

Request for Proposal (RFP)

Issued by:

Business Employment Skills Team, Inc.
3691 Cougar Drive
Peru, IL 61354

For:

North Central Illinois Works
Bureau, LaSalle, Lee and Putnam Counties

Program:

North Central Illinois Works Youth Council
WIA Youth Project

Date Issued:

February 16, 2010

Due Date:

March 25, 2010

Limitations:

This RFP does not commit BEST, Inc. or NCI Works 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 Becky Lambert, Business Employment Skills Team, Inc. at 815-224-7930.

Evaluation and Review:

Proposals will be evaluated according to the criteria attached in this packet and only in accordance with the written material submitted in the proposal.

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I. General

A. History

The Workforce Investment Act was passed into law on August 7, 1998. The purpose of this legislation is to enable states and local areas to develop unified workforce investment systems that will “increase the employment, retention, and earnings by participants, and, as a result, improve the quality of the workforce, reduce welfare dependency, and enhance the productivity and competitiveness of the Nation.”

Section 129 of WIA specifically outlines activities that focus on longer-term academic and occupational learning opportunities for eligible youth. The Youth Council of North Central Illinois Works is interested in funding projects that will incorporate these activities and will be tailored to meet the needs of youth in Local Workforce Investment Area 12 (LWIA 12).

B. Intent and Purpose of the Request for Proposal

The Workforce Investment Act expands available services to youth, including youth development activities that provide a holistic approach to meeting the needs of this emerging population. In the past the Job Training Partnership Act (JTPA) and the Comprehensive Employment and Training Act (CETA) had targeted services to youth in the area of employment and training activities. The WIA Youth Program encourages local projects that address the needs of eligible youth and support all aspects of the youth’s life while also preparing him/her to succeed in the world of work.

The services provided through this RFP may target **in-school youth** or out-of-school youth between the ages of **16** and 21 who are from families that are at or below 70% of the lower living standard. In addition, they must fall into one or more of the following categories: deficient in basic literacy skills, school dropout, foster child, pregnant or parenting, offender, or an individual who requires additional assistance to complete an educational program or to secure and hold employment. Definitions for these and other terms can be found in Attachment A. to this RFP.

The strategy for the out-of-school youth is shaded towards employment experiences and opportunities. To carry out this strategy, the following goals have been identified in LWIA 12:

1. To encourage school drop-outs to return to school or attain a GED certificate
2. To encourage post-secondary school training where appropriate
3. To provide adequate preparation for entry into the workforce through:
 - a. Exposure to labor market/career exploration information
 - b. Work readiness instruction **including soft skills**
 - c. Internships and paid work experience
 - d. Building social interactions skills such as self-esteem, communication, teamwork, etc.

For in-school youth the major focus will be to **complete the in-school youth service plan:**

1. To encourage secondary school completion or attainment of a GED certificate.
2. To encourage post-secondary training.
3. To provide adequate preparation for entry into the workforce through:
 - a. Exposure to labor market/career exploration information
 - b. Work Readiness instruction
 - c. Job shadowing or internships
 - d. Building social interaction skills such as self-esteem, community teamwork, etc.

C. Funding

A portion of our Youth WIA funding will be used to accomplish the purpose of this RFP. Bidders may apply for one or more WIA Youth Projects. Every effort will be made to award contracts for any and all projects deemed as meeting the intent of this RFP. In the event that the total amount of successful projects exceeds the amount of funding initially set aside for this purpose, one or more successful bidder(s) may be asked to negotiate the costs of the project(s).

D. Duration

Projects should be planned to begin on or shortly after July 1, 2010 and end on or before June 30, 2011. An extension of up to one year may be granted if the need for the project continues to exist, the provider is on target to meet project goals and applicable WIA performance measures, adequate funding is available and approval is granted by NCI Works.

E. Inquiries

Any inquiries should be addressed to Becky Lambert of Business Employment Skills Team, Inc. at (815) 224-7930.

F. Submittal/Proposal

The bidder will submit seven (7) copies of the proposal, with one (1) original signature, to the following address:

NCI WORKS Youth Council
c/o Business Employment Skills Team, Inc.
3691 Cougar Drive
Peru, IL 61354

Proposals must be received **by 3:00 p.m. on March 25, 2010**. Any proposal received after the deadline will not be reviewed. Proposals will not be accepted by fax.

II. Project Description

As stated earlier, Section 129 of WIA specifically outlines allowable activities for eligible youth. These 10 program elements are:

- Tutoring, study skills training, and instruction leading to secondary school completion, including dropout prevention strategies;
- Alternative secondary school offerings;
- Summer employment opportunities directly linked to academic and occupational learning;
- Paid and unpaid work experiences, including internships and job shadowing;
- Occupational skill training;
- Leadership development opportunities, which may include such activities as positive social behavior and soft skills, decision making, team work, and other activities;
- Supportive services;
- Adult mentoring for a duration of at least twelve (12) months, that may occur both during and after program participation;
- Follow-up services for at least 12 months after completion of participation;
- Comprehensive guidance and counseling, including drug and alcohol abuse counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth.

In order to be considered for award, proposals must address all ten of these required elements, and indicate whether the bidder intends to provide them directly or in partnership with another partner agency/institution. In the latter case, the proposal must describe in detail how the youth will access the service/activity and how the services will be provided. Please note that the entire work experience component (including the number of hours a youth will be assigned to work at a worksite) as identified above will be the responsibility of Business Employment Skills Team, Inc. Also, BEST, Inc. provides supportive services and follow-up services. Proposals need only address these program elements if they will be linked to the project. Any of the services and activities that will be offered may be made available only to eligible youth who live in Bureau, LaSalle, Lee and/or Putnam Counties, although it is entirely possible that the proposed project will target only a portion of this geographic area. In order to assure that all youth in LWIA 12 have the same opportunity to benefit from any WIA-funded programs, North Central Illinois Works encourages respondents to this RFP to propose projects that will cover as much of the four-county area as possible.

