
REQUEST FOR QUOTE

Issued by:	United Workforce Development Board (Career Link)
Service Requested:	Information Technology Services
Date Issued:	Wednesday, May 10, 2023
Due Date:	One email version in Microsoft WORD of the quote and Adobe PDF cover letter must be received at Career Link by no later than 5:00 PM on Friday, June 9, 2023. Email should be sent to dvaughn@careerlink16.com . Faxes will not be accepted.
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 .
Evaluation and Review:	Applications will be evaluated by a review committee according to the criteria in the attached Rating Guide and only in accordance with the written material submitted by the applicant.
Contract Terms:	Contracts will be entered into with successful applicants for a one-year period with options to renew the contract for two additional years.
Signature:	The proposal must contain a PDF copy of a cover letter with the signature of the authorized individual requesting consideration for funding.

Application

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. Career Link has a facility in each county.

Career Link's mission is to enhance the productivity and competitiveness of our community by linking individuals with employment opportunities through training and services. We provide workforce development services to employers and individuals across central Illinois. Career Link provides career services, human resource solutions, and training assistance to the public at no cost.

Currently, Career Link utilizes:

- a network system with servers located in the Normal and Pekin Career Link offices;
- over 90 workstations with Microsoft Windows 10 Professional; and
- a website, www.CareerLinkIL.com, hosted and maintained by an outside vendor.

Statement of Need

Career Link is seeking an organization that can deliver the following components in the most effective and cost efficient manner:

1. provide technical support for a network, printers and over 90 workstations; and
2. provide Voice over Internet Protocol (VoIP) phone service.

IT service providers should:

- be available for standard procedural issues and emergency issues;
- utilize a project ticketing system to manage IT tasks; and
- advise Career Link staff on hardware replacement schedule.

Equal Opportunity Assurances

The Offeror 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.

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 in Microsoft WORD.*

If the Offeror has a standard contract, it should be included in the submission.

Efforts will be made to use small business and minority-owned businesses.

Applicant's Quote & Background Information

Proposals should address the items below in order. This Microsoft WORD document should include:

1. Name, Address, FEIN, DUNS, and Telephone Number 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. Brief history of your organization, its mission, relevant experience, accomplishments, staffing, and similar information.
5. Describe the qualifications, experience, and certifications of the individuals who might be assigned to work on Career Link systems.
6. What would be the average response time for a non-emergency call? For an emergency call? Do you have any guaranteed response time for emergencies and, if so, what is that time?
7. Describe any previous experience working on Career Link's information technology systems.
8. Provide your pricing structure and include a sample of any standard contract (if you have one) that you would use for this project. Include your hourly charge, any discount arrangements, and cost for travel. What invoicing options are offered?
9. If the applicant has a standard contract, it should be included in the submission.

Applicants' quotes will be rated primarily on cost, but also on the qualifications for the bidder and previous experience working on Career Link IT systems.

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 the organization is submitting a quote and will be able to enter into a contract if so selected.

Rating Guide

Information Technology Services - 2023

Applicant: _____

CRITERIA	Possible Points	Points Assigned
To what degree does the applicant describe an organization capable of providing the requested services?	10	
To what degree does the applicant describe services that match the parameters as described?	25	
To what degree does the applicant describe services that are efficient and cost effective?	25	
Does the applicant have previous experience working with Career Link?	5	
Has the applicant provided the necessary Equal Opportunity assurances?	5	
Is the applicant organization owned by a female or minority?	5	
TOTAL	75	

To be eligible for a contract an applicant must receive a minimum of 40 points.

Rater: _____

Date: _____