

Marcella Consulting Corporation
Serving as Independent Procurement Entity

For

**WORKFORCE DEVELOPMENT BOARD
OF ROCK ISLAND, HENRY & MERCER COUNTIES
NOT FOR PROFIT CORPORATION**

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LOCAL WORKFORCE INVESTMENT AREA #13

REQUEST FOR PROPOSALS FOR

One-Stop Center Operator

FUNDING PERIOD: July 1, 2025 to June 30, 2027

Request for Proposal Released March 10, 2025 at:
<https://theamericanjobcenter.org/board.php>

RESPONSES DUE BY EMAIL TO
jeffmarcella@gmail.com

Proposals must be received no later than April 21, 2025, 5:00pm (CDT)

Project Contact: Jeff Marcella, Marcella Consulting Corporation
773-391-2546
jeffmarcella@gmail.com

Workforce Development Board
Of Rock Island, Henry and Mercer Counties
Not-for-Profit Corporation
Rock Island County Office Building 2nd Floor
1504 3rd Avenue
Rock Island, IL 61201

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1. BACKGROUND

MARCELLA CONSULTING CORPORATION

Marcella Consulting Corporation (MCC) led by workforce consultant Jeff Marcella, has been contracted by the Workforce Development Board of Rock Island, Henry & Mercer Counties Not For Profit Corporation (“Workforce Board”) to lead the procurement process for selecting a One-Stop Operator for LWIA 13. MCC is a full-service consulting firm based in Chicago, Illinois with over 25 years of experience in workforce development activities, including providing assistance to workforce boards in strategic planning, WIOA Regional and Local Planning, WIOA Memorandum of Understanding negotiation, procurement, and related workforce activities. For more information of MCC's experience and expertise, see Jeff Marcella's bio at [linkedin.com/in/jeffmarcella](https://www.linkedin.com/in/jeffmarcella).

As the contracted entity to lead this procurement process, MCC serves as a "separate and independent outside entity to conduct the competition" for the One-Stop Operator. MCC and its team will review all submitted proposals and evaluate them on a scale coordinated and agreed upon by the Workforce Board, with guidance from the Illinois Department of Commerce and Economic Opportunity (DCEO). Based on its evaluation, MCC will submit its recommendation, along with a description of the selection process and scoring justification, to the Board for approval.

WORKFORCE INNOVATION AND OPPORTUNITY ACT OVERVIEW

The U.S. Department of Labor’s (“DOL”) Workforce Innovation and Opportunity Act (“WIOA”) Title I is the main source of federal funds for workforce development activities throughout the nation. WIOA funding, which is distributed to states and, subsequently, sub-state agents, is used to serve two primary customers—businesses and job seekers. Services are managed and provided by local agents, which must meet performance goals set by DOL and the respective state overseer.

Proposers are strongly encouraged to read the USDOL’s WIOA resource page for WIOA information and the latest updates by going to <https://www.doleta.gov/wioa/>.

LOCAL WORKFORCE INVESTMENT AREA 13 AND ONE-STOP OPERATOR BACKGROUND

Workforce Development Board of Rock Island, Henry and Mercer Counties Not-for-Profit Corporation’s Mission, Vision and Goals.

Mission: Enhance the economic competitiveness of the region by improving the quality of the workforce, thus resulting in increased earnings and enhanced quality of life.

Vision: To provide quality services in such a manner that we will be the agency of choice for both businesses and job seekers to obtain workforce-related information and services.

Goals

Goal #1: Expand the services available through the One-Stop System.

Goal #2: Expand the Board’s role in economic development and the community’s workforce development system.

Goal #3: Promote programs that move persons into high-skill, high-wage jobs. This includes the provision of non-traditional and incumbent worker training.

Goal #4: Improve service to businesses by assessing their needs and developing strategies to assist them.