Youth to be served in a project will be enrolled in the WIA Youth Program and must meet the eligibility guidelines listed on Attachment A of this proposal. BEST, Inc. staff will be responsible for eligibility determination, objective assessment, development of individual service strategies and final determination of appropriateness for project. The total number of youth participating in the project will vary according to services to be provided and the youth determined to be in need of those services.

Project proposals will contain the following:

1. Well defined mission statement
2. Written job description(s) for any staff that will be a part of this project. An explanation of how each position will coordinate with the BEST, Inc. Youth Specialists should also be included.
3. The screening process and suitability criteria for selection of staff. This could include character references, child abuse or sexual offender check, driving record and criminal record check, personality profile, skills identification, level of education, career interest and the ability to understand the needs of WIA-eligible youth.
4. **A detailed plan for recruiting and referring eligible youth to participate in the project. Include the anticipated number of youth to be served by this project and the expected outcomes to be achieved by the end of the project. Projects intended to serve both in-school and out-of-school youth must include a minimum service level of 70 % out-of-school youth. If WIA re-authorization reflects a change in out-of-school minimum service level, the contract will be modified accordingly. If applicable, indicate if any of the youth to be served in this project will be carried over from a current or previous project. Provide the number, status (in-school vs out-of-school) and anticipated outcomes for these youth. NOTE: Previous experience with WIA-funded projects shows that in order to achieve planned enrollment numbers, at least 2 – 3 times that number of youth should be recruited/referred to the project.**
5. An Operational Plan that addresses the following areas:
 - *Level of commitment* to the project, such as time, staff, in-kind service, and/or agency's other resources
 - *Identification and description* of the ten WIA youth activities that will be used directly in the project, as well as those that will be indirectly linked to it
 - *Documentation* for recording direct contact with the youth, as well as contact between project staff and BEST, Inc. staff. BEST, Inc. Case Managers will meet with and provide the project staff with the goals and objectives that have been developed for each youth in their Individual Service Plan.
 - *Quarterly reporting*, both content and format, that outlines project activity, progress to date and at least one success story to be submitted by project staff.
 - *Orientation* for youth that provides a project overview, outlines expectations, restrictions, accountability, benefits and rewards. BEST, Inc. Youth Case Managers will assist in the development of the orientation.
6. Goals and Objectives of the project and their relationship to the goals identified for WIA-eligible youth. The proposal must also explain how these goals and objectives will lead toward the attainment of the federally-established performance measures included in Attachment B. By their very nature, not all of the performance measures will necessarily apply to the outcomes of the successful project(s). However, **any and all** of the measures that will be impacted by the outcomes of this project will

apply and will become part of the conditions of the contract between the provider and North Central Illinois Works Youth Council.

If the project intends to serve youth who are basic skills deficient, and the proposer determines deficiency based on the inability to function on the job or in society rather than on the 8.9 grade-level criterion, very specific and measurable goals and objectives must be established and described in the proposal.

NOTE: At the time of issuance of this RFP the Workforce Investment Act is still awaiting re-authorization. If, at any time during PY10, changes occur in program design, performance, or funding level due to passage of the WIA Reauthorization or other significant regulation change, BEST, Inc. retains the right to adjust the contracts accordingly.

III. Contract and Proposal Information

- A. Bidders are required to follow the guidelines contained in this document in preparing response proposals. Guidelines address both the structure and the content of the proposal. Proposals not adhering to the guidelines and/or instructions may not be reviewed or considered for selection.
- B. **All** proposals submitted in response to this RFP will be subject to review by a committee comprised of Youth Council members and BEST, Inc. staff. Final approval for any and all youth projects is the responsibility of NCI Works.
- C. This RFP does not commit BEST, Inc. to award a contract, to pay any costs incurred in the preparation of a proposal, or to procure or contract for services or supplies prior to issuance of a written contract document.
- D. Bidders shall supply seven (7) copies of the proposal with one containing original signatures.
- E. Proposals submitted in response to the RFP and not selected for funding will not be returned.
- F. The final proposal, including any revisions made as a result of negotiations or modifications, submitted by the selected bidder (contractor) will become part of the contract with BEST, Inc.
- G. Proprietary rights to all data, materials, documentation, and products originated by and prepared for BEST, Inc. pursuant to the contract shall belong exclusively to BEST, Inc.
- H. The contractor will be prohibited from disseminating products and information developed under the contract without the prior written consent of BEST, Inc.
- I. BEST, Inc. will meet with the selected bidder prior to finalizing the contract. The purpose of the meeting will be to make sure both parties share the same understanding of the project goals, activities, outcomes, billing schedule and billing submittal procedures. If the contract is with a school, a copy of the ADA compliance letter will be required at this meeting for the contract.
- J. The Executive Director of BEST, Inc. is authorized to accept, modify and approve or reject the services furnished by the contractor.
- K. The contractor shall provide written progress reports to BEST, Inc on a quarterly basis. These reports are due on the fifteenth day following the end of the quarter. (i.e. 10/15, 1/15, 4/15, 7/15). Such reports will address the contractor's progress in completing project activities. Oral and/or other written communication to project liaison during the contract period is encouraged as well.

