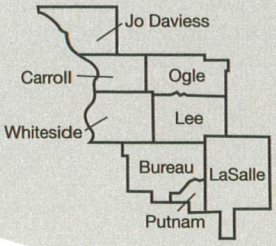

BEST, Inc.

Business Employment Skills Team
Serving Northwest Central Illinois
www.best-inc.org

ILLINOIS workNet® CENTER

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January 8, 2020

To Whom It May Concern:

Business Employment Skills Team, Inc. (BEST, Inc.) is a 501(c)(3) not-for-profit organization that administers federal Workforce Innovation and Opportunity Act (WIOA) of 2014 programs and services for an eight-county area that includes Bureau, Carroll, Jo Daviess, LaSalle, Lee, Ogle, Putnam and Whiteside. BEST, Inc. is soliciting quotes for a review of the agency's Employee Handbook, applicable policies and job descriptions.

OBJECTIVE AND SCOPE OF WORK

Business Employment Skills Team, Inc. wishes to retain a consultant to perform a review of the Employee Handbook Book and accompanying policies to ensure consistency among policies and conformation with state and federal laws. The current Employee Handbook along with the accompanying policies is well over 100 pages.

The scope would include making recommendations and developing new policies, if necessary. In addition, review existing job descriptions and revise as needed. Currently, Business Employment Skills Team, Inc. has 20 employees with 11 different job descriptions.

Specific Services Requested:

- Identify which policies are required by Federal and Illinois law.
- Make recommendations to simplify the policies and ensure they are consistent and flexible while protecting the Business Employment Skills Team, Inc. from liability.
- Make specific recommendations on which policies present conflicting information.
- Make recommendations to revise/condense job descriptions.
- Make recommendations regarding continuous training required by Federal and Illinois law.

Consultant will meet with Administrative Assistant/HR to review project planning and coordination of the Employee Handbook, accompanying policies and job descriptions. Consultant will obtain electronic copies of the Employee Handbook, accompanying policies and job descriptions. Consultant will prepare a summary of the updates and/or changes of the current Handbook and accompanying

policies to ensure legal compliance with current legislation. Consultant will make every reasonable effort to streamline the Employee Handbook, accompanying policies and job descriptions. Consultant will provide a list of training either recommended or required under Federal and Illinois law. Consultant will review these revisions with the Administrative Assistant/HR as a result of their review. Consultant will provide all deliverables in electronic format suitable for ongoing customization and revision.

TERM

If the selected firm performs satisfactorily, it is anticipated that the same firm will have an on-going relationship to perform similar services on an as-needed basis.

TIMELINE

Date	Event
January 8, 2020	Issue Request for Quote
January 17, 2020	Request for Quote due by 3:00 p.m.
January 24, 2020	Provider selected
January 27, 2020	Agreement start date (estimated)
February 24, 2020	Preliminary revisions due
March 27, 2020	Agreement completed (estimated)

SUBMITTAL REQUIREMENTS

All proposals must conform to the requirements of this Request for Quote (RFQ). All proposals must provide all information requested. Incomplete information and insufficient signatures and documentation may result in disqualification of the proposal.

Authorized personnel of the bidder must sign the proposal. Proposals may be mailed to the address listed below or submitted electronically to joann_johnson@best-inc.org prior to 3:00 p.m. on January 14, 2020.

Business Employment Skills Team, Inc.
815 N. Orlando Smith Avenue, Room C328
Oglesby, IL 61348
(815) 224-0375 Fax (815) 223-1385

REVIEW CRITERIA/EVALUATION PROCESS

The proposals will be reviewed using the following criteria:

A. Qualification of Entity and Key Personnel. (30 points)

Identify the key personnel who will be working on this project and their experience conducting work of similar scope. Describe recent experience similar to the type of review requested. Describe prior experience with not-for-profits, specifically federally funded agencies.

B. Responsibilities and Expectations. (30 points)

Describe in detail how each of the tasks identified in this RFQ will be completed.

C. Deliverables. (30 points)

Describe in detail how each of the deliverables will be successfully achieved. Include the factors that were considered in formulating your recommendations.

D. Cost and Timeline. (10 points)

Detail the cost and expense structure as it will be applied to the services in this Request for Quote (RFQ). This may be done in the form of hourly rate with estimated number of hours, travel costs, or other costs deemed necessary. Include a detailed timeline for completion of this review. Bidders are encouraged to submit their best offer for providing the services solicited and to thoroughly describe and justify the costs. The cost for the total project may not exceed $9,000.

PROPOSAL CONDITIONS

A. Disclosure of Proposal Content

All proposals will be placed in the public domain and be open to inspection by interested parties. Trade secrets or proprietary information that are recognized as such and protected by law may be withheld, if clearly identified as such in the proposal.

B. Proposal Obligations

The contents of the proposal and any clarifications thereto submitted by the successful bidder shall become part of the contractual obligation and incorporated by reference into the ensuing contract.

C. Disposition of Proposals

Proposals become the property of BEST, Inc. and will not be returned to the bidder.

D. Illinois Statutes and Rules

The terms and conditions of the RFQ and the resulting contract or activities based upon the RFQ shall be construed in accordance with the laws of Illinois. Where statutes and regulations of the United States Government are referenced herein, they shall apply to this RFQ and the resulting contract. Whenever differences exist between federal and state statutes or regulations affecting this procurement, interpretation shall be in the direction of that which is most beneficial to the interests of LWIA 4.

E. RFQ Process Limitation

This request for quotes does not commit BEST, Inc. to award a contract, to pay costs incurred in the preparation of a proposal to this request, or to procure a contract for services. BEST, Inc. reserves the right to accept or reject any and all quotes received as a result of this request, to negotiate with all qualified sources or to cancel this RFQ in part or in its entirety.

F. Conflicts Between Terms

BEST, Inc. reserves the right to accept or reject any exception taken by the bidder to the terms and conditions of this request for quote.

G. The Resulting Agreement

The agreement shall be a combination of the specification, terms and conditions of this RFQ, the offer contained in the bidder's proposal and any written clarifications or changes made in accordance with the provisions herein.

Questions concerning this Request for Quote may be addressed to the undersigned at Business Employment Skills Team, Inc. at 815 N. Orlando Smith Avenue, Room C328, Oglesby, IL 61348 or via email at: joann_johnson@best-inc.org

Sincerely,

Jo Ann Johnson

Jo Ann Johnson
Administrative Assistant/EO/HR Assistant
Business Employment Skills Team, Inc.