WORKFORCE DEVELOPMENT BOARD OF ROCK ISLAND, HENRY AND MERCER COUNTIES, NOT-FOR-PROFIT CORPORATION (WDB) oversees and is the policy-maker, in collaboration with Chief Elected Officials, serving three counties that are Local Workforce Investment Area 13 (LWIA 13).

WDB makes strategic policy decisions regarding the type and mix of workforce development services offered in the three counties and the use of federal funds available for workforce activities.

Under WIOA, WDB is tasked with soliciting a One-Stop Operator to manage the American Job Center®, located in Rock Island, Illinois. WDB is serving as the “separate and independent outside entity” as required by federal WIOA rules.

ROCK ISLAND TRI-COUNTY CONSORTIUM (RITCC) is the fiscal agent for WIOA funds. The selected One-Stop Operator will contract with RITCC under guidance from the WDB Executive Committee.

2. PURPOSE OF SOLICITATION

Through Marcella Consulting Corporation, the Workforce Development Board of Workforce Development Board of Rock Island, Henry and Mercer Counties Not-for-Profit Corporation is soliciting proposals from qualified applicants to perform the functions of the One-Stop Operator for Illinois Local Workforce Development Area (LWIA) #13. The successful bidder will be required to align system and center activities with the vision, mission, policies and procedures set forth by the Workforce Development Board.

This Request for Proposal (“RFP”) has been released to allow The Workforce Development Board of Rock Island, Henry & Mercer Counties Not-for-Profit Corporation to recruit qualified vendors to become the One-Stop operator for the Rock Island location that served 15,922 visitors in PY 2023. Should the Workforce Center location change, the One-Stop operator must be willing to locate as determined by the Workforce Development Board.

The Workforce Board will select service providers on a competitive basis to deliver and continuously improve upon the services available through the workforce development system. Successful respondent(s) will enter into a contract with the Workforce Development Board.

FUNDS AVAILABLE:

The Workforce Board will obligate up to \$30,000 annually for the reimbursement of the contract for the One Stop Operator. The Board reserves the right to award less than this amount.

3. ELIGIBLE APPLICANTS

Under WIOA Section 121(d)(2)(B), the following are eligible respondents to this RFP: A single entity (public, private, or non-profit) or a consortium of entities. If the consortium of entities is one of one-stop partners, it must include a minimum of three of the one-stop partners.

The One-Stop Operator may operate one or more one-stop centers. There may be more than one one-stop operator in a local area.

The types of entities that may be a One-Stop Operator include:

- An institution of higher education;
- An Employment Service State agency established under the Wagner-Peyser Act;
- A community-based organization, nonprofit organization, or workforce intermediary;
- A private for-profit entity;
- A government agency;
- A Local Workforce Development Board, with the approval of the chief elected official and the Governor; or

- Another interested organization or entity, which is capable of carrying out the duties of the one-stop operator. Examples may include a local chamber of commerce or other business organization, or a labor organization.
- Elementary schools and secondary schools are not eligible as one-stop operators, except that a nontraditional public secondary school such as a night school, adult school, or an area career center and technical education school may be selected.

Expectations and Requirements of Applicants:

- Applicants will follow the guiding principles of the Workforce Innovation and Opportunity Act (WIOA) and any successor programs, including: streamlining services through a “One-Stop” service delivery system focused on service integration and outcomes; providing information and access to training services; providing universal access to employment-related services, and increasing accountability (improving employment, retention and earnings, improving the quality of the workforce, sustaining economic growth, and reducing welfare utilization). A copy of the WIOA and its regulations are available for review at the www.doleta.gov/wioa
- All applicants must disclose any potential conflicts of interest arising from their relationships with training or other service providers.
- All applicants must ensure that they do not and will not establish practices that create disincentives to providing services to individuals with barriers to employment who may require longer-term services, such as intensive employment, training, and education services.
- All applicants must comply with Federal regulations and procurement policies relating to the calculation and use of profits.
- All applicants must demonstrate previous experience, the capacity, and the commitment to develop and implement a comprehensive One-Stop delivery system in the three-county area.
- All applicant entities must have been a legal organization for a minimum of one year prior to the start of the contract.
- The procurement of proposals is being undertaken in compliance with Federal guidelines. All contractor(s) selected under this RFP must follow Federal guidelines. This link provides additional information on this guidance: <https://www.federalregister.gov/documents/2015/06/02/2015-13437/uniform-administrative-requirements-cost-principles-and-audit-requirements-for-federal-awards>
- The Workforce Investment Board of Rock Island, Henry and Mercer Counties Not-for-Profit Corporation reserves the right to award grant funds to proposers as they deem to be in the best interest of the residents and employers of The Workforce Investment Board of Rock Island, Henry and Mercer Counties Not-for-Profit Corporation.