- L. Payment for services provided under the contract shall not be construed as evidence of the BEST, Inc. acceptance of the project deliverables, as identified in Section II and described in Section IV. E. of this RFP. The contractor will provide copies of all written deliverables in draft and final form to BEST, Inc. Should BEST, Inc. reject any or all of the project deliverables, the Executive Director will notify the contractor in writing and cite the reasons for the rejection. The right to reject the report shall extend throughout the term of the contract and for ninety (90) days after the contractor submits the final billing for payment.
- M. The contract may be modified to include additional tasks reasonably related to the initial project with necessary funding to support completion of those additional tasks provided as appropriate. Requests for any modification to the original contract must be submitted in writing to the Executive Director of BEST, Inc. In accordance with established policies concerning modifications, this request will either be approved by the Executive Director of BEST, Inc. or presented to the Youth Council for review at its next regularly scheduled meeting. Final approval of modifications requiring formal action will be the authority of NCI Works.
- N. The contractor will make every effort to meet or exceed all applicable WIA performance measures. If monitoring results or other programmatic reviews by the staff of BEST, Inc. indicate that the contractor may not meet these goals, a corrective action plan may be requested to address problems and/or deficiencies.
- O. The Youth Council of North Central Illinois Works retains the right to accept or reject any or all proposals received. It also retains the right to negotiate with any qualified party, or to cancel in part or in its entirety this RFP process if that action would be determined to be in the best interests of the Youth Council of North Central Illinois Works.
- P. If 50% of the planned numeric goals as identified in Section II Program Design and described in Section IV. E. Narrative Description is not achieved by the end of the second quarter of the Program Year, the agreement, including the contract amount is subject to re-negotiation unless acceptable justification can be provided by the contractor.**
- Q. The contract will be on a cost reimbursement basis.
- R. The contractor and participants will be required to attend the NCI Works “Work in the Real World” if and when the event takes place. Work in the Real World is a career awareness forum that offers manufacturing, logistics and healthcare employers the opportunity to share information on their companies, jobs and employment expectations with their future workforce.

IV. Guidelines for the Preparation of the Proposal

The proposal **must** be typewritten, on one side of standard sized (8-1/2" x 11") unruled paper. All proposals **must** be assembled according to the following outline:

- A. Cover Sheet
- B. Table of Contents
- C. Executive Summary (1- 2 pages)
- D. Information on Bidder
- E. Narrative Description
- F. Past Demonstrated Effectiveness
- G. Cost Information
 - 1. Budget Worksheets
 - 2. Certification/Agreement Sheets

Please read and follow the guidelines. Proposals that are not in compliance with the guidelines provided in this RFP may not be considered for funding. Specifications along with comments and suggestions that will appear in *italicized* print are presented on the following pages.

Although BEST, Inc. reserves the right to negotiate the price and terms of any proposal, bidders should submit their proposals on the basis of their best offer since an award may be made solely on the initial submission.

A. Cover Sheet

- 1) Complete all items of information on the cover sheet.
- 2) Include the cover sheet as the first item in the proposal

Comments and Suggestions: The cover sheet is the identification tag for the proposal. Be sure that all the information has been completed accurately.

B. Table of Contents

- 1) Indicate all headings and subheadings with appropriate page numbers.
- 2) List all appendices by title and page number. For ease of the reviewer, appendices should be inserted at the end of the appropriate section rather than at the end of the entire proposal.

C. Executive Summary

Prepare a brief (1-2 pages) abstract that summarizes the **key** points regarding the completion of this project.

Comments and Suggestions: The summary is probably the first thing that will be read. It should be clear, concise and specific. It should identify the proposer, the activities and services, the number of youth by in-school and out-of-school designation, and the projected cost for the project. It should also briefly describe the approach for performing project activities and producing the project deliverables identified in Section II. This section is not intended to provide detailed information regarding delineation of tasks to support completion of the project - this type of detailed information should be provided in part E of the proposal.

D. Information on Bidder

- 1) Provide an explanation of the bidder's experience and background which demonstrates that it has the necessary expertise to successfully carry out the objectives and achieve the goals of the proposed project. Additionally, indicate any experience or the extent to which the organization is familiar with a) the WIA program and related regulations, and b) strategies and/or program design for serving youth.
- 2) Provide information as to the organization's size and structure as well as the length of time in business. If applicable, indicate if organization is a minority or female owned and operated business.
- 3) Provide brief resumes indicating qualifications of staff members to be assigned to perform services requested. Identify the individual to serve as project liaison.

- 4) Indicate the number of hours each staff assigned to the project will devote to the project.
- 5) Identify references who can be contacted regarding the organization's quality of work on similar projects and capabilities in general.
- 6) Provide a time line demonstrating the planning, implementation and completion of the project.

Comments and Suggestions: This section primarily serves to provide assurances to North Central Illinois Works, the Youth Council and BEST, Inc. that the selected bidder will provide quality services. Specifically, that personnel designated to complete the project and accomplish project deliverables possess the necessary qualifications and experience.

E. Narrative Description

This section should provide a detailed narrative description of the entire project. Specifically, it should describe how each of the 10 program elements listed in Section II (Project Description) will be delivered and how the outcomes within those activities will be achieved. This section should also address how the goals and objectives listed in Section II. B. 6 will be achieved. A Project Schedule should be included which will provide a time line for planning, implementing and completing the project. This schedule will also be utilized to detail the sequence in which the desired activities and services will be completed.

The Narrative Description should indicate the planned number of youth to be served by the project. Projects that will be serving both in-school and out-of-school youth should provide a breakdown of the number to be enrolled from each category. (The definition of “out-of-school” youth can be found in Attachment A. Any youth not meeting the definition of out-of-school youth will be considered an in-school youth.) Proposals should indicate an enrollment schedule, including the final date new enrollments will be accepted into the project.

