

# Request for Proposal Summary

Career Link is seeking organizations to operate an employment program to enable women to become employed in non-traditional occupations. Service Providers will develop Women in Non-Traditional Jobs programs which include three basic phases: Classroom Job Readiness Training, Transition to Employment or Post-Secondary Training, and Case Management/Support.

Using data from the U.S. Census Bureau, Career Link identified non-traditional occupational fields for women. In central Illinois, women comprise less than 25 percent of the workforce in the fields listed below:

- Automotive Tech. Repair (including Electric Motor)
- Construction & Facilities Management
- Diesel Powered Equipment Tech.
- Electronics/Electricians Engineer Sequence
- HVAC Technician
- Industrial Technology
- Law Enforcement to Correction Officer
- Maintenance Mechanic
- Manufacturing Technician
- Math Education
- Mechanical Engineering
- Truck Driver Training
- Welding

## Key Details:

- Proposals are due Friday, March 25, 2022.
- Initial contracts up to \$150,000.
- Initial contract period: July 1, 2022 to June 30, 2023, with option to renew for two additional one-year periods.
- The target goal for enrollment into the program is a minimum of 10 individuals during the first one-year contract period.

Please see the attached Request for Proposals for more information.

# Application for Funding

- Issued by: United Workforce Development Board, Inc. (Career Link)
- Program: Workforce Equity – Women in Non-Traditional Jobs
- Date Issued: Friday, February 25, 2022
- Due Date: One email version in Microsoft WORD of the proposal and an Adobe PDF cover letter must be received at Career Link by not later than 5:00 PM on Friday, March 25, 2022. The email should be sent to [dvaughn@careerlink16.com](mailto:dvaughn@careerlink16.com).
- Bidder's Conference: There will not be a Bidder's 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 \$150,000 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.

# 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.

# Statement of Work

## **Requesting Organization Information**

The United Workforce Development Board a.k.a. Career Link is a private non-profit corporation that administers federal Workforce Innovation and Opportunity Act funds in an eight county region in central Illinois. The counties in the region are Fulton, Marshall, Mason, McLean, Peoria, Stark, Tazewell, and Woodford.

## **Background**

Career Link administers sources of funding designated specifically for low-income adults (defined as at least 18 years of age) and dislocated workers (workers laid off through no fault of their own). Portions of these funds have been set aside for the purpose of creating workforce equity opportunities, specifically for women to become employed in non-traditional occupations.

Career Link provides Tuition Assistance to WIOA-eligible individuals to retrain in occupational skills training at local colleges and other training providers. The purpose of this assistance is to prepare individuals for work in high-growth occupations. A comprehensive Individual Employment Plan is developed by a professional Career Planner and the applicant. Tuition Assistance pays up to \$22,000 for tuition, fees, books, supplies, and support services, such as transportation and/or childcare assistance, required to participate in and graduate from an Approved Training Program.

Career Link funds On-the-Job Training (OJT) for WIOA-eligible participants in high-growth occupations at local employers. OJT assistance reimburses employers a percentage of an eligible new hire's wages during a customized training period. OJT provides employers with a way to have new employees gain specific skills and employment competencies. This is accomplished through exposure in an actual work setting to the processes, work tasks, tools and methods of a specific job or group of jobs. Through this service, businesses may be reimbursed up to 75% of the new employee's wages (no overtime) for up to six (6) months of training. Department of Labor and locally-established self-sufficiency rates are considered when determining the appropriateness of projected salaries.

## **Statement of Need**

The Regional Plan of the North Central Economic Development Region 3 identifies Manufacturing, Transportation and Warehousing, and Construction as some of the targeted industries in LWIA 15. Many of the occupations in these industries and other high-growth fields are considered non-traditional careers for women. The U.S. Department of Labor defines non-traditional careers as those in which women or men women comprise less than 25 percent of the workforce. In other words, one gender has more representation than another, which makes it a non-traditional job for the gender that is under-

represented. Despite a gender dominance, any gender can apply and gain entry into these positions with the right qualifications.

