

REQUEST FOR PROPOSALS

FOR

**A WORKFORCE ANALYSIS OF
TARGETED INDUSTRIES
IN WILL COUNTY, ILLINOIS**

All proposals shall be submitted and returned to:

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

Proposal must be received no later than 4:00 pm CDT on
Tuesday, October 13, 2009.

OVERVIEW

The Workforce Investment Board of Will County is soliciting proposals from organizations interested in providing consultant services to perform a detailed workforce analysis of the targeted industries in Will County, Illinois as identified in the Phase II Targeted Industry Analysis. The Executive Summary of this report accessed from:

<http://www.willcountyworkforceboard.com/downloads/PDF/WillCountyExecutiveSummary-Version%203.pdf>

Responses to this Request for Proposals will be reviewed by the staff and members of the Workforce Investment Board. The review Committee may elect to interview the most qualified respondents to make a final selection.

BACKGROUND INFORMATION

Will County, which is located about 30 miles south of Chicago has seen significant population growth in the last 15 years from 357,313 in 1990 to over 720,000 in 2007. In fact, according to the U.S. Census Bureau, between 2000 and 2005, Will County accounted for 42 percent of all the population growth in the State of Illinois (344,078 total population growth in Illinois and 140,547 of it in Will County). The County has also had seen considerable employment growth in this time period, more than 25% between 2002 and 2009. This growth has created an environment where the effective deployment of economic development and workforce development resources is critical to the continued vitality of the region.

With the recent economic downturn, the economy in Will County has changed dramatically. Employment growth was about 6% per year from 2002 to 2008 and has now slowed to no growth and even some overall employment declines. The unemployment rate has grown from 5.1% in June of 2006 to 11.5% in June of 2009.

The Workforce Investment Board and the Will County Center for Economic Development jointly participated in the first two phases of a Targeted Industry and Workforce Analysis. A summary of the most recent analysis can be accessed at:

<http://www.willcountyworkforceboard.com/downloads/PDF/WillCountyExecutiveSummary-Version%203.pdf>

These projects examined the county overall, as well as each of its four development corridors. It included an analysis of existing industries, their local trends, and their local employment needs. Since future trends in business and

industry will depend to a large extent on issues such as transportation infrastructure, education systems, demographic trends, and real estate options, an evaluation of the County's competitive advantages was included.

The baseline results of the study were used to identify target industries that might be able to take advantage of the county's assets. Those target industries were evaluated to determine the likelihood that they would either consider Will County for new investment, or that the potential for job creation and facilities would be significant enough to warrant a target marketing effort. The target industries will now be evaluated to determine their key employee job skills and education requirements, to aid the Workforce Investment Board of Will County in future program design and development to ensure a labor pool with the requisite skills.

Workforce Investment Board of Will County seeks to prepare for future growth by providing detail on emerging industries that will be advantageous for Will County today and will position the County for economic growth in the future and industries that recognize and address the County's strengths and weaknesses. This workforce analysis will accomplish both of these goals and will also focus on occupations in industries that can increase the average wages of Will County residents, position residents for value-added jobs, and expand on the County's competitive advantage.

REQUIRED PROJECT ACTIVITIES/OUTCOMES

The proposed project seeks to expand on and continue the work that was done in the two previous Targeted Industry and Workforce Analysis with the focus of this project being entirely the workforce analysis. The outcome of the activities in this project should be a drill down of the workforce analysis of the industries targeted in the Phase II project to identify future workforce challenges, requirements, and needs for the identified industries.

Specific project components may include:

1. Analysis of the current and future workforce (Supply Analysis)
 - Overall analysis of Will County's workforce and employment base. What are the skills of the people who work in current industries and what are the skills of the residents of the county? How do those two groups overlap? Including occupations, wages, education/experience levels of the current employment base and workforce.
 - Demographics of the workforce. Where is the workforce located geographically? What are the demographic characteristics of the workforce? What are the characteristics of the Will County labor

force? How do the two differ?

2. Analysis of the occupational and workforce needs of the targeted industries (Demand Analysis):
 - Targeted industry occupational structure, workforce challenges, requirements, and needs.
 - Wage Levels - Ability of targeted industries to raise the income levels of the County now and in the future.
3. Training provider identification and analysis
 - Current and future proposed training and educational capabilities.
 - Identification of the needs of the occupations in the Targeted Industries related to education and training.
 - Capacity of training providers to develop/enhance programs that create required skills for the targeted industries
4. Gap Analysis
 - Where are the gaps in the current skilled workforce availability?
 - Where are the gaps in training for future workforce development?