In order to make sure that eligible youth are provided every opportunity to succeed, it may be necessary to continue the enrollment of a youth into a following year’s project. If the proposer is going to exercise this option, a brief description of the following should be included in the narrative:

1. The number of youth who will be “carried in” from the previous year’s project
2. The reason why additional time and services are needed
3. The ongoing/additional services that will be provided and how they will benefit the youth
4. The outcomes/goals that are expected to be achieved as a result of continuing enrollment, as well as an estimated completion date for achieving them.

Comments and Suggestions: Projects intended to serve only out-of-school youth will be given the highest priority for award; those intended to serve both in-school and out-of-school youth will be given second priority. Bidders should be realistic in their planned enrollment schedules since the contract may be subject to re-negotiation if 50% of planned numeric goals is not achieved by the end of the second quarter of the Program Year.

F. Past Demonstrated Effectiveness

The proposer should provide a brief description of the previous project(s) administered under the Workforce Investment Act, including the following:

- 1) Evidence (e.g., numeric data, achievements, success stories, etc.) that the previous project’s stated goals and any applicable WIA Performance Measures were achieved. If the project is not yet completed, present an assessment of the status towards meeting the project’s stated goals and any applicable WIA Performance Measures. (NOTE: If WIA Performance Measures apply, results must be included, either by the bidder or by the BEST, Inc. Project Liaison.)
- 2) Changes, if any, that will be made to the way services were delivered in the previous project(s) and explain how those changes will contribute to increased successful outcomes for the youth in the proposed project. (This section MUST be completed if project goals and/or WIA Performance Measures were not achieved.)

G. Cost Information

- 1) Using the forms in Section V. Budget Worksheets, develop a budget that supports the proposed cost for performing project activities and completing project deliverables. Include both the total hours and the hourly rate for each staff position under this project.
- 2) Provide a statement that recognizes invoices for payment will be submitted on a monthly basis unless prior approval for an alternative schedule is obtained from the grantor. Include a payment schedule of estimated expenditures by quarter. The schedule should clearly reflect payments for the period of July 1, 2008 through June 30, 2009.

EVALUATION CRITERIA

Evaluation of each proposal will be based on the following criteria:

• Adherence to RFP guidelines	Required for Consideration
• Project Content	40 Points Maximum
• Information on the Bidder	20 Points Maximum
• Past Demonstrated Effectiveness *	20 Points Maximum
• Cost Competitiveness	20 Points Maximum

Each proposal will be independently evaluated by a committee of Youth Council Members and BEST, Inc. staff. * The section Past Demonstrated Effectiveness will be evaluated by BEST, Inc. staff only. Projects that will not be required to complete this section of the narrative will be rated on a total of 80 points rather than 100 points.

**Youth Program
Proposal Cover Sheet**

Name of Organization	
Mailing Address	
City, State, Zip Code	
Telephone Number	
Fax Number	
E-Mail Address	
TDD/TTY Number	
Organization's FEIN	
Project's Contact Person (Name & Title)	
Name/Title of Person Authorized to Negotiate Contract	
Telephone Number	
Name/Title of Person Authorized to Sign Contract	
Telephone Number	

I hereby certify that, to the best of my knowledge, this proposal is complete and complies with the requirements of the Request for Proposal (RFP). The submission of this proposal has been authorized by the governing body of this organization.

Authorized Signature _____ Date _____

CONDITIONS/ASSURANCES

In submitting this proposal, the respondent must agree to follow and abide by the conditions/assurances stated below. Please read each item carefully and sign where indicated. ***Include this section in your submission.***

- 1) BEST, Inc. reserves the right to reject any and all proposals which are not complete or not prepared in accordance with RFP guidelines.
- 2) BEST, Inc. retains the right to accept or reject any or all proposals received in whole or in part, to negotiate with any qualified sources, or to conceal in whole or in part proposals if it is in the best interest of BEST, Inc. to do so. BEST, Inc. will require selected respondents to participate in contract negotiations should they be necessary.
- 3) The submission of a proposal does not commit BEST, Inc. to award a contract or to pay any costs incurred in the preparation of a proposal, or to procure or contract for services or supplies prior to the issuance of a signed contract.
- 4) The contents of proposals submitted will become part of any contract award.
- 5) Proprietary rights to all products, data, materials, and documentation originated and prepared pursuant to a contract shall belong exclusively to BEST, Inc.
- 6) Contractors will be prohibited from disseminating products developed under contract with BEST, Inc. without prior written consent.
- 7) Contractors must participate in project reporting, evaluation, and monitoring required or conducted by BEST, Inc.
- 8) Contractors will be required to adopt the BEST, Inc. Grievance Procedures.
- 9) The Contractor shall operate and comply with the project described in the proposal, which will be included as a part of the contract. Any deviation from the project as defined in this proposal must be approved in writing by BEST, Inc. Failure to gain such written approval shall constitute breach of contract. In the event of breach of contract, BEST, Inc. reserves the right to impose sanctions as deemed appropriate.
- 10) **All** funds received pursuant to this contract must be used exclusively for the proposed project. Any expenditures or performances that exceed those agreed to in the contract are the sole responsibility of the contractor and shall not entitle him/her to additional payments or benefits.
- 11) The Contractor shall inform BEST, Inc. in writing regarding the receipt of additional funding that may have an affect upon the provision, quality, or costs of providing services under this contract. BEST, Inc. retains the right to disapprove or renegotiate project costs based upon receipt of this information.
- 12) The Contractor agrees to permit BEST, Inc. or any of its authorized agents full access to and the right to examine any pertinent books, documents, papers, and records involving transactions related to the funding of this project as often as deemed necessary.
- 13) The Contractor must agree to hold BEST, Inc. and the Federal and State Governments harmless from liabilities arising from bodily injury, illness or damage of losses to person or property, or claims arising out of any activity under a WIA contract.

