



REQUEST FOR PROPOSALS PY09

Youth Internship Program **American Recovery and Reinvestment Act (ARRA)**

Release Date

April 7, 2009

Due Date

April 21, 2009

Contract Period

May 22, 2009 to June 30, 2010

With extension possible dependent upon future funding

All proposals shall be submitted and returned to:

Workforce Investment Board of Will County
214 N. Ottawa Street, 4th Floor, Joliet, IL 60432

**Proposal must be received no later than 4:00 pm (Central Daylight Time)
on April 21, 2009.**

**American Recovery and Reinvestment Act (ARRA)
Youth Internship Program
Request for Proposals**

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CALENDAR

Release Date:	April 7, 2009
Last day to submit questions	April 15, 2009
Proposals Due:	April 21, 2009 4:00 pm Central Daylight Time
Contract Start Date:	May 22, 2009

Note:

This RFP does not commit the Workforce Investment Board of Will County (Board) to award a contract. **The Board reserves the right to accept or reject any or all proposals received. The Board reserves the right to waive informalities and minor irregularities in offers received.** All solicitations are contingent upon availability of funds.

The Board may accept any item or group of items of any offer, or award more or fewer dollars at the same price bid, unless the bidder qualifies its offer by specific limitations. All awards are contingent upon demonstrated administrative capacity.

No costs will be paid to cover the expense of preparing a proposal or procuring a contract for services or supplies under the Workforce Investment Act.

Proposers are advised that documents in the possession of Workforce Investment Board of Will County are considered public records and subject to disclosure under the federal and state public records laws.

Please see the complete list of Disclaimers and General Provisions beginning on page 21.

Workforce Investment Board of Will County Website Information

The Board's website at www.willcountyworkforceboard.com will be used as the primary mode of communication between the Board and potential bidders. Beginning April 7, 2009, interested parties can download the Request for Proposals and learn of upcoming events and deadlines. A question-and-answer page on the website will be updated at least weekly (see below). Section IV of this RFP also includes a list of links to Board documents such as the Strategic Plan and State policies, and information on the Workforce Investment Act and its implementation. It is the bidder's responsibility to check the web page frequently to stay informed throughout the procurement process.

If you do not have the capacity to download large electronic files, please phone or email your request to the Workforce Investment Board to receive a hard copy of the RFP.

**Workforce Investment Board of Will County
214 N. Ottawa Street
4th Floor
Joliet, IL 60432**

**Phone: 815-727-5670 ext. 2
Fax: 815-727-5669
Email: pfera@willcountyillinois.com**

Bidder Q&A

Beginning with the release of the RFP on April 7, 2009, bidders may submit questions in writing to the Workforce Investment Board staff. Questions *will not* be answered over the phone, in person, or directly to inquiring parties in any form. Answers will be posted on the Workforce Investment Board's website on a weekly basis, or more frequently as needed.

To submit a question, send it via electronic mail to pfera@willcountyillinois.com or fax it to 815-727-5669.

SECTION I - BACKGROUND

BACKGROUND - WORKFORCE INVESTMENT ACT (WIA)

The Workforce Investment Board of Will County (Board) oversees and is the policy maker, in partnership with the Will County Executive, for workforce development programs in Will County. The Board makes decisions regarding the type and mix of workforce development services offered in Will County and the use of federal and state funds available for workforce activities.

The Workforce Investment Act establishes special eligibility requirements for youth served with funds made available under the act. This request for proposals is for contracted services for WIA eligible youth.

It is the purpose of the Act to establish programs that improve the long-term employability of youth, enhance the educational and occupational skills of youth, encourage school completion, increase the employment and earnings of youth, reduce welfare dependency, and assist youth in addressing problems that impair the ability of youth to make successful transitions from school to work, apprenticeship, the military, or post-secondary education and training.

BACKGROUND-AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA)

In response to the urgency of the responsibility generated by the American Recovery and Reinvestment Act (ARRA), the Workforce Investment Board of Will County has initiated an expedited procurement process for a priority component of this Act. Federal guidance is ongoing and specific details are continuing to emerge. The need for immediate action has been stressed repeatedly. ARRA seeks to quickly implement a summer youth employment strategy during the spring and summer of 2009. In Will County, part of this strategy will include an internship program for youth ages 18 to 24.