With some exceptions, traditional jobs in which women are the majority of the workforce, tend to be lower paid and have fewer opportunities for career advancement. Women are often discouraged by others to pursue a non-traditional job. High wages and good benefits are two good reasons to look into working in a male-dominated industry.

Workforce shortages in these targeted industries have increased during the COVID-19 pandemic. Encouraging and equipping women to enter these career fields will help employers fill their openings with qualified workers. In an effort to reduce these shortages and improve workforce equity, Career Link seeks to develop programs that prepare women to enter and thrive in non-traditional occupations.

Women's full participation in skilled, good-paying jobs is also an equity issue. Non-traditional jobs for women tend to pay much better and offer better benefits than traditional jobs for women. The above living wages and benefits that non-traditional jobs offer help women to be financially independent.

Using data from the U.S. Census Bureau, Career Link identified non-traditional occupational fields for women. In central Illinois, women comprise less than 25 percent of the workforce in the fields listed below:

- Automotive Tech. Repair (including Electric Motor)
- Construction & Facilities Management
- Diesel Powered Equipment Tech.
- Electronics/Electricians Engineer Sequence
- HVAC Technician
- Industrial Technology
- Law Enforcement to Correction Officer
- Maintenance Mechanic
- Manufacturing Technician
- Math 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 for women. 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 Design**

Career Link is seeking an organization to operate an employment program to enable women to become employed in non-traditional occupations. Service Providers will develop Women in Non-Traditional Jobs programs which include three basic phases: Classroom Job Readiness Training, Transition to Employment or Post-Secondary Training, and Case Management/Support. Service Providers will establish partnerships with local

businesses willing to hire women in non-traditional roles. Upon successful completion of the Service Provider's program, participants 1) enter post-secondary training which will lead to employment; or 2) be hired by the business partners utilizing Career Link's On-the-Job Training assistance. The Service Provider would be responsible for recruiting participants. Funds to support outreach activities may be requested in applicants' proposals.

### **Tentative Timeline**

- Contract signed by end of April 2022
- Program work to begin by end of May 2022
- Service Provider runs two (2) cohorts within the initial one-year contract period.
- First Classroom phase completed by end of July 2022
  - Assist participants with transition to post-secondary education or OJT by start Fall 2022 semester.
- Second Classroom phase completed by end of November 2022
  - Assist participants with transition to post-secondary education or OJT by start Spring 2023 semester.

The purpose of this program is to increase the number of women employed in non-traditional occupations in central Illinois. To this end, there are four basic objectives for individuals enrolled in this program. The participants should:

1. Successfully complete subcontractor's job readiness program;
2. Enter OJT employment or post-secondary training as needed;
3. Enter employment and maintain employment for at least 12 months after exit; and
4. Participate in a 12-month Follow-up period after completion of OJT or post-secondary training.

The target goal for enrollment into the program is a minimum of 10 individuals during the first one-year contract period.

Program designs must include the following three phases:

### **Phase 1: Classroom Job Readiness Training**

The Classroom Training curriculum should include the following components:

1. Assess each individual's strengths and weaknesses, emotionally, educationally, and physically.
2. Career Exploration topics designed to introduce women to local occupations considered to be non-traditional. Students should be introduced to O\*Net and Illinois workNet websites. Career Link has identified above the non-traditional occupations for women in central Illinois. The Service Provider will be responsible for exploring these non-traditional training and employment opportunities with students.

3. The program must provide information in job readiness skills and job search techniques in order to enhance the participants' ability to obtain employment.
4. The program should provide Essential Skills Training to ensure graduates have the transferrable employability skills and qualities that employers look for in job candidates.
5. Provide a realistic assessment of the working environment in a male-dominated occupation and how to cope with potential problems related to that situation. Guest speakers from women who are in non-traditional jobs may be helpful.
6. Service Providers should consider arranging facility tours so participants can see potential work environments.
7. A reading and math comprehension segment should be included so that students who take pre-employment tests or college placement tests will have an increased chance of successfully completion.
8. Service Providers will work with Career Link Career Planners and provide class time to discuss Career Link's Tuition Assistance and Approved Training program list with the participants. Career Link can provide Tuition Assistance to interested participants, enabling them to attend post-secondary training. These costs are not included in the Service Provider's program budget.
9. An optional component could be to provide physical strength training through a local gym.

