
REQUEST FOR QUOTE

Issued by:	Local Workforce Innovation Area (LWIA) 15
Service Requested:	One-Stop Operator RFP Development
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 wcheatham@careerlink16.com no later than 5:00 PM on Friday, October 16, 2020. Faxes will not be accepted.
Bidder's Conference:	There will not be a bidder's conference.
Limitations:	This application process does not commit LWIA 15 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 Warren Cheatham at wcheatham@careerlink16.com or 309-261-2171 (cell).
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:	A contract will be entered into with the successful applicant.
Signature:	The proposal must contain a cover letter with the signature of the authorized individual requesting consideration for funding.

The Workforce Innovation and Opportunity Act sets up a framework for establishing one-stop centers in which the Illinois Department of Employment Security and other partner organizations may co-locate. The comprehensive center must have a one-stop operator and that operator must comply with the requirements specified in 20 CFR 678.620, 678.625 and 678.630. This Request for Quotation seeks an entity to design a Request for Proposal that will be released in order to secure a one-stop operator.

The vendor will be asked to design a basic RFP that will be customized to allow for bids for a non-stop operator to be accepted in LWIA 15. The comprehensive center is located at 406 Elm Street, Peoria, IL 61605.

It is the responsibility of the vendor to assure compliance with federal and state rules and guidelines related to a one-stop operator in the development of the RFP.

The RFP product is expected to be comprehensive, but at the same time be as simple as possible and concisely written.

The basic role of the One-Stop Operator will be to coordinate the service delivery of required one-stop partners and service providers. (Federal Register – Joint Rules 678.620 (a))

The law allows for a single entity to serve as the one-stop operator or a consortium of three or more entities. The RFP must allow for either eventuality.

Minimum Requirements

The RFP to solicit a one-stop operator must include, but is not limited to, the following items:

- Contact information for each entity bidding on and wishing to be a one-stop operator including all entities in the event of a consortium bid
- Qualifications of the one-stop bidder including their previous experience being a one-stop operator and/or a partner in the predecessor Workforce Investment Act
- An explanation by the bidder explaining their anticipated role in being a one-stop operator
- Rating criteria
- Budget (see attached sample budget form)
- Budget Range: \$0.00 - \$3,000.00

Timeline

RFQ release – September 18, 2020

RFQ due – October 16, 2020

RFQ rating – October 16 to 21, 2020

RFQ approved by board – October 21, 2020 (tentative)

Contract finalized – by October 30, 2020 (tentative)

Vendor product delivered – January 15, 2020 (tentative)

Contracting

A contract will be entered into with the successful bidder and LWIA 15. At the completion of the project the vendor will invoice LWIA 15 for the total cost of the project. The invoice will be sent to LeeAnn Whitlatch, Fiscal Director, Career Link, 2956 Court Street, Pekin, IL 61554.

Equal Opportunity/Non-Discrimination

The vendor 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 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

Three Board members will review and rate the proposals according to the criteria attached. One staff person will attend the rating, acting as an advisor, but not influencing the decision nor casting any vote in the matter. Completed ratings will be compiled by Warren Cheatham and on the basis of the combined ratings a recommendation for a vendor will be forwarded to the Board for their review and selection.

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.* Use as much space as necessary for each item, keeping the items in the same order and clearly indicating the heading for each question and response.

Background Information

1. Name, Address, FEIN or SSN, Telephone Number, email address 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, accomplishments, staffing, and similar information.
5. Familiarity with the Workforce Innovation and Opportunity Act and with the roles of one-stop operators.
6. Timeline
7. Single unit cost for the project (to be invoiced to LWIA 15).

Equal Opportunity

Provide an assurance of compliance with Equal Opportunity laws.

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.

Rating Guide

RFP for One Stop Operator

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 One-Stop Operator roles.	15	
3. Pricing structure that is competitive with other bidders.	20	
4. Has the applicant provided the necessary Equal Opportunity assurances?	5	
5. Is the organization owned by a female or minority?	5	
Total	55	

To be eligible for a contract an applicant must receive a minimum of 25 points.

Rater: _____

Date: _____

(Sample)

Budget Information Summary

	Funding Request	In-Kind	Total
Personnel Wages			
Personnel Fringe Benefits			
Personnel Travel			
Supplies			
Internet/telephone costs			
Equipment			
Total			