The American Recovery and Reinvestment Act, signed by President Obama on February 17, 2009, is intended to preserve and create jobs, promote the nation's economic recovery, and to assist those most impacted by the recession. Another guiding principle is the timely spending of funding and implementation of activities contained in the Recovery Act. States and local areas are expected to move quickly to use the Recovery Act funding, in conjunction with other available funds, to provide career assessments, remedial and occupational training and job search assistance to unemployed workers; help youth access the services they need to pursue education and employment; assist businesses in hiring qualified workers; and other activities that can aid in the recovery of local, regional, and state economies.

A. PURPOSE OF RFP

The purpose of this Request for Proposals (RFP) is to solicit competitive proposals for the delivery of services under the Workforce Investment Act (WIA) for an Internship Program for Youth funded under the American Recovery and Reinvestment Act of 2009. Proposals will be accepted for an Internship Program that provides high-quality employment opportunities during the period of May 22, 2009 to one of three end dates (September 30, 2009, March 30, 2010, or June 30, 2010). The end date of the program will be finalized based on future guidance from the US Department of Labor and the Illinois Department of Commerce and Economic Opportunity. In order to expedite the start up of this Internship Program for summer 2009, this RFP has a goal of identifying qualified service providers with proven records of success and experience in providing adult and youth employment services. Additionally, providers should have the capacity to effectively implement all of the required elements of the program in a timely manner.

For immediate impact and effectiveness of scale the Board has established a suggested service delivery design for at least **50 youth**.

B. PROGRAM DESCRIPTION – YOUTH INTERNSHIP PROGRAM

The American Recovery and Reinvestment Act of 2009 includes the provision of youth employment services. These services must be provided in accordance with the Workforce Investment Act of 1998 (WIA), Title I. Therefore, each proposer must be familiar and comply with state and federal requirements of both programs. The Youth Internship Program is intended to include high-quality and well supervised career-related internship experiences. Internship activities can be combined with classroom training and other activities which together result in the attainment and documentation of occupational and work readiness skills.

Additional guidance on the Recovery Act is expected to be released by the U.S. Department of Labor. As guidance is received, it will be posted on Board's website at: www.willcountyworkforceboard.com

1. Youth Program Elements and Design

It is the intent of this solicitation to (1) seek innovative approaches in youth programs and services; (2) connect more young people in Will County with work opportunities; (3) increase young peoples' work readiness and competitiveness in future employment; and (4) increase career planning and skills development offered to young people including post-secondary education. Accordingly, program designs should include career exploration, job search and/or occupational skills training in addition to the paid internship.

2. Performance Standard

The Performance standard which the State of Illinois uses to evaluate program performance must be met by each contractor. All contractors must meet the single performance measure identified in the ARRA for youth employment programs, Work Readiness Skill attainment. This standard and the required goal will be negotiated with the Illinois Department of Commerce and Economic Opportunity in the next two months.

3. Required Youth Core Services

Bidders for the youth internship program must ensure the provision (either directly or through leveraged resources) of the following required core components:

- a. Outreach, Recruitment and Orientation;
- b. Eligibility Determination and Registration;
- c. Objective Assessment;
- d. Individual Service Strategy (ISS);
- e. Case Management;
- f. Summer Employment
- g. Supportive services that may include linkages to community services; and
- h. Referral.

4. Program Dates and Target Group

- This RFP is for services to be delivered between May 22, 2009 and June 30, 2010.
- The Board is targeting this internship program to youth and young adults ages 18-24.
- In addition, this program will only be for youth that meet the low income standards described in the Workforce Investment Act.
- All eligibility factors must be documented.
- Veterans up to age 24 have priority for these programs.

