
REQUEST FOR QUOTE

Issued by: United Workforce Development Board, Inc. (Career Link) on behalf of the North Central Economic Development Region and the Region 15 Partner organizations

Program: Memorandum of Understanding Technical Assistance

Date Issued: September 18, 2020

Due Date: One email version in Microsoft WORD of the quote and Adobe PDF cover letter must be received at dvaughn@careerlink16.com no later than 5:00 PM CST on Friday, November 20, 2020.

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 quote 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 according to the criteria attached in this packet and only in accordance with the written material submitted by the applicant. A committee of the partners will rate the quotes and select a Technical Assistance Provider.

Contract Terms: A one year contract will be entered into with the successful applicant with a tentative December 14, 2020 start date. The contract can be renewed for two additional years if mutually agreed upon.

Signature: The quote must contain a cover letter with the signature of the authorized individual requesting consideration for funding.

Definitions

United Workforce Development Board	Legal name of the organization releasing this Application for Funding. Also known as Career Link.
Applicant	An organization which is applying for funds to deliver the program described in this Application for Funding (bidder).
Program Operator or Service Provider	Once an applicant has been accepted for funding, they are now identified as a Program Operator or Service Provider.
Workforce Innovation and Opportunity Act (WIOA)	The Workforce Innovation and Opportunity Act is the governing legislation which controls the One Stop Consortium.
Workforce Innovation Board	The governing Board of Local Workforce Area 15 as established by WIOA.
Performance Standards	A set of goals established with the core partners of the One Stop Consortium, the State of Illinois and the federal Department of Labor.

Application

Requesting Organization Information

This RFP is being released by the United Workforce Development Board, Inc. (Career Link) on behalf of the partners in the North Central Economic Development Region and the partners in Region 15. Counties in this region include Fulton, Marshall, Mason, McLean, Peoria, Stark, Tazewell and Woodford.

Background and Guidelines

The Workforce Innovation and Opportunity Act requires the development of a Memorandum of Understanding (MOU) between the partners and the Workforce Innovation Board. The MOU is a document that outlines the roles and responsibilities of the partners including “System Development and Operations” and cost sharing.

The partners in the North Central Economic Region are requesting a person or organization to assist, guide, develop and write an MOU in concert with the partners in the region. The provider must be able to comply with the Workforce Innovation and Opportunity Act (WIOA), Regulations and guidance from the Department of Commerce (DCEO). They will be responsible for convening and leading the discussion among the partners on the issues related to the above identified task. The partners agree to be active participants in these group meetings. The selected provider must be able to meet the deadlines established by DCEO.

The partners are committed to provide any relevant information that they have which might be useful in the development of an MOU.

The provider is expected to produce a written product that minimizes jargon, catch phrases and language that is common only to a few who are students of the workforce system. The product should be simple and easy to read and understand.

Below is Governor’s 2019 Guidance for Negotiating Infrastructure Costs. It is expected that DCEO will release revised guidance before this project begins.

BASIC OUTLINE OF PROCESS FOR NEGOTIATING INFRASTRUCTURE COSTS

Key context points from the recommended general approach for the Governor’s determination of State partner shared cost contributions:

Reach consensus among State-level required partners on common cost definitions and general commitments to cost sharing required under WIOA, including infrastructure costs.

Obtain local input and perspectives on cost sharing using the consensus of State-level program partners as a starting point.

Use full-time-equivalent staff (FTEs) dedicated to comprehensive one-stop center services, whether on or offsite, as the primary basis for determining each program partner’s proportionate share.

Establish procedures that anticipate steps required when the cap for any partner is exceeded, including recalculating proportionate share contributions for other partners when this occurs.

Embed strong incentives for local agreement in guidelines.

Work toward processes that are as simple, workable and practical despite inherent complexities.

PROCESS OUTLINE:

Note: The following description is intended to illustrate how the budgeting process for infrastructure costs under the State funding mechanism will work. New content describing State-level partner contributions that are required to support local workforce delivery system costs will be added when there is greater clarity about how State-level partners will meet these additional cost sharing obligations.