A complete project overview with all components should be outlined and included as part of a proposal.

Project Completion Date

The successful proposer will be expected to complete the project by June 30, 2010.

ELIGIBLE APPLICANTS AND REQUIREMENTS

All types of entities are eligible to submit proposals, including public, not-for-profit, and for-profit organizations. The applicant must be able to demonstrate previous experience, the capacity and the commitment to perform the activities required of this contract.

The procurement of proposals in response to this RFP is being undertaken in compliance with the Federal guidelines set forth in the "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments," (also known as the Common Rule) codified at 29 CFR Part 97 (97.22), and "Grants and Agreements with Institutes of Higher Education, Hospitals, and Other Non-Profit Organizations" (also known as OMB Circular A-

110).

CONTRACT AND AWARD NOTIFICATION

The Workforce Investment Board of Will County anticipates negotiating contracts and making an award in October 2009. As part of the negotiation process, grantees/contractors may be required to provide supplementary information and participate in a planning process that addresses issues such as reporting requirements, standard contractual requirements, additional contract requirements, etc.

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. The contract award will not be final until the Board has executed a contractual agreement. No program activity may begin prior to the execution of a contractual agreement between the successful bidder and the Board

Formal notification to award a contract and 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 of funds.

Applicants must be prepared to deploy services immediately following the award of a contract/grant. Contract/grant awards will be made for up to an initial 9 month period with the possibility of being extended for up to an additional 24-months depending upon the availability of funds, the contractor's performance, and the needs of the County.

The Workforce Investment Board of Will County reserves the right to award grant funds to proposers as they deem to be in the best interest of the residents and employers of Will County.

PROPOSAL GUIDELINES

Technical Specifications

- All proposals must be prepared on the forms provided in this Request for Proposals and submitted in duplicate, with ONE ORIGINAL AND ONE COPY, CLEARLY MARKED.
- The Proposal and attachments must also be submitted in one **SINGLE** electronic file (disk or CD) in Microsoft Word format. Disk/CD must be clearly labeled with the name of the proposer and key contact information.
- All proposals must be signed by authorized individual.
- A proposal is invalid if it was not received by 4:00 pm CDT on Tuesday, October 13, 2009 at the Workforce Investment Board, 214 N. Ottawa Street, 4th Floor, Joliet, IL 60432.
- All proposals must be formatted, organized and assembled as follows:
 - 8½ X 11 inch paper.
 - Single sided paper, single spaced.
 - Minimum 1 inch margins – top, bottom and sides.
 - Minimum 12 point font typeface.
 - Pages must be numbered and each page should have a footer with the name of the agency submitting the proposal.
 - Do NOT staple your proposal, bind it any way, or use dividers with tabs. Removable clips are acceptable.

Assembly/Organization:

1. Cover Sheet
2. Background of Organization
3. Narrative Description of Project
4. Organizational Chart including Staffing Plan and Staff Resumes
5. Project Schedule
6. Budget and Budget Narrative
7. References
8. Appendixes
 - Affirmative Action Policy Statement (Appendix A)
 - Certification Regarding Lobbying (Appendix B)
 - Certification Debarment, Suspension, etc (Appendix C)

Note: Any additional material provided by the applicant will **not** be included in the proposal evaluation. Therefore, all RFP requirements should be addressed within the narrative and required forms.

Proposal Content

The proposal content requirements follow. Proposals will be selected for funding based on the information provided and funding will be contingent on successful negotiations with the applicant and the provision of supplementary information.

1. Cover Sheet

The attached cover sheet must be fully completed and signed by an authorized agent of the organization.

2. Background of Organization

Provide a general description of the organization submitting the proposal that includes its purpose, size, length of time in business, and scope of activities currently performed. Explain experience or activities previously conducted, including experience providing similar services that demonstrate the organization's capability to successfully implement the proposed project.

This section should include an explanation of respondent's qualifications including:

- a. specific knowledge and experience in workforce analysis;
- b. other experience with economic development and workforce development initiatives;

3. Narrative Description of Project

Provide an overview of the process you propose to accomplish the outcomes outlined above. This section of the proposal should explain the services to be provided by the respondent and summarize the approach and methodology.

Provide a clear description of the proposed project which at a minimum includes:

- Workforce Supply Analysis
- Workforce Demand Analysis
- Identification and Analysis of Training Providers and Programs
- Gap Analysis and future training needs

4. Organization Chart, Staffing Plan, and Staff Resumes

Include information about the qualifications and experience of the individual(s) who will provide the consultation services; and expected project outcomes. A current organizational chart identifying all personnel positions and indicating which staff will be involved with this project should be included.