## **Phase 2: Transition**

In the Transition phase of the program, the Service Provider will assist students with transitioning from Classroom Training to 1) post-secondary education or private school; or 2) full-time, permanent employment in a non-traditional occupation (possible utilizing Career Link's OJT).

Typically, if the student enrolls in post-secondary training there would be an expectation for at least one semester of continued contact.

For students entering an occupation that requires ownership of tools, the grant can provide up to \$1,000 per individual for the purchasing required tools.

Service Providers should prepare participants to 1) enter post-secondary education using Career Link's Tuition Assistance or 2) enter employment using Career Link's On-the-Job Training Assistance. No Tuition Assistance or OJT Assistance can be paid without prior approval. Career Link will be responsible for developing any OJT contracts. Costs associated with these activities are not part of the Service Provider's budget or contract. These costs will be paid directly by Career Link. See description of Tuition Assistance and OJT Assistance in the Background section.

## **Phase 3: Case Management/Support**

The program must include a case management/support component to help the participants throughout the entire program. WIOA requires that an Individual Employment Plan (IEP) be designed for each participant. Career Link will provide the IEP form to be used. Service

Providers will be expected to work together with Career Link Career Planners to create and update this document. Case Managers should develop a customized Individual Employment Plan for each participant based on a thorough assessment of the individuals' knowledge, skills, and abilities. The expectation is that Case Managers would provide professional support and guidance to the participants. Case Managers should provide on-going emotional support and advice for the duration of the contract. In the course of meeting with the participants, the Case Manager may become aware of some previously unknown barriers that the student is facing. The Case Manager is expected to be familiar with additional resources to help address these barriers. The majority of interactions with the students is expected to be in person, but email or text messaging are other communication options.

### **Eligibility for Services**

To participate in services funded through this program, an individual must meet WIOA eligibility requirements. Applicant eligibility must be completed and certified by Career Link staff before enrollment into the program. Individuals should attend several sessions and demonstrate a commitment to the program before they can be enrolled in WIOA program performance. WIOA funds cannot be used to support the training of participants that are not fully certified.

Supportive Services: Participants may be eligible to receive transportation reimbursement for round trip mileage to training provider location. Bus passes would be available for those relying on public transportation. The subcontractor would be responsible for the issuance of the reimbursements, etc. A company policy should be in place specifying mileage reimbursement rate - not to exceed the current IRS reimbursement rate (\$0.585).

### **Required Program Elements**

The manner in which each element is delivered is not pre-determined, but should be described in the Response Section.

1. The program must include a Classroom Training phase that includes the components as described above.
2. The program must include a Transition phase that assists participants utilize the skills learned in Phase 1 as they transition to post-secondary training or employment (preferably through OJT).
3. The program must include a Case Management/Support component to help the participants throughout the entire program. The expectation is that Case Managers would provide professional support and guidance to the participants. Case Managers should provide on-going emotional support and advice for the duration of the contract.
4. The program should transition participants to 1) post-secondary training or employment via on-the-job training as described above.

## **General Parameters and Requirements**

The Service Provider will be responsible for making an initial identification of appropriate participants. Career Link staff will assess individuals referred by the Service Provider and determine their WIOA eligibility. The Career Link staff will examine the barriers and suitability of the individuals to participate successfully in the re-entry program as well as meeting the general eligibility requirements. Additional information will be provided to the Service Provider to assist them in making the initial identification.

Due to the roles of the Service Provider and Career Link staff, communication and cooperation will be very critical to the success of the program. On-going and frequent communication will be required. Service Providers will be required to submit quarterly estimates of their expenditures and planned enrollments to Career Link.