1. Local comprehensive one-stop center infrastructure costs to be shared among all local partners will be defined on a standard budget form which includes uniform line items supported by corresponding definitions. *(Budget form for infrastructure costs is attached)*
2. An infrastructure budget for each comprehensive one-stop center will be prepared annually on a State fiscal year (WIOA program year) basis.
3. A representative of the local workforce innovation board will assume lead responsibility for convening an initial meeting of local one-stop partners to begin developing the one-stop center infrastructure cost budget.
4. Prior to the initial meeting, the entity serving as the leaseholder for the comprehensive one-stop center will provide the representative of the local board and all required local partners with the following specific information:
 - a. Information on the term of the lease,
 - b. The specific items of cost covered by the lease, and
 - c. Actual costs in the prior year for all line items included on the standard budget form which are not covered by the lease.
5. An individual designated by the local board will also provide local partners with information on FTEs partners committed to operation of the local one-stop delivery system in the prior year. (This local board designate will also obtain and provide this information for the year beginning July 1, 2016.)
6. At their initial meeting, the representative of the local board and local partners will review and discuss actual costs in the prior year and new needs for the coming budget year.

7. The representative of the local board will designate one of the local partners present at the initial meeting to prepare a draft budget for future consideration by all local partners. The draft budget must be consistent with guidelines issued by the Governor related to sharing of infrastructure costs.
8. This draft budget will be presented to the representative of the local board and all local partners at least two weeks prior to a second meeting of local partners. This draft budget will also be submitted simultaneously to a person(s) designated at the State level.
9. At their second meeting, the local partners will review the draft budget and make all revisions agreed upon.
10. The representative of the local board, or other designated individual, will prepare a final budget that allocates agreed upon infrastructure costs equitably among local partners. The representative of the local board or other designated individual will allocate costs among local partners in accordance with the methodology specified in the Governor's guidelines. Any deviation from these guidelines the local partners agree upon must be consistent with Uniform Administrative Requirements for Federal funds prevailing at the time.
11. The representative of the local board or other designated individual will distribute this final budget at least two weeks' prior to a third meeting of local partners at which time local partners present at the meeting will vote on the infrastructure cost budget.
12. The amount allocated to any local representative of a State-level partner voting not to approve the budget will be compared to the amount that would be allocated to that partner as calculated under the guidelines distributed by the Governor. If the amount allocated to the local representative of a State-level partner voting not to approve the budget is less than or equal to the amount calculated under the Governor's guidelines, the local representative of the State-level partner will be deemed to have approved the budget.
13. The final approved budget will be incorporated annually as an addendum to the approved Memorandum of Understanding.
14. Following the end of each State fiscal year, and after all budgeted infrastructure costs have been incurred, the representative of the local board or other designated individual will reconcile budgeted costs by local partner to actual costs and make any adjustments needed as described in the Governor's guidelines.

STANDARD BUDGET FORM FOR INFRASTRUCTURE COSTS

	Cost Category	Definition of Category	Annual Amount
1	Facility costs		
1a	Lease cost	Annual amount due for comprehensive center space costs pursuant to a lease or other contractual arrangement.	
1b	Facility maintenance	Annual costs for upkeep and maintenance of leased space, including grounds keeping, if not already included as part of the lease	
1c	Property and casualty insurance	Annual cost of property and general liability insurance for the space, if not already included in the lease	
1d	Security services	The cost of third party contractors and/or camera-based surveillance, if not already included in the lease	
1e	Cleaning services	Cost of janitorial services, if not already included in the lease	
1f	Utilities	Electricity, water, gas and other utility costs associated with the comprehensive center space, if not included in the lease cost	
2	Technology costs		
2a	Telecommunications, including Internet	Cost of phone and internet connectivity in the resource room and other shared spaces in the comprehensive center	
2b	Equipment and technology costs	Costs of shared computers, printers, fax machines, copiers, postage machines utilized for the operation of the comprehensive center and related maintenance and supply costs	
2c	Assistive technology for individual with disabilities	Cost of assistive technology enabling individuals with disabilities to utilize the resource room or other services provided at the comprehensive one-stop center	
3	Marketing materials related to "common identifier"		
3a	Signage	One-time costs associated with new exterior and interior signage displaying the "common identifier"	
3b	Other "common identifier" costs	Printed materials, costs of website changes, business cards and similar costs incurred to implement the "common identifier"	