5. Project Schedule

A Project Schedule must be included in this section of your proposal. The project schedule should identify all critical activities that are necessary for successful implementation and administration of the project including project meetings and

activities. The project schedule should include timelines for the completion of activities and the number of hours to be devoted to each activity.

6. Budget and Narrative

Provide a budget for funds requested to support the project and an explanation of the costs. If the project will include a subcontractor, it should be noted as part of the narrative. All costs reflected in the budget must be necessary and reasonable. Costs may include, but are not limited to, staff salaries and benefits, equipment expenses, travel expenses, other costs associated with the project, and facilities and supplies.

A detailed budget narrative must be provided that includes an explanation of each budget category, including details such as staffing and services to be provided.

A fixed cost contract will be awarded with payment based on the completion of project activities and deliverables. The initial contract may be modified to include additional activities reasonably related to the project, with additional funding to support completion of those additional activities.

7. References

Included in this RFP is a reference form. Please fill out and complete this form citing three clients for which you have provided similar services.

8. Appendixes

Affirmative Action Policy Statement (Appendix A)

Certification Regarding Lobbying (Appendix B)

Certification Debarment, Suspension, etc (Appendix C)

RFP TIMETABLE AND EVALUATION CRITERIA

Questions and Answers

All questions regarding this RFP may be submitted via email to Pat Fera at pfera@willcountyillinois.com. Questions and responses and an electronic version of this RFP can be found at: <http://www.willcountyworkforceboard.com>

Deadline for Proposal Submission

Proposals will be due by 4:00 p.m. CDT on Tuesday, October 13, 2009 to the Workforce Investment Board of Will County, 214 N. Ottawa, 4th Floor, Joliet, IL 60432.

It is recommended that proposals be sent either by certified mail, express

delivery or hand-delivered. Facsimile copies or electronic copies of proposals will not be accepted. All proposals not received by the deadline will be returned unopened.

Evaluation Criteria

All proposals will be evaluated individually and as a group by the proposal review committee. A committee will rate proposals and may require interviews with proposers prior to making funding recommendations to the Workforce Investment Board.

The proposals will be reviewed to determine whether or not the provider meets the following minimum procurement requirements:

- The proposal was submitted on or before the closing date and time.
- The proposing organization is not on a Federal or State Debarment List.
- The proposing organization is fiscally solvent.
- The person signing the proposal as the submitting organization has the authority to do so.
- The proposing organization agrees to meet all Federal, State, and local compliance requirements.
- The proposing organization has a satisfactory performance record for previous contracts.
- The proposing organization has a satisfactory record of integrity, business ethics, and fiscal accountability.

All proposals submitted in response to this RFP will be evaluated and scored based on the criteria outlined below. The maximum number of points any proposal can receive is 100. Proposals must score a minimum of 70 points to be considered for a contract. The top scoring candidates may be required to participate in an on-site interview prior to the selection of the final proposal.

1. Background of Organization – 30 points

The description demonstrates that the organization's purpose is consistent with the proposed project and the organization has the experience and capacity to successfully implement and administer the project.

2. Narrative Description of Project – 40 points

Narrative Description - 25 points: The description clearly identifies project activities: project implementation; information about the qualifications and experience of the individual(s) who will provide the consultation services; and expected project outcomes. A current organizational chart identifying all personnel positions and indicating which

staff will be involved with this project should be included.

Project Schedule – 15 points: The Project Schedule delineates activities supporting implementation and administration of the project, identifies reasonable timeframes for the completion of activities, and identifies roles in execution of the project work plan.

4. Budget and Budget Narrative– 30 points

A budget is provided that identifies specific costs to be supported with requested grant funds. The budget and narrative support the overall price and reasonableness of the project’s cost and the overall cost effectiveness of the solution. The budget must include line item cost and a breakout and narrative to back-up any costs identified.

Costs may include, but are not limited to, staff salaries and benefits, equipment expenses; travel expenses, other costs associated with the provision of training, and facilities and supplies.

SELECTION OF CONTRACTORS

Selection of contractors 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.

This RPF 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 awards are contingent upon availability of funds.

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 bidders 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.