4. ONE-STOP OVERVIEW

The One-Stop Operator will be responsible for delivering services in the One-Stop delivery system and Center(s) and will be responsible for the on-going functioning of the One-Stop center(s).

At present, LWIA 13 has one One-Stop Center located at

American Job Center®
 Illinois workNet Center
 500 42nd Street, Suite 6
 Rock Island, Illinois 61201-2155

And an additional service site at

American Job Center
 404 E 3rd Street
 Kewanee, IL 61443

The One-Stop system services delivered by the Operator shall include but not be limited to:

- Provision of career services.
- Referral to training services.
- Referral to employment and training activities.
- Referral or Access to programs and activities carried out by WIOA One-Stop partners.
- Access to data, information, and analysis for the local labor market.
- Provision of job search, placement, recruitment, and employment activities.

5. ONE-STOP OPERATOR REQUIREMENTS

System Development and Leadership

- Develop implementation plan for Rock Island, Henry, Mercer County One-Stop System/Center(s).
- Provide leadership in three county area One-Stop System development and operations.
- Lead the integration of services between the four core WIOA Partners (WIOA Title 1, Adult Education, Vocational Rehabilitation, and Wagner Peyser Employment Services) in the One-Stop System and Center(s).

Process and Service Provision

- Develop processes to ensure that customers receive appropriate, timely, and effective WIOA services.
- Deliver high-quality services designed to meet the workforce needs of residents and businesses within their surrounding community of Rock Island, Henry, and Mercer Counties.
- Provide guidance on the development of a broad range of employment and training services to meet the needs of residents and employers to be provided in the One-Stop Center(s).
- Develop and implement a referral process for services within and outside of the Center(s). define minimum standards for referral, referral follow-up requirements, and documentation of referral outcomes.
- Coordinate service delivery among the partners of the workforce system and American Job Center® including managing hours of operation, site arrangements and logistics, and partner roles and responsibilities in keeping with the WIOA Memorandum of Understanding (MOU).
- Conduct monthly meetings with members of the Core Partner management team.
- Conduct quarterly meetings with all One-Stop center staff.
- Procure and implement training and/or staff development (customer service, cross-training on partner/other services, etc.) for One-Stop Center staff.
- Develop an outreach/recruitment plan for the One-Stop Center.
- Develop and implement business services delivery model for the One-Stop Center.
- Be accountable for data entry into the Illinois Workforce Development System (IWDS) and Illinois workNet, as necessary, and adequately document all eligibility and services provided.
- Support the integration of services in the Illinois workNet system in the local area.
- Coordinate with mandated partners.
- Develop and implement a system to gather, analyze and submit system performance data to meet both regularly scheduled and special reporting requests.
- Prepare reports as required by the Workforce Board on operations, performance, outcomes, and continuous improvement of the AJC system, required reports to state and federal funding agencies and additional reports that may be requested.
- Work with the local workforce leaders on ongoing system improvements.
- Create a culture and environment where businesses, workers, partners, and training providers are able to maximize their success.