- 14) The Contractor agrees to maintain record confidentiality as required. The Contractor also agrees to retain all records pertinent to this project for a period of five (5) years from the date of final contract payment or until pending matters of litigation, audit, or other related claims are resolved. This includes but is not limited to financial, statistical and participant records and supporting documentation.
- 15) The Contractor must be able to maintain control over the accountability for all WIA funds received. The Contractor's financial management system must be able to provide for accurate, current, and complete disclosure of all project costs/expenditures.
- 16) The Contractor certifies that it possesses the legal authority to apply for WIA funds, enter into any contract awarded and execute the proposed project.
- 17) The contracting organization agrees to comply with all Federal and State non-discrimination provisions. Specifically, upon receiving funding under the WIA program, the contractor agrees that it will not discriminate on the basis of race, color, creed, religion, age, sex, physical or mental ability, marital status, arrest or conviction records (whenever appropriate), national origin, political affiliation, veteran status, or for persons with AIDS or HIV infection.
- 18) The Contractor agrees to meet all of the requirements or Section 504 of the Rehabilitation Act of 1973.
- 19) The Contractor agrees to meet all applicable labor laws, including Child Labor Law standards.
- 20) The Contractor affirms that it is not on any Federal, State of Illinois or local Debarment List.
- 21) 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. Please note that, to obtain priority service, a veteran must meet the program's eligibility requirements. ETA Training and Employment Guidance Letter (TEGL) No. 5-03 (September 16, 2003) provides general guidance on the scope of veterans priority statute and its effect on current employment and training programs.
- 22) Any non-expendable personal property (equipment and other personal property of a tangible nature having a useful life of more than one (1) year and having an acquisition cost of \$300.00 or more) to be purchased with funds from this grant **must** be approved by BEST, Inc. **prior** to purchase. The item(s) remains the property of BEST, Inc. and is subject BEST, Inc. inventory controls. This includes items such as computers, printers, and furniture. Upon completion of the grant, this equipment will be retrieved by BEST, Inc.

Signature

Date

Name of Authorized Representative

Title

V. Budget Information Worksheets

Please include the completed Fiscal Questionnaire and all Budget Worksheets with your proposal. Specific instructions are provided on appropriate forms.

V. Budget Information Worksheets

FISCAL QUESTIONNAIRE

1. Name/Title of person(s) responsible for bookkeeping, billing, record-keeping and reporting relative to this project:

2. Are all persons responsible for fiscal matters bonded? Yes No

If "yes", name of bond carrier: _____

3. Has any officer of your agency ever been convicted of fraud or embezzlement?

Yes No

If "yes", please explain: _____

4. Does your agency have written guidelines for fiscal management? Yes No

5. List the control ledgers/journals and any subsidiary registers or books of accounts used by your agency:

6. Does your agency maintain a general liability or other type of insurance policy that will hold BEST, Inc. harmless from liabilities arising from bodily injury, illness, or other damages or losses of person or property, or any claims arising out of any activity under a WIA contract or agreement?

Yes No

Budget Information Summary
Enter total funding requested from each separate worksheet

	Funding Request	In-Kind	Total
Personnel			
Fringe Benefits			
Travel			
Program Costs			
Total			

1. Personnel Budget Worksheet

Cost for personnel who are directly involved with the project. Under payment schedule, note method of payment (monthly, bi-monthly, weekly)

Convert salary to hourly rates

Position	Payment Schedule	Hourly Rate	Number of Hours Per Weeks (WIA)	Number of Weeks	Total Charged to WIA
Total Personnel					

Please Note: Signed timesheets will be required of all employees paid with WIA funds. The timesheets will reflect total hours worked, itemized by WIA Hours and Other Hours at a minimum.

2. Fringe Benefits Worksheet

Benefit	Rate %	Total WIA Salary	Total
FICA			
Worker Compensation			
Unemployment Insurance			
Health & Life Insurance			
Retirement			
Other (Specify)			
Other (Specify)			
Total Training Fringe Cost			

3. Travel Budget Worksheet

Staff Travel Costs

Mileage _____ per mile X _____ # of Miles = _____

Staff Travel Costs

Mileage _____ per mile X _____ # of Miles = _____

Total Travel

Mileage _____ per mile X _____ # of Miles = _____

4. Program Costs Budget Worksheet

Costs Items	Funding Requested
Training Facility	
Rent/Usage Fee	
Utilities	
Telephone	
Postage	
Printer/Copier	
Office Supplies	
Equipment Rental (Attach list of equipment to be leased or for which usage allowance will be billed. No purchases allowed with RFP funds)	
Training and Instructional Aids to be Used by the Youth	
Meeting Costs (Costs associated with the orientation meeting and any other group program meetings)	
In-Service Costs (Costs associated with In-Service Training of Staff)	
Other Costs (Attach a list of any other expenses not included above. Specify the cost for each additional item)	
Total Program Costs	

5. In-Kind Contributions Budget Worksheet

List any In-Kind costs your agency is willing to contribute

Item	Costs
Personnel	
Fringe Benefits	
Travel	
Program Costs	
Total	

**PART VI
STATE OF ILLINOIS REQUIRED
CERTIFICATIONS**

The Grantee makes the following certifications as a condition of this Agreement. These certifications are required by State statute and are in addition to any certifications required by any federal funding source as set forth in this Agreement. Grantee's execution of this Agreement shall serve as its attestation that the certification made herein are true and correct.