PROVISIONS

1. The release of this Request for Proposals does not commit the Workforce Investment Board of Will County to award a contract.
2. The Workforce Investment Board of Will County retains the right to accept or reject any or all proposals received, to negotiate with all qualified sources or to cancel in part, or in entirety, this Request for Proposals if it is in the Board's best interest to do so. The Board may require the selected bidders to participate in negotiations and to rewrite their applications as agreed upon during the negotiations.
3. The Proposer acknowledges the right of the Workforce Investment Board to reject any and all proposals for cause and to waive non-material informality or irregularity in any proposal received in whole or part as may be specified in the RFP.
4. The Workforce Investment Board of Will County may modify any portion or terms of this Request for Proposals and may solicit additional proposals as necessary.
5. All proposals will be subject to negotiation of terms, conditions, and amount.
6. The Board may choose not to award a contract to the bidders with the lowest costs or highest rating when taking into account other factors such as balancing services to customers, the services are not needed, the costs are higher than the Board finds reasonable in relation to the overall funds available, or past management concerns lead the Board to believe that the bidder cannot successfully carry out the services.
7. All proposals submitted will be subject to competitive review.
8. The Workforce Investment Board of Will County has the right to reject any and all proposals that do not follow the format instructions set forth by this Request for Proposals.
9. This request for proposals does not commit the Workforce Investment Board of Will County (Board) to award a grant, to pay for any costs incurred in the preparation of a proposal, or to procure a contract for services or supplies prior to issuance of a written agreement.
10. The signature on proposal documents must be that of an authorized representative of the organization. Any proposal not containing said signed documents shall be non-conforming and shall be rejected.
11. An officer of or agent of the proposing organization who is empowered to bind the bidder in a Contract shall sign the proposal and be responsible for any clarifications to that proposal. By submitting a proposal, the organization acknowledges that they have read and understand the Request for Proposal.
12. Where amounts are given in both words and figures, the words shall govern. If the amount is not written in words, the unit cost will take

- precedence over the extended price in a case of a discrepancy in the multiplication.
13. 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.
 - 14.
 15. In the event a proposer wishes to file a grievance in connection with the process, a grievance procedure is available and may be obtained from the Workforce Investment Board Office. Grievances related to this proposal must be filed in writing within 10 days of receipt of notification of award or non-award. Grievances must comply in all other respects to the information requested and service requirements as stated in the Workforce Investment Board grievance policy.

CONTRACT REQUIREMENTS

1. The applicant's proposal will become part of the contract/grant award. Portions of the proposal may be revised to reflect agreements reached as part of the negotiation process. The contract/grant includes reporting requirements, to be determined by the Workforce Investment Board of Will County.
2. Proprietary rights to all data, materials, documentation and products originated by and prepared pursuant to the contract shall belong exclusively to The Workforce Investment Board of Will County. The contractor will acknowledge and agree that any Product and/or Deliverable created hereunder shall be considered a "work made for hire" and all rights to said Product and/or Deliverable shall belong exclusively to the Workforce Investment Board of Will County. The contractor further will agree to execute whatever documents are necessary to legally transfer ownership. For any software created under this Agreement as part of the Products and/or Deliverables, the contractor agrees to provide the software source code in both human and machine-readable format.
3. The contractor will be prohibited from disseminating products and information developed under the grant without the prior written consent of the Workforce Investment Board of Will County.
4. Bidders selected must operate according to the federal Workforce Investment Act legislation, the American Recovery and Reinvestment Act, all applicable federal regulations, State of Illinois regulations and policies, and local Workforce Investment Board policies and procedures.
5. Bidders selected for funding must also ensure compliance with the following, as applicable: US 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, A87, A-110, A-122, and A-133 as applicable.

6. This program is subject to the provisions of the Jobs for Veterans Act, Public Law 107-288.
7. Bidders selected 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.

Proposal Cover Sheet

Name of Organization:	Federal Employer ID:	
Address:	Phone:	
Contact Person:	Title:	
Email:	Fax:	
Total Budget Request:		
Proposal Title:		
Legal Status (circle one):		
Public Agency	Private Nonprofit Corporation	Private for Profit Corporation
Governmental Unit	Educational Entity	Other _____
Statement of Certification		
<p>The applicant certifies that the information provided in this 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.</p>		
<hr style="border: none; border-top: 1px solid black;"/>	<hr style="border: none; border-top: 1px solid black;"/>	
Authorized Signer (Name Typed)	Authorized Signature	
<hr style="border: none; border-top: 1px solid black;"/>	<hr style="border: none; border-top: 1px solid black;"/>	
Authorized Signer's Title	Date Signed	

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 _____ (representative 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.

**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).

Request for Proposal
Workforce Analysis

**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