Accountability and Reporting

- Develop and implement a system to gather, analyze, and report performance of core partners, center

- processes, and system services.
- Perform continuous improvement activities to achieve a high level of service quality and to enhance customer service.
- Implement and oversee technology solutions to manage and support enhanced cooperation/coordination of Core Partner programs.
- Ensure compliance with all State and local policies and procedures relative to One-Stop System and One-Stop Center.
- Develop processes and accountability mechanisms for data entry into a State and/or Center MIS for all operations of the One-Stop center.
- Prepare and submit monthly and quarterly reports for the Workforce Board

Physical Location

- Responsible for physical space planning, maintenance, and upkeep at the One-Stop Center(s).
- Enforce One-Stop Center facility standards with respect to attendance, policies, customer service.

Deliverables

- Implementation Plan
- Annual Budget
- Continuous Improvement Plan
- Staff/Center Training Plan
- Monthly Reports
- Quarterly Reports
- Annual Report

Any services for Adult and Dislocated Workers must also comply with all State policies by the Illinois Department of Commerce and Economic Opportunity (DCEO) accessed at <https://dceo.illinois.gov/workforcedevelopment.html>

6. FUNDING PERIOD

The Workforce Development Board of Rock Island, Henry and Mercer Counties Not-for-Profit Corporation will award WIOA funds to an entity/entities that demonstrate an ability to effectively deliver and manage services as described herein. It is the expectation of the Workforce Board that respondents will be proficient in their understanding of the Workforce Innovation and Opportunity Act services and regulations. All proposals must be comprehensive and address the scope of services.

The Workforce Development Board of Rock Island, Henry and Mercer Counties Not-for-Profit Corporation anticipates funding grant agreements effective July 1, 2025 through June 30, 2027. The Workforce Development Board of Rock Island, Henry and Mercer Counties Not-for-Profit Corporation reserves the right to renew grant agreements for up to three additional one-year periods based on the delegate agency's achievement of benchmarks, funding availability, the renewal's conformity with the Workforce Development Board of Rock Island, Henry and Mercer Counties Not-for-Profit Corporation's vision for the Workforce System and the terms of any WIOA guidance from either USDOL or DCEO.

7. WIOA PERFORMANCE REQUIREMENTS

WIOA establishes a comprehensive performance accountability system in order to optimize the return on investment of federal funds and to assess the effectiveness of achieving continuous improvement of Workforce Innovation and Opportunity Activities funded under Title 1B.

The accountability requirements for WIOA programs, including core measures and numerical goals for

each measure are listed below. WIOA has established core indicators of performance for the Adult and Dislocated Worker programs and respondents will be required to collect data pertaining to those indicators. It is important to note that once an individual is registered into WIOA, the customer will also be counted in the federal WIOA performance measures. Title 1 agencies will be required to meet the following performance measures based on the rates Workforce Development Board of Rock Island, Henry and Mercer Counties Not-for-Profit Corporation negotiates with DCEO each year. The measures for PY 2015 are the same as for PY 2014, but measures for the employer have not yet been negotiated.

Current LWA 13 WIOA Performance Standards

Performance Measure	PY 2025 goal
Adult Employment Rate 2nd Quarter after Exit	82%
Adult Employment Rate 4th Quarter after Exit	80%
Adult Median Earnings 2nd Quarter after Exit	\$8,000
Dislocated Worker Employment Rate 2nd Quarter after Exit	78%
Dislocated Worker Employment Rate 4th Quarter after Exit	76%
Dislocated Worker Median Earnings 2nd Quarter after Exit	\$9,000

8. INSURANCE REQUIREMENTS FOR THE ONE STOP OPERATOR

Prior to a Contract being executed, the following insurance requirements must be met:

The Contractor shall maintain insurance coverages. Insurance amounts and limits of liability will be determined at all a later date but much include:

- **Workers' Compensation and Employers' Liability** - as required by Illinois law.
- **Commercial General Liability** - Coverage for bodily injury and property damage liability.
- **Business Automotive Liability** - Including coverage for all owned, hired and non-owned vehicles, bodily injury & property damage.
- **Fidelity Bond Insurance** if required
- **Suspension** - If the Workforce Development Board of Rock Island, Henry and Mercer Counties Not-for-Profit Corporation determines that the Contractor fails to comply with the provisions and/or the terms of the contract, the Contractor will be placed on a “Suspension” status. No payments will be processed or paid until said Suspension is lifted.