C. ELIGIBILITY FOR SUBMISSION OF PROPOSALS

Government, business, non-profit, for-profit, education, community and technical college, and faith-based organizations are eligible to apply for WIA funding. All applicants must document the lead agency (if a partnership) and the organization that will be the fiscal agent. WIA fund management and performance outcomes are rigorous and are regularly monitored by the Workforce Investment Board. The Board recognizes that smaller community based organizations may not have the capacity to manage WIA funding but have distinct expertise in working with a specific target population. In these and other instances, the Board encourages potential bidders to consider partnering with other organizations in the community that can provide administrative assistance and oversight.

D. SERVICE DELIVERY GUIDELINES AND CONSIDERATIONS

1. **Workplace Guidelines.** Proposers must adhere to current workplace safety guidelines and applicable federal/state wage laws.
2. **Unallowable internship sites.** Section 1604 of Division A of the ARRA states, “none of the funds appropriated or otherwise made available in this Act may be used by any state or local government, or any private entity, for any casino or other gambling establishment, aquarium, zoo, golf course, or swimming pool.” Therefore, youth may not be placed in internships at any of these facilities. All internship worksites must be approved by the Workforce Services Division of Will County prior to the placement of a youth in an internship.
3. **Priority of Service for Veterans and Eligible Spouses.** WIA programs are required to provide priority of services for veterans and eligible spouses.
4. **Program Design Considerations.** Proposers should consider the following design elements in developing their service delivery plans:
 - a. Objective Assessment and Individual Service Strategies
 - b. Age Appropriate Activities and Work Readiness Goals
 - c. Meaningful Work Experience
 - d. Incorporating Green Work Experiences
 - e. Connections to Registered Apprenticeship
 - f. Integration of Work-Based and Classroom-Based Learning Activities. For in school youth there should be a focus on math, science and writing skills geared toward meeting graduation standards
 - g. Academic and Occupational Linkages
 - h. Credit Retrieval and Credential attainments
 - i. Focus on the Neediest Youth

5. General Responsibilities

Recruitment of participants for programs is the responsibility of the subcontractor. Therefore, subcontractors will be held responsible for recruitment and referral and will be evaluated accordingly. Subcontractors are required to indicate in their proposal how participants will be recruited and are encouraged to use their resources and creativity to recruit participants into their programs.

The Workforce Services Division of Will County monitoring staff will perform semi-annual reviews of all youth program records. These monitoring reviews will be both fiscal and programmatic.

6. WIA Required Program Elements

WIA sets forth ten program elements that are detailed below and which must be available for the youth in each locale. Contractors who cannot provide all ten of the required program elements must link WIA funded projects with programs funded by other organizations containing the missing elements to the extent they are appropriate for an individual youth.

Description of Required Youth Elements

- a. Tutoring, study skills training, and instruction leading to completion of secondary school, including drop-out prevention strategies;
- b. Alternative secondary school services;
- c. Employment opportunities that are directly linked to academic and occupational learning;
- d. As appropriate, paid and unpaid work experiences, including internships and job shadowing;
- e. Occupational skill training, as appropriate;
- f. Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social behaviors during non-school hours, as appropriate;
- g. Supportive services;
- h. Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months;
- i. Follow-up services for not less than 12 months after the completion of participation, as appropriate; and
- j. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate.

Additional detailed information on the ARRA can be found in the US TEGL 14-08 (see links section).

SECTION II – PROPOSAL FORMAT

A. RESPONSE FORMAT AND RATING CRITERIA

*All responses will be scored according to the following criteria. 100 total points are available for all sections. Priority will be given to proposals which lead to the retention of youth in employment beyond the subsidized period. **Proposals which do not receive an average score of at least 75 will not be considered for funding.***

I. Demonstrated Ability and Capacity 30 Points

1. Describe previous or current services in employment opportunity development, internship development, and workforce preparation. Quantify these services by citing number of people served, number of people placed and specific locations of placements.
2. Describe your history of meeting contract performance goals. Include specific numbers and outcomes.
3. Cite and describe any best practices which are the foundation for your service design and approach.
4. Describe your ability to manage administrative oversight and reporting in a timely manner.
5. Describe the payroll system and capacity for processing and distributing paychecks to large numbers of youth.
6. Describe your ability to quickly ramp up a summer internship program for at least 50 youth beginning on May 22, 2009.