Each participant must have a follow-up period of one year. It is largely the responsibility of the Service Provider to perform follow-up on participants in partnership with Career Link. Career Link will also provide guidance in this element of the program. 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 as long as that service is reasonably available to Career Link clients. Any activity that is reimbursed 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 problems created in segregating costs.

The Service Provider will be monitored for compliance with the terms of the contract by Career Link and, possibly, Monitors from the Illinois Department of Commerce and Economic Opportunity.

Some supportive services will be available to the participants, such as childcare and transportation allowance. These supportive services will be arranged and paid for directly by Career Link unless other arrangement are established with the Provider.

## **Performance Outcomes**

The applicant will be required to specify an expected minimum performance level that meets or exceeds the following standards in Employment, Measureable Skills Gain and Credentials.

**Employment:** The goal for all of the participants in the program is to secure unsubsidized employment and to continue to work during Follow-up. The Illinois Department of Commerce & Economic Opportunity (DCEO) follows the percentage of participants that are working in the 2<sup>nd</sup> and 4<sup>th</sup> quarters after exit. It is our hope that 80 percent of the participants in this program will be working in the 2<sup>nd</sup> and 4<sup>th</sup> quarters after their case is closed.

**Measurable Skills Gains:** During participation, a participant could also earn Measurable Skill Gains (MSG). For example, if the participant is enrolled in an OJT, we hope that will

lead to a positive review (i.e. Measurable Skills Gain - MSG). Participants enrolled in post-secondary training would ideally earn at least one MSG in each program year (July-June) during which they attend training. For example, successfully passing 12 or more college credit hours would equal one MSG.

**Credentials:** Participants who are enrolled into post-secondary training are also in our Credential Measure. It is our goal for 79 percent to earn an industry-recognized credential, such as an Associate's Degree. This could be earned while being served by this grant or in the follow-up year (365 days).

The above goals are suggestive of what it is believed are achievable minimum goals. Experience may determine that these goals are either too low or too high. A participant may be terminated from the program even if only one goal is met or if no further progress is thought possible.

# Application

## **Applicant Format and Submission Requirements**

Applicants must submit 1) a PDF of a signed Letter of Application and 2) an Application Proposal, including a Budget Table and Incentive Table, in one Microsoft Word document. Use the Budget Table and Incentive Table templates (Attachments A & B) in your proposal. The categories or line items in both the Budget Table and Incentive Table templates are just examples and are not required for application. The Application Proposal must address the Required Elements identified in this RFP. The Proposal should also address the concerns listed in the Ratings Guide (Attachment D). The Budget Table must include calculations and identify the program staff and the percentage of their salaries to be requested. The Incentive Table must describe all participant incentives and calculations.

## **Funding**

The applicant may request funds for expenses that are necessary, reasonable and allocable to the program under the guidelines of the Workforce Innovation & Opportunity Act. No funds may be used to duplicate or provide services that are already available and currently provided.

Initial contract awards are limited to \$150,000; however, budget increases and adjustments may occur during the contract if Career Link determines it is necessary and reasonable.

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. Staff Travel with direct relation to the grant
4. Facility rental
5. Participants Supportive Services, including participant travel
6. Conference costs if appropriate and connected with this program

The applicant cannot purchase equipment without permission from Career Link. Such purchases 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**

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.

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.

Sub-recipients/ sub-contractors must have:

- a financial management system in place to track and record grant expenditures (i.e., QuickBooks, Sage MIP);
- oversight provided by a Board;
- registered at Federal Awardee Performance and Integrity Information System (FAPIS) and System for Award Management (SAM) websites, and;
- not been debarred, suspended or otherwise excluded from or ineligible for participation in federal assistance programs or activities.