BASIC PROCESS FOR NEGOTIATING LOCAL MEMORANDA OF UNDERSTANDINGS

1. Development and negotiation of local memoranda of understandings will follow these basic principles and guidelines:
 - a. The local MOU will be used as an essential tool for achieving a key goal of WIOA - establishing integrated and effective local workforce delivery systems that produce the skilled workers businesses in the local and regional economies require.
 - b. Local MOUs will reflect the shared vision and commitment of local workforce innovation boards and local partners to high quality workforce development systems and centers, and be consistent with the vision articulated by the Federal government.
 - c. Local MOUs will reflect and document how each partner will meet its obligations to share proportionately in the costs of local one-stop systems and centers, consistent with guidelines promulgated by the Governor.
 - d. All local partners entering into the MOU development and negotiation process will be empowered to make commitments for the partner organization, including representatives of the following State entities and State administered programs:
 1. Department of Commerce
 2. Department of Employment Security
 3. Department of Human Services – Division of Rehabilitation Services
 4. Illinois Community College Board – Adult Education and Literacy
 5. Illinois Community College Board – Career and Technical Education
 6. Department of Human Services – TANF
 7. Department on Aging
 8. Department of Corrections
 - e. Each State-level partner entering into the MOU development and negotiation process will designate a specific individual with authority to commit on behalf of the State-level partner.
 - f. All individuals participating in the development and negotiation of local MOUs will negotiate in good faith to bring about a unified vision for the local one-stop delivery system.
 - g. Local MOUs negotiations will be conducted according to guidelines issued by the Governor, including guidelines regarding the role of local one-stop operators.
2. The MOU will describe the services that will be accessible through the local one-stop delivery system, identify the location(s) at which these services will be accessible, specify the method of delivery for each partner providing services and describe how these services will be coordinated.
3. Local boards and local partners will use as a starting point for their negotiations the “State-level Career Services Summary” and the “State-level Program and Activities Services Summary” included with guidelines promulgated by the Governor. *(Summaries attached)*

4. The MOU will identify the local comprehensive one-stop center(s) in the local area, describe the role of the operator in the local comprehensive one-stop center(s), including the local operator's role and responsibilities for coordinating referrals among partners.
5. The MOU will define how core program partners will share data and information and otherwise collaborate to assure that all common primary indicators are achieved.
6. The MOU will identify the specific infrastructure and local workforce system costs that will be shared among the local partners. An approved annual budget in a format prescribed by the Governor and developed in accordance with guidelines promulgated by the Governor will be included with MOU.
7. The proportion of each local partner's shared infrastructure and systems costs will be determined according to the guidelines specified by the Governor and be consistent with the "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards."
8. Upon agreement, the local board, one-stop partners and the chief elected official(s) will be required to sign the MOU. The local board will report to the Governor on the results of MOU negotiations at the time and manner prescribed in the guidelines issued by the Governor.
9. Documentation of the process and efforts of the local board and partners to negotiate the MOU will be required.
10. The duration of local MOUs will be determined by local boards but may not exceed three years. A budget for infrastructure and shared system costs will be negotiated annually and incorporated into the MOU.
11. Local MOU negotiations will occur during a prescribed 90-day period, with each local area reporting to the Governor at the end of this negotiation period.
12. A 45-day remediation period will be provided for local areas reporting that they were unable to come to agreement on an MOU during the prescribed period of negotiation. Special assistance and support designed to help local partners reach agreement will be provided during this remediation period.
13. Only those local areas that fail to reach agreement at the end of this remediation period will be considered to be at impasse and eligible for infrastructure funding using the State funding mechanism.

Response Items

Note: The word “organization” applies equally to a business as well as an individual.

1. Provide a brief overview of your organization.
2. Provide a brief overview of your experience and knowledge of the Workforce Innovation and Opportunity Act including specifically the Memorandum of Understanding requirements.
3. Describe your process that will produce an MOU that is acceptable to the partners in the region and meets all of the requirements of the Department of Commerce.
4. Describe your pricing structure that is competitive with other bidders.
5. Provide the necessary Equal Opportunity assurances.
6. Is the organization owned by a female or minority?

Rating Guide

MOU Technical Assistance

Applicant: _____

CRITERIA	Possible Points	Points Assigned
1. Organizational stability and institutional expertise.	10	
2. Knowledge and experience with the Workforce Innovation and Opportunity Act including specifically the Memorandum of Understanding requirements.	15	
3. The degree to which the bidder describes a process that will produce an MOU that is acceptable to the partners in the region and meets all of the requirements of the Department of Commerce.	30	
4. Pricing structure that is competitive with other bidders.	30	
5. Has the applicant provided the necessary Equal Opportunity assurances?	5	
6. Is the organization owned by a female or minority?	5	
TOTAL	95	

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

Rater: _____

Date: _____