9. SUBMITTAL PROCESS

A. Period of Solicitation

An announcement that this RFP would be released was posted on the Workforce Board website on February 10, 2025.

This RFP is being released on **March 10, 2025**.

The deadline to submit a response to the RFP is **April 21, 2025, no later than 5:00pm (CDT)**

B. Questions & Answers

All questions regarding this RFP must be submitted in writing via e-mail to Jeff Marcella at jeffmarcella@gmail.com by April 2, 2025. No questions will be accepted after this date. Responses to all questions will be placed by April 5, 2025 at: <https://theamericanjobcenter.org/board.php>

C. Submittal Procedure

To be considered for funding, applicants must submit their proposal as outlined below via email to: jeffmarcella@gmail.com

Completed RFP responses must be submitted by Monday, April 21, 2025, no later than 5:00pm (CDT)

Proposals received after this date and time are late and will not be accepted.

D. RFP Timeline

Activity	Date
RFP Release	March 10, 2025
Deadline for Questions	April 2, 2025
Responses to Submitted Questions	April 5, 2025
RFP Submittal Deadline	April 21, 2025, no later than 5:00pm (CDT)
MCC Recommendations to Workforce Board	May 14, 2025
Board Meeting Approving Selection of One-Stop Operator	May 28, 2025
Award Announcements	June 2, 2025
Selected Operator Contract begins	July 1, 2025

10. ORGANIZATION OF THE PROPOSAL

A. Proposal Format

All proposals must meet the technical and content requirements outlined in the next section. All proposals must be formatted, organized and assembled as follows:

- Proposal Narrative responses are limited to 15 pages
 - Single-spaced
 - 8 ½ x 11 inch paper
 - Minimum 1-inch margins – top, bottom, and sides
 - Numbered pages for Narrative
- All components of the application must be saved as .doc, .docx, .xls, .xlsx, or .pdf files.
- **File name(s) and email title should reference “LWIA13 OSO Proposal” and include name of the submitting entity (for instance, “[entity name] LWIA 13 OSO Proposal”)**

Responses that do not adhere to the prescribed format or utilize the forms provided will not be considered for selection.

B. Submission Format

All proposals must be organized and assembled as described in this Section. Copies of all required forms as identified in the descriptions below are included as Appendices to this RFP.

1. CoverSheet
2. Executive Summary
3. Proposal Narrative
4. Budget and Budget Narrative
5. Organizational Chart
6. Resumes Organized by Job Title
7. Job Titles and Descriptions
8. Draft Subcontract (if applying with subcontractors)

C. Executive Summary (maximum 2 pages)

The Executive Summary must be submitted on the organization’s letterhead and must provide:

1. An overview of the organization’s qualifications, including the number of years it has

successfully provided services, types of customers and communities served under WIOA or other employment training or similar programs.

2. A concise description of the proposed program, existing partnerships and, if applicable, the occupations in which training is planned or has been previously conducted.
3. The amount of WIOA funding requested. As noted above, the Workforce Board has approved a maximum of \$30,000 per year for the One Stop Operator contract.

D. Proposal Narrative (maximum 15 pages)

The proposal narrative must provide specific detailed responses and data for the past two years of the Applicant's operations (2023 and 2024 or PY2023 and PY2024 as appropriate) for the items listed below:

1. Experience (25 points)

a. Entity Experience

Provide a concise description of the entity's experience and success providing services under WIOA or other similar programs, including identifying the number of years the entity has been providing these services. Describe any special qualifications or expertise that may distinguish the entity's programs and services from other delegate agencies.

b. Staff Experience

Identify proposed staff and specify the educational levels for each individual. Describe internal staff development and training efforts. Attach resumes for proposed staff to be used on the project, including names, titles, job descriptions and whether the position is full or part-time. If you anticipate the creation of additional positions in response to this RFP, please provide detailed job descriptions including qualifications sought and hiring criteria. Documentation of specific qualifications or credentials for specialty staff positions should also be included in your submission.