## **Equal Opportunity/Non-Discrimination**

The Service Provider must abide by the following policies which promote fair hiring, promotion and recruiting practices in all job classifications in order to achieve equality in employment by complying with the non-discrimination and non-sectarian activities and provision under Section 188 of the Workforce Innovation and Opportunity Act, as well as abide by the following federal/state laws and regulations for EO/Non-discrimination:

Executive Order 11246;

Title VI and Title VII of the Civil Rights Act of 1964, as amended;

The Age Discrimination Act of 1975;

Sections 503 and 504 of the Rehabilitation Act of 1973, as amended;

Title IX of the Education Amendments of 1972, as amended;

U.S. Department of Labor Regulations at 29 CFR Part 37;

The Illinois Human Rights Act, as amended;

Americans with Disabilities Act of 1990;

The Equal Pay Act of 1963;

The affirmative action provisions of the Vietnam Era Veterans Readjustment Assistant Act of 1974;

The Age Discrimination in Employment Act of 1967; and

The anti-discrimination provision of the Immigration and Nationality Act.

## **Review Process**

The Local Workforce Innovation Board has authorized Career Link to release this Request for Proposal, score the resulting proposals according to the criteria attached and, based on those scores, award contracts. Contract(s) will be offered to the applicants in order of rating, taking into consideration the availability of funds and the goal to adult re-entry services in each of our counties.

# Response Items

The ability of the review committee to understand clearly what the applicant intends to provide will be a key factor in awarding funds for this project. *All responses must be typed.* The signed Letter of Application must be sent as a PDF document. All other information must be sent in one Microsoft Word document. Use as much space as necessary for each item, keeping the items in the same order and clearly numbering the heading for each response to match the order of the Applicant Information and Required Elements.

## **Letter of Application/Bid**

Provide a Letter of Application, signed by the person in your organization who has the authority to bind the organization to a contract. In the Letter of Application, state that the organization is submitting an Application and will be able to enter into a contract if so selected. This signed letter must be sent as a PDF document.

## **Application Proposal**

The Application Proposal should include responses to the criteria listed below, numbered to match the order of the Applicant Information and Required Program Elements.

### **Applicant Information**

1. Name, Address, Telephone Number, FEIN and DUNS of applicant
2. Name and title of highest ranking staff in your organization
3. Contact Person (if different than 2.) including name, telephone number and email address
4. Identify the financial management system in place to track and record grant expenditures (i.e., QuickBooks, Sage MIP).
5. Brief history of your organization, its mission, accomplishments, staffing, and similar information.

## Required Application Information

Describe how *each* required program element will be delivered in your Application Proposal.

1. Who will provide the element (see Required Program Elements, page 4)?
2. Where will the element be provided? Also, describe the specific geographic area your organization serves.
3. Discuss the timelines for each element. Will they be open entry - open exit; set entry - open exit; set entry – set exit?
4. How long is each element anticipated to take?
5. Maximum number of participants per group or in the class? Will you do more than one group in a yearly cycle? If so, how many?
6. Number of instructors or other staff?
7. Describe the topical areas that will be covered in each of the Required Program Elements.
8. Identify any specific types of instructional materials that will be used.
9. Non-Duplication: Describe and explain how the reimbursable elements in your proposal do not duplicate existing programs.
10. Communication: Provide an assurance that Service Provider staff will be available for communication with the staff of Career Link and the importance of this communication.
11. Follow-up: Provide an assurance that the Service Provider understands the responsibility for the follow-up activity and the requirement to provide any known information on the status of the participants following completion of the program. It is largely the responsibility of the Service Provider to perform follow-up on participants. A full-year of follow-up should be planned for all enrolled participants.
12. Recruitment: Describe the procedure and approach that will be taken to identify and obtain participation. Describe your understanding of the qualifiers for participation. Provide an assurance that it is understood that selection will require the determination of eligibility and suitability by Career Link staff before services can be delivered.
13. Staffing: Describe the number and types of individuals who will be charged to the project. Describe whether these positions are new or re-assignment of existing staff. Describe the qualifications and experience of existing staff or qualifications for hiring new staff.

