

# Application for Funding

Issued by:	United Workforce Development Board, Inc (Career Link)
Program:	Regional & Local Plans Revisions
Date Issued:	Wednesday, December 1, 2021
Due Date:	One email version in Microsoft WORD of the proposal, an Adobe PDF Cover Letter must be received at Career Link by not later than 5:00 PM on Wednesday, December 22, 2021. The email should be sent to <a href="mailto:dvaughn@careerlink16.com">dvaughn@careerlink16.com</a> .
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, Planner, at <a href="mailto:dvaughn@careerlink16.com">dvaughn@careerlink16.com</a> .
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 and the results will be submitted to the Workforce Innovation Board or a designated committee thereof for final approval.
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 cover letter with the signature of the superintendent or other 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.
Service Provider / Provider	Once an applicant is awarded a contract, they are now identified as a 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. Replaces the Workforce Investment Act.
Workforce Innovation Board	The governing Board of Career Link as established by WIOA. It was formally known as the Workforce Investment Board.

# Application

## Background

The United Workforce Development Board (Career Link) administers federal Workforce Innovation and Opportunity Act funds for an eight county region. The counties in the region are Fulton, Marshall, Mason, McLean, Peoria, Stark, Tazewell and Woodford.

This RFP is being released by 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.

The Workforce Innovation and Opportunity Act requires the development of “Regional and Local Plans” wherein the partners in the Region analyze and agree on economic strategies for the Region.

## Statement of Need

The partners in the North Central Economic Region are requesting a person or organization to assist, guide, and develop revisions to the existing Regional & Local Plans, hereafter referred to as a Regional Plan, in concert with the partners in the region. The provider must be able to comply with the WIOA Regulations and revision guidance from the Department of Commerce. They will be responsible for convening and leading the discussion among the partners on the issues related to the Plans. The partners agree to be active participants in these group meetings. The selected provider must be able to meet the deadlines established by the Department of Commerce.

The partners are committed to provide any relevant information that they have which might be useful in the revision of the existing Regional Plan.

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.

The Regional and Local Planning Guide was most recently updated in November 2021 to specify how regional and local plans must be updated in 2022 to identify implications of the COVID-19 pandemic, to the extent known. The current Planning Guide is available for download with this RFP at [www.CareerLinkIL.com](http://www.CareerLinkIL.com). The existing Regional and Local Plan is available for download at [www.centralillinoishelps.com](http://www.centralillinoishelps.com).

It is expected that the Department of Commerce will provide data elements for the Region relating to population characteristics and industry/occupational trends. In addition, a

number of economic development agencies in the region have done their own data analysis and drawn conclusions based on that data. This information will be made available to the selected provider.

## **General Provisions**

Each sub-recipient/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.

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 Investment 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.

Sub-recipients/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 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.

## **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 and specifically the Regional Planning requirements.
3. Describe your process for the development of the Regional Plan.
4. Describe your proposed pricing arrangement.

# Appendix

## Attachment A

# Proposal Rating Guide

Regional Plan Revisions - 2022

Bidder \_\_\_\_\_

<b>CRITERIA</b>	<b>Possible Points</b>	<b>Points Assigned</b>
1. Organizational stability and institutional expertise.	10	
2. Knowledge and Experience with the Workforce Innovation and Opportunity Act including specifically the Regional Planning requirement.	15	
3. The degree to which the bidder describes a process that will produce a Regional Plan that is acceptable to the partners in the region and meets all of the requirements of the Department of Commerce.	30	
4. Cost Considerations – Are the costs reasonable and necessary for the project? How cost effective is the proposal?	15	
<b>TOTAL</b>	<b>70</b>	

Rater \_\_\_\_\_

Date \_\_\_\_\_