2. Program Description and Approach (25 points)

This section will evaluate the respondent's adequacy in providing the roles and responsibilities outlined in Section 5, above.

- a. Describe your approach for convening meetings and engagement of One-Stop Partners.
- b. Describe the proposed philosophy, approach and implementation plan for outreach and recruitment to
 - a broad array of customers including employers across all regional industries;
 - a diverse population of individuals including diversity based on race/ethnicity, age, gender and gender identity, sexual orientation, religion and other factors;
 - economically disadvantaged individuals; dislocated workers; and individuals with various barriers to employment.
- c. Describe your approach for coordinating the delivery of One-Stop Partner and Service Provider services, as outlined in the WIOA MOU, to a broad array of customers including employers, economically disadvantaged individuals, dislocated workers and individuals with barriers to employment including those with disabilities.
- d. Describe your approach to integration activities including those associated with common customer referral.
- e. Describe your approach to coordinating virtual and remote services within the One-Stop system.
- f. Describe your approach to developing processes for measuring customer satisfaction, including the types of customer satisfaction feedback methods and associated reports.
- g. Describe your approach to reporting and performance functions including plans for regular meetings with the Board and its Committees and production of regular reports.
- h. Describe your approach to management of the facility including use of space for delivery

of services and resolution of any associated issues in coordination with the WIB.

i. Describe your approach to coordinated staffing including cross training, integration and annual staffing plans.

3. Past Performance and Project Support/Partnerships (25 points)

The Workforce Board reserves the right to consider any and all data of previous performance on workforce development programs. The Workforce Board also requests the following information from the respondent:

- a. Provide an overview of the respondent's experience in managing government-funded workforce development programs or grants or other related activities. Include, as relevant, the following:
 - The number and length of such programs and grants and the extent of services provided under each.
 - Experience providing workforce development or other services specifically within the context of the geographic area of the location for which the respondent is applying.
 - Instances, projects or relationships in which the respondent has led or worked closely with one or more workforce systems in Rock Island, Henry or Mercer Counties. WIOA system partners or other workforce development entities on workforce development projects, programs or initiatives.

4. Financial Structure and Cost Effectiveness (25 points)

Describe the basis on which the requested amount was calculated and provide an explanation to justify the cost. If the entity is for-profit, identify the profit percentage built into the proposed budget, and describe the risk and other factors taken into consideration to arrive at this percentage. NOTE: The Workforce Development Board of Rock Island, Henry and Mercer Counties Not-for-Profit Corporation will separately negotiate the percentage of profit with each for-profit entity whose proposal is selected.

- a. Describe the respondent's fiscal capacity, including a description of any other grants and includes the organization's total annual budget.
- b. Does the organization do its own accounting? If no, indicate name, address, contact person and phone number of the accounting firm. If yes, describe the respondent's accounting/financial procedures, accounting software used and system of oversight.
- c. How often are bank reconciliations prepared?
- d. Describe the organization's payroll system including internal controls for accuracy and validity. What is the method for documenting employee time?
- e. Describe how the organization will ensure that costs charged to the program are reasonable, allocable, allowable, and necessary?
- f. Please give name, address and contact person of auditing firm. How long has the agency used this auditing firm?
- g. If staff or other costs charged to this budget will be shared between one or more funding sources, please detail the overall cost allocation plan for sharing costs, including the method of allocating shared costs.
- h. Attach a copy of the organization's most recent audited financial statements, management letter, and federal and state tax returns. For organizations whose total public contributions in a single year are below the State of Illinois threshold for an audit (see below), please provide the organization's most recent 2-year comparative financial statements (e.g., statements of financial position, statements of activities, statements of cash flows, and statements of functional expenses – if applicable).

