all of the services to be provided will not be considered.

Funds provided under the Workforce Innovation and Opportunity Act shall not be used to duplicate facilities or services available in the area unless it is demonstrated that alternative services or facilities would be more effective or more likely to achieve the performance goals.

Proposals will be evaluated by committee using the Proposal Rating Guide (Attachment B).

- Minimum score for eligibility: 40 points.
- Awards are subject to available funding and program priorities.
- Career Link reserves the right not to award a contract.

# Appendix

Attachment A:

## Approved Training Programs

|  |   |
|--|---|
| <p><b>Black Hawk College (Moline)</b><br/>         Automotive Repair Technology<br/>         Basic Nurse Assistant Training<br/>         Nursing (RN) Associate Degree<br/>         Practical Nursing (LPN)<br/>         Production Mig Welding</p>  | <p>Truck Driver Trainer I, II Refresher &amp; Advance<br/>         Welding Skills Certificate</p>   |
| <p><b>Bradley University (Peoria)</b><br/>         Mechanical Engineering<br/>         Nursing (BSN)</p>   | <p><b>Illinois Central College (East Peoria)</b><br/>         Automotive Technology AAS<br/>         Caterpillar Dealer Services Technology<br/>         Dental Hygiene<br/>         Diagnostic Medical Sonographer AAS<br/>         Diesel Powered Equipment Tech<br/>         GM Automotive Service Ed. Program<br/>         HVAC Technician<br/>         HVAC/R Technology ASS &amp; Ind. Cred.<br/>         Industrial Electrical Technology<br/>         Lic. Practical Nursing (LPN)<br/>         Machine Tool Technology AAS<br/>         Maintenance Mechanic Technology AAS<br/>         Mechatronics Technology (Industrial Main. Tech. AAS)<br/>         Nurse Assistant (C.N.A.)<br/>         Nursing (RN)<br/>         Pharmacy Technician<br/>         Radiography<br/>         Respiratory Therapist- AAS<br/>         Truck Driver Training<br/>         Welding Operator (12-hour certificate)<br/>         Welding Specialist (30-hour certificate)<br/>         Welding Technology AAS</p> |
| <p><b>Capitol Area Career Center (CASPN)</b><br/>         Licensed Practical Nursing</p>   |   |
| <p><b>Carl Sandburg College (Galesburg)</b><br/>         Dental Hygiene/ AAS &amp; License<br/>         Registered Nursing (RN) AAS &amp; License<br/>         Practical Nursing (LPN) Ind. Credential<br/>         Radiologic Technology AAS</p>  |   |
| <p><b>Graham Hospital School of Nursing (Canton)</b><br/>         Nursing (RN-Diploma)</p>   |   |
| <p><b>Helping Hands Healthcare &amp; Staffing</b><br/>         Nursing Assistant</p>   |   |
| <p><b>Heartland Community College (Normal)</b><br/>         Electric Vehicle Technology AAS<br/>         Facilities Maintenance<br/>         Industrial Technology AAS<br/>         Nursing (RN - ADN)<br/>         Nursing Assistant (C.N.A.)<br/>         Pharmacy Technician<br/>         Practical Nursing (LPN)- St. License<br/>         Radiography AAS</p> | <p><b>Illinois State University (Normal)</b><br/>         Construction Management<br/>         Elementary Education<br/>         Industrial Tech Engineering Tech<br/>         Industrial Tech. Industrial Computer Systems</p>   |