6.1 Compliance with Applicable Law. The Grantee certifies that it shall comply with all applicable provisions of Federal, State and local law in the performance of its obligations pursuant to this Agreement.

6.2 Unemployment Insurance. Grantee certifies that:

_____ It has an Illinois Unemployment Insurance Account Number and that said number is _____ or

_____ It does not have an Illinois Unemployment Insurance Account Number for the following reason(s):

If the Grantee has an Illinois Unemployment Insurance Account Number, it certifies that it is not delinquent in the payment of Unemployment Insurance contributions, payments in lieu of contributions, penalties and/or interest, nor does it owe any sums to the Department of Employment Security because of overpaid unemployment insurance benefits. Grantee further certifies that Grantee's Federal Employer Identification Number (FEIN) set forth in the Notice of Grant Award is the same number that Grantee has supplied to IDES for unemployment insurance purposes. If, for any reason, the FEIN the Grantee has supplied for unemployment insurance purposes changes, the Grantee will immediately notify the Department of Employment Security of the new FEIN, in writing, by telefacsimile sent in care of the Office of Legal Counsel at (312) 793-2164, with such notice to include reference to the Grant number assigned to this Grant Agreement; upon receipt of such notice, all further payments under this grant shall be processed under the new FEIN. Grantee hereby acknowledges that to the extent allowable by applicable federal laws and regulation, the State shall have the right and the Grantee authorizes the State to withhold from any sum or sums due otherwise payable pursuant to this Grant Agreement the overpaid benefits under the Unemployment Insurance Act, and may apply the amount so withheld toward satisfaction of any such past due contributions, payments in lieu of contributions, penalties and/or interest or overpaid benefits.

6.3 Bid-Rigging/Bid-Rotating. The Grantee certifies that it has not been barred from contracting with a unit of State or local government as a result of a violation of Section 33E-3 or 33E-4 of the Criminal Code of 1961 (720ILCS 5/33 E-3 and 5/33 E-4).

6.4 Default on Educational Loan. The grantee certifies that this Agreement is not in violation of the Educational Loan Default Act (5 ILCS 385/3) prohibiting certain contracts to individuals who are in default on an educational loan.

6.5 Americans with Disabilities Act. The Americans with Disabilities Act (ADA) (42 U.S.C. 12101 et. seq.) and the regulations thereunder (28 CFR 35.130) prohibit discrimination against persons with disabilities by the State, whether directly or through contractual arrangements, in the provision of any aid, benefit or service. As a condition of receiving this grant, the Grantee certifies that services, programs and activities provided under this Agreement are, and will continue to be, in compliance with the ADA.

6.6 Drugfree Workplace Act. The Grantee certifies that:

- A) _____ It is a Corporation, Partnership, or other entity (other than an individual) with 24 or fewer employees at the time of execution of this Agreement.
- B) _____ That the purpose of this grant is to fund solid waste reduction.
- C) _____ It is a Corporation, Partnership, or other entity (other than an individual) with 25 or more employees at the time of execution of this Agreement, or
- D) _____ That it is an individual.

If Option “A” or “B” is checked, this Agreement is not subject to the requirements of the Act.

If Option “C” or “D” is checked and the amount of this grant is five thousand dollars (\$5,000.00) or more, the Grantee is notified that the Drugfree Workplace Act (30 ILCS 580/1 et. seq.) is applicable to this Agreement, and the Grantee must comply with the terms of said Act, as set forth below:

Grantee will provide a drugfree workplace by:

- (a) Publishing a statement:
 - (i) Notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, including cannabis, is prohibited in the Grantee’s workplace.
 - (ii) Specifying the actions that will be taken against employees for violations of such prohibition.
 - (iii) Notifying the employee that, as a condition of employment on such grant, the employee will:
 - (A) abide by the terms of the statement; and
 - (B) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
- (b) Establishing a drug free awareness program to inform employees about:
 - (i) the dangers of drug abuse in the workplace;

- (ii) the Grantee's policy of maintaining a drug free workplace;
 - (iii) any available drug counseling, rehabilitation and employee assistance programs;
and
 - (iv) the penalties that may be imposed upon an employee for drug violations.
- (c) Providing a copy of the statement required by subparagraph (a) to each employee engaged in the performance of the grant and to post the statement in a prominent place in the workplace.
 - (d) Notifying the granting agency within ten (10) days after receiving notice, under Part (B) of paragraph (iii) of subsection (a) above, from an employee or otherwise receiving actual notice of such conviction.
 - (e) Imposing a sanction on, or requiring the satisfactory participation in, a drug abuse assistance or rehabilitation program by any employee who is so convicted, as required by Section 5 of the Drugfree Workplace Act, 30 ILCS 580/5.
 - (f) Assisting employees in selecting a course of action in the event drug counseling, treatment and rehabilitation are required and indicating that a trained referral team is in place.
 - (g) Making a good faith effort to continue to maintain a drugfree workplace through implementation of the Drugfree Workplace Act, 30 ILCS 580/5.

If Grantee is an individual, it certifies that it will not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the performance of this Agreement.

6.7 Anti-Bribery. The Grantee certifies that neither it nor its employees have been convicted of bribing or attempting to bribe an officer or employee of the State of Illinois, nor has Grantee or any of its employees made an admission of guilt of such conduct which is a matter of record as defined in the Illinois Procurement Code (30 ILCS 500 et. seq.).

6.8 Discrimination/Illinois Human Rights Act. The Grantee certifies (i) that it will not commit unlawful discrimination in employment in Illinois as that term is defined in Article 2 of said Act; (ii) that it will comply with the provisions of Article 5 of the Act regarding equal employment opportunities and affirmative action; and, (iii) that it will comply with policies and procedures established by the Department of Human Rights under Article 7 of the Act regarding equal employment opportunities and affirmative action.