II. Service Design and Approach 50 Points

1. **Youth Outreach and Recruitment (15 points):** Describe the process for outreach, recruitment and enrollment of youth. Emphasize specific outreach and recruitment strategies to young adults between the ages of 18 and 24, veterans and their spouses, diverse populations, and youth with greatest needs. Also, include a timeline and the planned number of youth to be placed in employment.
2. **Worksites and Projects (15 points):** Describe both planned and established worksites and projects that will support quality internship experiences. Please note the number of internship placements at each site and the employment sectors these experiences most closely connect to in terms of learning and preparation for future employment.

3. **Program Services, On-going Support, Staffing (20 points):** Describe how the program will ensure youth are ready for internships. Include the method for teaching work readiness skills both in the classroom and during the work experience as well as assessment strategies for identifying work readiness performance goal attainment. Include a staffing plan for the program. If training is being provided, the proposal must also include a description of the training facility, including:
1. Location
 2. Hours of operation
 3. Availability of public transportation
 4. Compliance with the Americans with Disability Act

- III. **Budget and Budget detail** **20 Points**
Provide all required forms and attachments – see Compliance Checklist

B. INSTRUCTIONS

All proposals are to be submitted in accordance with the terms, conditions and procedures stated in the RFP.

Two original copies and an electronic copy of the proposal on a CD in Microsoft Word must be submitted by 4:00 p.m. Central Daylight Time on April 21, 2009 to:

**Workforce Investment Board of Will County
214 N. Ottawa Street
4th Floor
Joliet, IL 60432**

Requirements:

1. Proposals must be received at the Workforce Investment Board office by 4:00 p.m. Central Daylight Time on April 21, 2009. Proposals not received by this time will be automatically disqualified from competition—**no exceptions. Faxed or emailed proposals will not be accepted.** A receipt for hand delivered proposals can be provided.
2. Include all of the required attachments that pertain to your proposal. Failure to do so will disqualify your proposal from competition. See Compliance Checklist for a complete list of required forms.
3. Proposal narratives are limited to **5 pages, plus 2 pages for the budget narrative.** Print on only one side of the page.
4. Use 12-point type, 1-inch margins and single spacing.
5. Pages should be numbered and each page should have a footer indicating the name of the agency and the name of the program.
6. Do not staple your proposal, bind it in any way, or use dividers with tabs. Removable clips are acceptable.

Selection of Service Providers

Selection of service providers shall be in accordance with federal, state, and local standards. The primary consideration in selecting agencies or organizations to deliver services shall be the effectiveness of the agency or organization in delivering comparable or related services based on demonstrated performance in terms of the likelihood of meeting performance goals, costs, quality of training, and characteristics of participants. Funds provided under the Workforce Investment Act shall not be used to duplicate facilities or services available in the area unless it is demonstrated that alternative services or facilities would be more effective or more likely to achieve the performance goals.

Withdrawals

A submitted application may be withdrawn prior to the application due date. A written request to withdraw the application must be submitted to the Board. If a bidder does not withdraw a proposal by the due date, the proposal becomes the property of the Board and may be subject to public disclosure according to the Freedom of Information Act.

Compliance Checklist

It is the bidder's responsibility to make sure that all the required elements and forms are included in the proposal. Proposals that do not include the required elements and forms will be automatically disqualified from consideration. No exceptions will be granted. If you have any questions about the requirements, please submit questions in writing to be answered on our website Q&A.