14. Insert your completed Budget Table (see template in Attachments). Describe the costs chargeable to the program. Describe the type of cost (salary, fringe benefits, facility rent, etc.) and how the cost was arrived at. If any costs are shared costs, indicate the basis of how the Career Link share will be determined. Awards will be dependent on total funding available. Proposals up to \$150,000 will be accepted; however, the raters will be considering the cost effectiveness of each proposal in order to provide services throughout the region.
15. Provide an Assurance of compliance with Equal Employment Opportunity laws.
16. Provide any additional information that you believe is relevant.

# Appendix

## Budget Table

ITEM	RATIONALE AND COST SHARING	AMOUNT
Coordinator Salary	__ hours per week at \$____/hour for __ weeks [Name and Staff - % of salary attributed to grant]	
Coordinator Benefits	Benefits (\$__) and retirement system (\$__) [Name and Staff - % of benefits attributed to grant]	
Instructional Supplies and Materials	\$__ per participant to cover textbooks and materials, assuming __ participants	
Student Support Services		
Facilities	__ per day in classroom for __ days per week. Fall semester = __ weeks and spring semester = __ weeks.	
<b>TOTAL:</b>		<b>\$</b>

Additional budget description:

# Approved Training Programs Related to Non-Traditional Jobs for Women

## **Black Hawk College**

- Automotive Repair Technology AAS
- Production Mig Welding

## **Bradley University**

- Mechanical Engineering

## **Heartland Community College**

- Facilities Maintenance (Industrial credential)
- Industrial Technology AAS
- Truck Driver 1 and 2 Refresher and Advanced
- Welding Skills Certificate

## **Illinois Central College**

- Automotive Tech. AAS
- Caterpillar Dealer Services Tech.
- Diesel Powered Equipment Tech.
- General Motors Auto Service Ed. Program
- HVAC Technician
- HVAC/R Tech AAS
- Mechatronics Tech. (Industrial) AAS
- Maintenance Mechanic Tech. AAS
- Machine Tool Tech. AAS
- Truck Driver Training
- Truck Driver Refresher 40 hours
- Truck Driver Refresher 80 hours
- Welding Operator 12-hour Cert.
- Welding Specialist-30 hours Cert.
- Welding Tech. AAS

## **Illinois State University**

- Construction Management
- Criminal Justice
- Industrial Tech. Engineering
- Industrial Tech. - Computer Systems

- Math Teacher Certificate Sequence

## **Illinois Valley Community College**

- Auto Tech. AAS
- Electronics/Electricians Engineer Sequence
- Manufacturing Tech. AAS
- Truck Driver Training
- Truck Driver Training Advanced
- Welding Advanced Construction Certificate

## **Lincoln Land Community College**

- Truck Driver Training - Basic

## **Midwest Technical Institute**

- HVAC
- Journeyman Welder 750 hrs.
- Journeyman Welder II-1000 hours

## **Parkland College**

- HVAC AAS
- HVAC Installation Certificate
- Industrial Tech.
- Truck Driving

## **Spoon River College**

- Diesel and Power Systems Tech.
- Advanced Welding Certificate
- Welding Operator Certificate
- Commercial Driver Training

## **Western Illinois University**

- Construction & Facilities Management
- Law Enforcement to Correction Officer

## **160 Driving**

- Truck Driver Training

# Proposal Rating Guide

Workforce Equity – Women in Non-Traditional Jobs - 2022

Bidder \_\_\_\_\_

<b>CRITERIA</b>	<b>Possible Points</b>	<b>Points Assigned</b>
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. Has the applicant added the optional mentoring component and described an effective approach to successfully guiding participants?	5	
4. 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	
5. Does the applicant provide a comprehensive Incentive Plan designed to motivate the participant to succeed?	10	
6. Does the applicant have experience in successfully administering similar programs?	10	
7. Has the applicant provided the necessary Equal Opportunity assurances?	0 or 5	
8. Is the organization owned by a female or minority?	0 or 5	
TOTAL	85	

To be eligible for a contract an applicant must receive a minimum of 45 points.

Rater \_\_\_\_\_

Date \_\_\_\_\_