The Grantee further certifies that, if applicable, it will comply with "An act to prohibit discrimination and intimidation on account of race, creed, color, sex, religion, physical or mental handicap unrelated to ability or national origin in employment under contracts for public buildings or public works." (775 ILCS 10/0.01 et. seq.).

6.9 Sexual Harassment. The Grantee certifies that it has written sexual harassment policies that shall include, at a minimum, the following information: (i) the illegality of sexual harassment; (ii) the definition of sexual harassment under State law; (iii) a description of sexual harassment, utilizing examples; (iv) the Grantee's internal complaint process including penalties; (v) the legal recourse, investigative and complaint process available through the Department of Human Rights and the Human

Rights Commission; (vi) directions on how to contact the Department and Commission and, (vii) protection against retaliation as provided by Section 6-101 of the Illinois Human Rights Act (775 ILCS 5/2-105 (B)(5)). A copy of the policies shall be provided to the Department upon request.

6.10 International Anti-Boycott Certification. The Grantee hereby certifies that neither the Grantee nor any substantially owned affiliate company of the Grantee is participating or will participate in an international boycott, as defined by the provisions of the U.S. Export Administration Act of 1979, or as defined by the regulations of the U.S. Department of Commerce, promulgated pursuant to that Act (30 ILCS 582/1 et. seq.).

Instructions for Certification

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the Department of Labor's (DOL) determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the DOL determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the DOL may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the DOL if at any time the prospective primary participant learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms "covered transaction", "debarred", "suspended", "ineligible", "lower tier covered transaction", "participant", "person", "primary covered transaction", "principal", "proposal", and "voluntarily excluded", as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the DOL for assistance in obtaining a copy of those regulations.
6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transactions," provided by the DOL, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties From Procurement or Nonprocurement Programs.
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may terminate this transaction for cause of default.

Vendor's Federal Taxpayer Identification Number

Under penalties of perjury, I certify that _____ is my correct Federal Taxpayer Identification Number. I am doing business as a (Please check one):

- | | |
|---|--|
| <input type="checkbox"/> Individual | <input type="checkbox"/> Real Estate Agent |
| <input type="checkbox"/> Sole Proprietorship | <input type="checkbox"/> Government Entity |
| <input type="checkbox"/> Partnership | <input type="checkbox"/> Tax Exempt Organization |
| <input type="checkbox"/> Corporation | <input type="checkbox"/> (IRC 501 (a) only) |
| <input type="checkbox"/> Medical and Health Care
Services Provider Corporation | <input type="checkbox"/> Trust or Estate |

Signed

Date

Enter your taxpayer identification number in the appropriate space. For individuals and sole proprietors, this is your social security number. For other entities, it is your employer identification number. Federal Employer Identification Numbers (FEINs) must not be used for sole proprietorships.

If you do not have a TIN, apply for one immediately. To apply, get form SS-5, Application for a Social Security Number Card (for individuals) from your local Social Security Administration, or form SS-4, Application for Employer Identification Number (for businesses and all other entities), from your local Internal Revenue office.

To complete the certification if you do not have a TIN, fill out the certification indicating that a Tin has been applied for, sign and date the form, and return it to this agency. As soon as you receive your TIN, sign and date the form, and give it to this agency.

If you fail to furnish your correct TIN to this agency, you are subject to an IRS penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

WILL FULLY FALSIFYING CERTIFICATIONS OR AFFIRMATIONS MAY SUBJECT YOU TO CRIMINAL PENALTIES INCLUDING FINES AND/OR IMPRISONMENT.

CERTIFICATION REGARDING LOBBYING

**CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND
COOPERATIVE AGREEMENTS**

The undersigned certifies, 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 an agency, a Member of Congress, an officer or employee of Congress, or an employee of 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 of any cooperative agreement, and the extension, continuation, 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, a Member of Congress, an officer or employee of Congress, or an employee of a loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all* sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all* sub-recipients 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 such failure.

Grantee/Contractor Organization

WIA TITLE/AGREEMENT NO.

Name of Certifying Official

Signature

Date

*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).

**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, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19211).

**(BEFORE SIGNING CERTIFICATION, READ ATTACHED 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 principals:
- (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - (b) have not within a three-year period preceding this proposal been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under 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 indicted 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 or 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

Attachment A

Definitions and Eligibility Criteria

Allowable Costs: Those costs which are necessary, reasonable, allocable and allowable under applicable Federal, State, and local law for the proper administration and performance of services to customers.

Basic Skills Deficient: An individual who has English reading, writing, or computing skills at or below 8.9 grade level on a generally accepted standardized test or a comparable score on a criterion-referenced test; or is unable to compute or solve problems, read, write or speak English at a level necessary to function on the job, in the individual's family or society.