Before submitting your proposal, check the following:

- Two originals copies of the proposal
- A CD with a Microsoft Word version of the proposal
- Cover Sheet with required signatures
- Statement of Compliance Form
- Proposal Table of Contents
- Proposal Narrative Response (max. 5 pages single spaced)
- Required Attachments:
 - Budget Summary Form
 - Budget Narrative Response (max. 2 pages single spaced)
 - Certification Regarding Lobbying with required signatures
 - Certification Regarding Debarment, Suspension, and other matters with required signatures
 - Affirmative Action Policy Statement
 - Name, address, and phone number for three references

SECTION III – REQUIRED FORMS

A. COVER SHEET

Name of Organization:	Federal Employer ID:
Address:	Phone:
Contact Person:	Title:
Email:	Fax:
Total Budget Request:	
Project Title:	
Legal Status (circle one): Private Nonprofit Corporation Private for Profit Corporation Governmental Unit Educational Entity Other _____	
Statement of Certification	
The applicant certifies that the information provided in this Request for Proposal including all attachments, is true, accurate and current; and the person signing below is authorized to do so on behalf of the above named organization. The applicant further certifies that the organization will comply with Workforce Investment Act rules and regulations should the Workforce Investment Board of Will County fund this program.	
_____ Authorized Signer (Name Typed)	_____ Authorized Signature
_____ Authorized Signer's Title	_____ Date Signed

B. BUDGET SUMMARY FORM AND BUDGET NARRATIVE

Instructions: Submit a budget summary for the period of May 22, 2009 through June 30, 2010.

1. Bidders Budget Summary

<i>LINE ITEM</i>	<i>Budget Amount</i>
Wages/Payroll Taxes - Staff	
Fringe Benefits - Staff	
Wages - Internships	
Payroll Taxes – Internships	
Staff Travel	
Rent	
Insurance	
Supplies/Copying/Printing	
Communications	
Utilities	
Other	
Training Costs	
TOTAL BUDGET	

2. Budget Narrative

In no more than 2 pages single spaced, please provide a narrative description of your budget. Provide an explanation of each budget category, including details such as staffing/FTEs and services to be provided under sub-contracts. Also provide a description of what services, staffing, and other costs leveraged funds will provide.

C. STATEMENT OF COMPLIANCE

As the authorized signatory official for: _____,
Submitting Firm/ Lead Organization

I hereby certify:

- ❑ that the above-named proposer is legally authorized to submit this application requesting funding under the Workforce Investment Act (the legal signatory for the organization applying);
- ❑ that the above-named proposer does hereby agree to execute all work related to this application in accordance with the Workforce Investment Act, U.S. Department of Labor, State of Illinois policies , Workforce Investment Board of Will County policies and guidelines, County of Will policies, and other administrative requirements issued by the Governor of the State of Illinois . The vendor shall notify the Workforce Investment Board of Will County within 30 calendar days after issuance of any amended directives if it cannot so comply with the amendments;
- ❑ that the above-named proposer will ensure special efforts to prevent fraud and other program abuses, such as but not limited to, deceitful practices, intentional misconduct, willful misrepresentation and improper conduct which may or may not be fraudulent in nature; and
- ❑ that the contents of the application are truthful and accurate and the above named proposer agrees to comply with the policies stated in this application; and that this application represents a firm request subject only to mutually agreeable negotiations; and that the above-named proposer is in agreement that the Workforce Investment Board of Will County reserves the right to accept or reject any proposal for funding; and that the above-named proposer has not been debarred or suspended from receiving federal grants, contracts, or assistance; and that the above-named proposer waives any right to claims against the members and staff of Will County and the Workforce Investment Board of Will County.

Authorized Representative Signature

**D. CERTIFICATION REGARDING LOBBYING
CERTIFICATION FOR CONTRACTS, GRANTS, LOANS,
AND COOPERATIVE AGREEMENTS**

The undersigned certified, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned to any person for influencing or attempting to influence an officer or employee of Congress, or any employee or a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into any cooperative agreement and the extension, continuations, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall completed and submit Standard Form-LLL, "Disclosure Form to Report Lobbying" in accordance with its instruction.
3. The Undersigned shall require that the language of this certification be included in the award documents for all subawards and tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each failure.

Organization

Signature of Certifying Official

Date

Name and Title of Certifying Official

Note: In these instances, "All," in the Final Rule is expected to be clarified to show that it applies to covered contract/grant transactions over \$100,000 (per OMB).