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| <p>Math Teacher Certificate Sequence (Secondary)<br/> Nursing, Accelerated Pre-licensure Sequence<br/> Nursing (BSN)<br/> Special Education</p>   |
| <p><b>Illinois Valley Community College (Oglesby)</b><br/> Automotive Tech – AAS<br/> Certified Nurse Assistant (IDPH Credential)<br/> Dental Assisting (Needs Industry credential)<br/> Electronics/Electricians- Engineer Tech<br/> Manufacturing Technology – AAS<br/> Nursing (RN)<br/> Practical Nursing (LPN)<br/> Truck Driver Training<br/> Truck Driving Advanced<br/> Welding Advanced Construction Certificate</p> |
| <p><b>Lincoln Land Community College (Springfield)</b><br/> Practical Nursing (LPN)<br/> Truck Driver Training CDL Basic<br/> Nursing (RN)<br/> Radiography<br/> Respiratory Therapist- AAS</p>   |
| <p><b>Methodist Medical Center (Peoria)</b><br/> 2<sup>nd</sup> Degree Accelerated BSN-Nursing<br/> BSN – Nursing<br/> Nursing Assistant (C.N.A.)(IDPH Credential)<br/> BSN Accelerated (1<sup>st</sup> degree Program)</p>   |
| <p><b>Midwest Technical Institute (East Peoria)</b><br/> Commercial Driver Training (Springfield location only)<br/> Dental Assistant<br/> HVAC<br/> Journeyman Welder 750 Hrs.</p>   |

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| <p>Journeyman Welder II – 1000 Hrs.<br/> Nursing Assistant (C.N.A.)</p>  |
| <p><b>Parkland College</b><br/> Automotive Service Ford ASSET Program<br/> Dental Hygienist<br/> HVAC AAS and or Ind. Credential (Esco)<br/> HVAC Installation Tech (30 hours certificate)<br/> HVAC Service Tech 1 (45 hours certificate)<br/> Industrial Technology AAS<br/> Licensed Practical Nursing (LPN)<br/> Radiologic Tech. AAS<br/> Respiratory Therapist- AAS<br/> Truck Driving (160 Academy)</p> |
| <p><b>Richland Community College (Decatur)</b><br/> Associate Degree in Nursing (RN)</p>   |
| <p><b>OFS - Saint Francis Hospital (Peoria)</b><br/> Nursing (BSN)</p>   |
| <p><b>Spoon River College (Canton)</b><br/> Advanced Welding (Certificate)<br/> Advanced Manufacturing AAS ( Ind. Mechanic)<br/> Commercial Driver Training (4 weeks)<br/> Diesel and Power Systems Technology<br/> Nursing AAS Degree (RN)<br/> Nursing Assistant (C.N.A. IDPH cred.)<br/> Pharmacy Technician<br/> Practical Nursing (LPN)<br/> Welding Operator Certificate</p>                             |
| <p><b>Western Illinois University (Macomb)</b><br/> Construction &amp; Facilities Management<br/> Elementary Education<br/> Nursing (BSN)</p>  |
| <p><b>160 Driving Academy (Peoria)</b><br/> CDL – Truck Driving</p>  |

## Proposal Rating Guide

Non-Traditional Jobs Re-Issue – 2026

Bidder \_\_\_\_\_

| CRITERIA   | Possible Points | Points Assigned |
|--|-----------------|-----------------|
| 1. To what degree does the applicant describe an organization capable of providing the requested program including adequate staff?   | 5               |                 |
| 2. To what degree has the applicant described a program that matches the requested requirements listed in the Application for Funding document and described a program, approach and structure which promises success in meeting the goals of the program? | 30              |                 |
| 3. Is there an adequate explanation of the funding level requested and is the funding request cost effective in comparison with the time allocated for the project?  | 15              |                 |
| 4. Does the applicant have experience in successfully administering similar programs?  | 10              |                 |
| 5. Has the applicant provided the necessary Equal Opportunity assurances?  | 0 or 5          |                 |
| 6. Is the organization owned by a female or minority?  | 0 or 5          |                 |
| TOTAL  | 70              |                 |

Proposals submitted for consideration must attain a minimum score of 40 on our rating scale, indicating satisfactory compliance with our requirements, to be eligible for review and potential award of a contract.

Rater \_\_\_\_\_ Date \_\_\_\_\_