

BEST, Inc.

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



A proud partner of the **AmericanJobCenter** network

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) programs and services for an eight-county area that includes Bureau, Carroll, Jo Daviess, LaSalle, Lee, Ogle, Putnam and Whiteside are looking to contract a third party entity to be responsible for the overall grant management for the Fiscal Unit.

PROJECT SCOPE AND APPROACH

Responsible for the overall grant management for the BEST, Inc. Fiscal Unit, with the primary responsibilities to fulfill BEST, Inc.'s designation as WIOA Title 1B fiscal agent; engage in financial analysis in such areas as forecasting, budgeting, reviewing operational performance, and compliance with federal, state, and local rules, regulations and laws. Estimated time 10-15 hours per week.

- Responsible for the development of fiscal policies and procedures and implements these as approved by relevant oversight organization (state agency, BEST, Inc. CEOs of LWIA#4, and/or NCI Works).
- Develops, manages and monitors fiscal systems (MIP) and budgets. Assures compliance with Federal, State and local laws, rules, regulations and policies including compliance with WIOA cost category and expenditure requirements and the agency's cost allocation plan; confirming that expenditure approvals are received and documented as required.
- Is responsible for establishing and maintaining adequate internal controls, safeguards, operating efficiencies and documentation; and rigorously monitoring for these; with priority for enduring optimization of funds, fairness in fund expenditures and purchasing decisions, and prevention of conflict of interests.
- Prepares the required reports for Grants to the state including monthly reports, quarterly reports and grant closeouts to DCEO on the statewide Grantee Reporting System (GRS).
- Performs miscellaneous tasks as necessary to fulfill the roll of grant management.
- Knowledge of cost allocation principals and procedures. Updating, maintaining and monitoring of various cost allocations in use by the agency.

- Responsible for maintaining the Illinois Grant Accountability and Transparency Act (GATA) website to ensure the organization is in good standing (ICQ, PRAQ, Sam.gov, Indirect cost rate and in meeting all Federal & Illinois GATA Audit Requirements).
- Preparation and Submittal of Grant Budget Templates for all Grant Awards received from the State of Illinois and preparation and submittal of any required modification templates.
- Manages bank accounts and approves all monetary transactions, online transfers, deposits and bank reconciliations. Approves weekly cash drawdown and three day cash on hand worksheets.
- Prepares and presents financial reports as required by the Executive Director, Workforce Development Board and/or the Board of Directors.

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 carrie_folken@best-inc.org prior to 3:00 p.m. on April 19, 2023:

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. Experience of the agency and key staff. (30 points)

Describe your agency's experience in completing similar tasks. Identify the key staff who will be involved in this project and describe in detail the relevant experience of each. Provide three references from recent engagements.

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.

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).

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.

The contracting officers may require the bidder(s) selected to participate in negotiations and to submit any budget, technical or other revision of their proposal as deemed necessary.

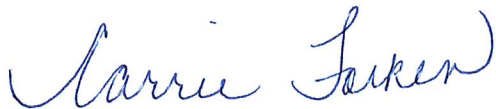
F. Conflicts Between Terms

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 Contract

The contract 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 BEST, Inc. at 815 N. Orlando Smith Avenue, Room C328, Oglesby, IL 61348.



Carrie Folken
Executive Director
Business Employment Skills Team, Inc.
815-224-0369
carrie_folken@best-inc.org