**E. CERTIFICATION REGARDING
DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY
MATTERS PRIMARY COVERED TRANSACTIONS**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR part 98, section 98.510, Participant Responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

**(BEFORE SIGNING, READ INSTRUCTIONS WHICH ARE AN
INTEGRAL PART OF THE CERTIFICATION)**

1. The prospective primary participant certifies to the best of its knowledge and belief that it and its principles:
 - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal debarment or agency;
 - (b) Have not within a three year period preceding this proposal been convicted or had civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicate for or otherwise criminally or civilly charged by a government entity (Federal, State, or Local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and
 - (d) Have not, within a three-year period preceding this application/proposal, had one or more public transactions (Federal, State, or Local) terminated for cause of default.

2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name and Title of Authorized Representative

Signature

Date

F. AFFIRMATIVE ACTION POLICY STATEMENT

It is the policy of _____ (agency) to provide equal employment opportunity to all persons, regardless of race, color, religion, sex, or national origin. Therefore, this organization shall take Affirmative Action to insure that it shall:

- a. Recruit, hire, and promote all job classifications regardless of race, color, religion, sex, age, disability, political affiliation, or national origin.
- b. Make promotional decisions that are in accordance with principles of equal employment opportunity by imposing only valid requirements for promotional opportunities.
- c. Incorporate equal employment opportunity policy in all personnel actions such as compensation, benefits, transfers, layoffs, returns from layoffs, company sponsored training, education, and tuition assistance.
- d. Conduct programs without regard to race, color, sex, religion, or national origin.

The success of an Affirmative Action Program requires maximum cooperation between management and its employees.

To obtain this objective _____(name) will be the Equal Employment Opportunity representative for _____ (agency). This person shall be responsible for working with the Department of Equal Opportunity for the purpose of aiding this agency in establishing future Affirmative Action goals.

SECTION IV – REFERENCE MATERIALS

- A. INTERNET LINKS (The Workforce Investment Board of Will County is not responsible for the content or maintenance of non-Board websites.)**

Workforce Investment Board of Will County
<http://www.willcountyworkforceboard.com>

Workforce Investment Act law and regulations
<http://www.doleta.gov/usworkforce/wia/act.cfm>

Illinois State WIA Policies
http://www.commerce.state.il.us/dceo/Bureaus/Workforce_Development/Resources/

US DOL TEGL 14-08 Guidance for Recovery Act implementation
<http://wdr.doleta.gov/directives/attach/TEGL/TEGL14-08.pdf>

Illinois Department of Commerce and Economic Opportunity ARRA
<http://www2.illinoisbiz.biz/econ/default.htm>

B. DISCLAIMERS AND GENERAL PROVISIONS

1. This RFP does not commit the Workforce Investment Board of Will County (Board) to award a contract.
2. No costs will be paid to cover the expense of preparing a proposal or procuring a contract for services or supplies under Workforce Investment Act.
3. All data, material, and documentation originated and prepared by the bidder pursuant to the contract shall belong exclusively to the Board and be subject to disclosure under the Freedom of Information Act.
4. Proposals should follow the format set forth in the RFP Response Format and Required Forms section of the RFP and adhere to the minimum requirements specified therein. The Workforce Investment Board has the right to reject any and all proposals that do not follow the format instructions.
5. Formal notification to award a contract and the actual execution of a contract are subject to the following: receipt of funds by the Board, results of negotiations between selected bidders and the Board; and continued availability funds.
6. Any changes to the Workforce Investment Act program, the American Recovery and Reinvestment Act programs, funding level or board direction may result in a change in contracting. In such instances, the Board will not be held liable for what is in the bidder's proposal or this Request for Proposals package.
7. Proposals submitted for funding consideration must be consistent with, and if funded, operated according to, the federal Workforce Investment Act legislation, the American Recovery and Reinvestment Act, all applicable federal regulations, State of Illinois policies, and Workforce Investment Board policies and procedures.
8. Bidders selected for funding must also ensure compliance with the following, as applicable: U.S. DOL regulations 20 CFR Part 652; **29** CFR Parts 96, 93, 37, 2 and 98; and 48 CFR Part 31; Office of Management and Budget (OMB) Circulars A-21, A-87, A-110, A-122, and A-133 as applicable.
9. The Board may require selected bidders to attend oral interviews, participate in negotiations and rewrite their statements of work as agreed upon during contract negotiations.
10. Additional funds received by the Board may be contracted by expanding existing programs or by consideration of proposals not initially funded under this RFP, if such proposals were rated in the competitive range. These decisions shall be at the discretion of the Board.
11. The Board may decide not to fund part or all of a proposal even though it is found to be in the competitive range if, in the opinion of the Board, the services proposed are not needed, or the costs are higher than the Board finds reasonable in relation to the overall funds available, or if past management concerns lead the Board to believe that the bidder has undertaken services that it cannot successfully carry out.
12. The Board may choose not to award a contract to the bidders with lowest cost or highest rating when taking into account other factors such as balancing services to customers.