Eligible Youth: An individual who:

- A) is not less than 14 and not more than 21 years of age
- B) is a low-income individual; and
- C) is an individual who is in one or more of the following:
 - (i) Deficient in basic literacy skills
 - (ii) A high school dropout
 - (iii) Homeless, a runaway, or a foster child
 - (iv) Pregnant or a parent
 - (v) An offender
 - (vi) An individual who requires additional assistance to complete an educational program, or to secure and hold employment

Family: Two or more persons related by blood, marriage, or decree of court, who are living in a single residence, and are included in on or more of the following categories:

- A) a husband, wife, and dependent children
- B) a parent or guardian and dependent children
- C) husband and wife

Follow-Up Services: Must be provided to all youth upon exit from the WIA program for a period of 12 months minimum. The type of services provided and the duration of services must be determined based on the needs of the individual and may include:

- A) Leadership development and supportive service activities
- B) Regular contact with a youth participant's employer, including assistance in addressing work-related problems that arise
- C) Assistance in securing better paying jobs, career development and further education
- D) Work-related peer support groups
- E) Adult mentoring
- F) Tracking the progress of youth in employment after training

Individual Who Requires Additional Assistance to Complete an Educational Program, or to Secure and Hold Employment: As determined by North Central Illinois Works, a youth who:

- A) has a limited or no work history
- B) is under 16 years of age (due to limited opportunities to obtain employment)
- C) is one or more grade levels behind appropriate year in school
- D) possesses one or more disabilities
- E) is second generation welfare

- F) is under 18 years of age at the birth of first child
- G) has aged out of the Illinois Child Welfare System
- H) was recommended by high school counselor as likely to benefit from participation
- I) is under the supervision of the probation office

In-Kind Contribution: The value of services that are provided by the Proposer at no cost to the Grantor or the project.

LWIA 12: Local Workforce Investment Area 12 is the geographical area comprised of Bureau, LaSalle, Lee and Putnam Counties.

LWIB: Local Workforce Investment Board established under the Workforce Investment Act to set policy for and oversee the local workforce investment system.

Low-Income Individual: An individual who:

- A) receives, or is a member of a family that receives, cash payments under a Federal, State, or local income-based public assistance programs;
- B) received an income, or is a member of a family that received a total family income for the previous six-month period that, in relation to family size does not exceed the higher of
 - (i) the poverty line, or
 - (ii) 70% of the lower living standard income level
- C) is a member of a household that receives food stamps;
- D) is homeless;
- E) is a foster child
- F) is an individual with disability whose own income meets (A) or (B)

(Note: For purposes of this RFP, eligibility as a “low-income youth” will be determined by BEST, Inc. staff.)

North Central Illinois Works (NCI Works): The local workforce board responsible for carrying out the Workforce Investment Act in Bureau, LaSalle, Lee and Putnam Counties.

Offender: Any adult or juvenile who:

- A) is or has been subject to any stage of the criminal justice process, for whom services under this Act may be beneficial; or
- B) requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction

Out-of-School Youth: An eligible youth who:

- A) is a school dropout, or
- B) has received a secondary school diploma or its equivalent but is basic skills deficient, unemployed or underemployed.

School Dropout: An individual who is no longer attending any school and who has not received a secondary school diploma or its recognized equivalent.

Self-Sufficiency: A family’s level of personal and economic independence from public assistance for the basic needs of food, clothing, shelter, and medical care.

Attachment B

Performance Measures and Negotiated Levels

Providers have the option of selecting *either* Youth Performance Measures after Exit (Option A) or Youth Performance Measures at Exit (Option B). Option A reflects the performance measures and negotiated levels for which North Central Illinois Works will be held accountable by the U.S. Department of Labor. The outcomes that determine whether or not these goals are met are not realized until 6 – 9 months after a youth ends participation in the project, and therefore the risk of the provider not being successful is greater. Option B Measures, although not entirely compatible with the required goals, will nonetheless have an impact on the negotiated levels. These outcomes will be recognized at the end of the project. While this makes success more likely for the provider, it increases the risk that the negotiated levels for which North Central Illinois Works will be held accountable will not be met. Therefore, Option B Goals have been set higher to allow for the loss of some positive outcomes between the time the project ends and the time outcomes are counted by the Department of Labor.

(NOTE: At the time this RFP the Workforce Investment Act is still awaiting re-authorization and negotiation for PY 10 measures. If at any time during PY'10, changes occur in the performance measures, due to either passage of the WIA Re-authorization or Negotiated Measures to WIA programs increase, BEST, Inc. retains the right to change these levels accordingly.)

OPTION A

PERFORMANCE MEASURE/LEVEL

DEFINITIONS

Placement in Employment or Education (56.0)

Of those youth who are not in post-secondary education, employment, or the military at the date of participation: number of participants who are in employment or the military or enrolled in post-secondary education and/or advanced training/occupational skills training in the first quarter after the exit quarter divided by the number of participants who exit during the quarter.

Attainment of a Degree or Certificate (55.0)

Of those enrolled in education (at the date of participation or at any point during the program): Number of participants who attain a diploma, GED, or certificate by the end of the third quarter after the exit quarter divided by the number who exit during the quarter.

Literacy and Numeracy Gains (50.0)

Of those out-of-school youth who are basic skills deficient: Number of participants who increase one or more educational functioning levels divided by the number of participants who have completed a year in the program (i.e. one year from the date of program participation) plus the number of participants who exit before completing a year in the program.

OPTION B

PERFORMANCE MEASURES/GOALS

Placement in Employment or Education (60.0)

DEFINITIONS

Of those youth who are not in post-secondary education, employment, or the military at the date of participation: number of participants who are in employment or the military or enrolled in post-secondary education and/or advanced training/occupational skills training in the first quarter after the exit quarter divided by the number of participants who exit during the quarter.

Attainment of a Degree or Certificate (58.0)

Of those enrolled in education (at the date of participation or at any point during the program): Number of participants who attain a diploma, GED, or certificate by the end of the third quarter after the exit quarter divided by the number who exit during the quarter.

Literacy and Numeracy Gains (55.0)

Of those out-of-school youth who are basic skills deficient: Number of participants who increase one or more educational functioning levels divided by the number of participants who have completed a year in the program (i.e. one year from the date of program participation) plus the number of participants who exit before completing a year in the program.