13. Any proposal approved for funding is contingent on the results of a pre-award site visit that may be conducted by the Board. This site visit will establish, to the Board's satisfaction, whether the bidder is capable of conducting and carrying out the provisions of the proposed contract. If the results of the site visit indicate, in the opinion of the Board, that the bidder may not be able to fulfill contract expectations, the Board reserves the right not to enter into contract with the organization, regardless of Board approval of the bidder's proposal.
14. The Board is required to abide by all Workforce Investment Act legislation and regulations. Therefore, the Board reserves the right to modify or alter the requirements and standards set forth in this RFP based on program requirements mandated by state or federal agencies. They may also solicit additional proposals as necessary.
15. Bidders will be expected to adhere to Board procedures to collect and verify data and submit required monthly reports as well as invoices to the Board.
16. All grievances must be filed according to the Board's established grievance procedures.
17. All bidders must ensure equal opportunity to all individuals. No individual in the local area shall be excluded from participation in, denied the benefits of, or subjected to discrimination under this program because of race, color, religion, sex, national origin, age, disability, English proficiency, or political affiliation or belief.
18. All bidders must ensure access to individuals with disabilities pursuant to the Americans with Disabilities Act.
19. Bidders must accept liability for all aspects of the program conducted under contract with the Board. Bidders will be liable for any disallowed costs or illegal expenditures of funds or program operations conducted.
20. Reductions in the funding level of any contract resulting from this solicitation process may be considered during the contract period when a bidder fails to meet expenditure, participant, and/or outcome goals specified in the contract or when anticipated funding is not forthcoming from federal or state governments.
21. Bidders will allow local, state, and federal representatives access to all program records, program materials, staff, and participants. In addition, bidders are required to maintain all program records for three years, beginning on the last day of the program year.
22. The contract award will not be final until the Board and the bidder have executed a mutually satisfactory contractual agreement. The Board reserves the right to make an award without further discussion of the proposal submitted. No program activity may begin prior to final approval of the award and execution of a contractual agreement between the successful bidder and the Board.
23. The Board reserves the right to cancel an award immediately if new state or federal regulations or policy makes it necessary to change the program purpose or content substantially, or to prohibit such a program.
24. The Board reserves the right to determine both the number and the funding levels of contracts finally awarded. Such determination will depend upon overall fund availability and other factors arising during the proposal review process.

25. The proposal warrants that the costs quoted for services in response to the RFP are not in excess of those that would be charged any other individual for the same services performed by the bidder.
26. The Board reserves the right to reject any or all proposals received and to negotiate with any and all proposers on modifications to proposals.
27. Contractors will be prohibited from disseminating products and information developed under the award without prior written consent of the Board.
28. Contractors may be required to provide a Certificate of insurance for Workers Compensation Insurance and for Comprehensive General Public Liability Insurance.
29. No employment opportunities funded by this award shall replace workers dislocated by layoff or reduction in the past year.
30. This program is subject to the provisions of the Jobs for Veterans Act, Public Law 107-288, which provides priority of service to veterans and spouses of certain veterans for the receipt of employment, training, and placement services in any job training program directly funded, in whole or in part, by the Department of Labor. DOL ETA Training and Employment Guidance Letter (TEGL) No. 5-03 provides general guidance on the scope of the veterans' priority statute and its effect on employment and training programs.