Note: Per (225 ILCS 460/4), the audit threshold for charitable organizations whose fund-raising functions are carried on solely by staff and volunteers is **\$300,000**. The audit

threshold is **\$25,000** for charitable organizations that use the services of a paid professional fundraiser.

E. Budget and Budget Narrative

The Budget must contain the following items: budget form providing details on all cost items and any in-kind or match contributions, and a detailed budget narrative.

A sample budget form is included as an attachment to this RFP.

F. Certificate of Good Standing

All respondents **MUST** provide the following information:

- 1) A completed IRS W-9 Request for Taxpayer Identification Number & Certification. This form can be emailed upon request or downloaded at www.irs.gov ; and
- 2) A copy of the most recent financial audit completed by a certified public account.

Non-governmental entities MUST also:

- 1) indicate the year the organization was legally established;
- 2) attach list of current Board Member names, mailing addresses (other than responding agency's address), occupation/affiliation, e-mail address and phone numbers;
- 3) if applicable, submit a *current* letter (within last three years) from the IRS verifying the organization is exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, IRS Department of the Treasury, (877) 829-5500; 4) submit a copy of the most recently filed IRS Form 990.

Attach documentation of Good Standing Status:

- Entities that are incorporated as a not-for-profit under the General Not For Profit Corporation Act of 1986 (805 ILCS 105/101.01 *et seq.*) are required to submit a certificate of good standing from the Illinois Secretary of State's Office, Department of Business Services, (217) 782-7880 or (217) 782-6961 (TDD: (800) 252-2904).
- Entities that are organized as a Charitable/Not-For-Profit entity, which includes any person, individual, group of individuals, association, not-for-profit corporation, or other legal entity under the Charitable Trust Act (760 ILCS 55/1 *et seq.*) are required to submit a letter of good standing from the Charitable Trust Bureau, Office of the Illinois Attorney General, 100 W. Randolph St, 11th floor, Chicago, IL 60601, (312) 814-2595 (TTY: (312) 814-3374).
- Entities that are neither of the above, but are exempt from paying sales/use tax under the Use Tax Act (35 ILCS 105/1 *et seq.*) are required to submit a copy of the tax exemption certificate issued by the Illinois Department of Revenue, Central Registration, PO Box 19030, Springfield, IL 62794-9030, (217) 785-3707 (TDD: (800) 544-5304).

11. PROPOSAL EVALUATION

Applications will be evaluated by a team of reviewers identified by Marcella Consulting Corporation, which may include Board members and outside experts. Applicants may be contacted, in writing, to answer questions or provide clarification to the evaluation team. An entity's failure to submit a complete proposal or to respond in whole or in part to RFP requirements may cause MCC to deem the proposal unresponsive and thus ineligible for review.

Fiscal Review

MCC will conduct a fiscal review on qualified proposals, including proposal budget, agency audits, leveraged funds and responses to questions related to fiscal operations. MCC reserves the right to request further information on a respondent's financial situation, if not sufficiently outlined in submitted audit(s).

MCC and The Workforce Board reserve the right to assess the risk posed by any recent, current or

potential litigation, court action, investigation, audit, bankruptcy, receivership, financial insolvency, merger, acquisition, or other event that might affect an applicant’s ability to operate the requested program.

Past Performance Review

MCC will seek content from the Workforce Board and review each respondent’s performance on any previous and/or existing grant agreement(s) and contracts in LWIA 13.

The review panel will evaluate the proposals based upon the criteria herein. Prior to its final funding recommendation to the Workforce Board, MCC may also: 1) Meet with representatives of the responding entity to discuss the proposed program and budget. 2) Identify and/or negotiate program or budget changes the responding entity must make as a condition of funding; and 3) Identify other documentation the entity must provide as a condition of funding.

MCC will present its findings to the Oversight Committee of the Workforce Development Board which will make funding decision, report to the Workforce Development Board for final approval and award grant agreement(s) to successful respondent(s). Selections will not be final until The Workforce Development Board of Rock Island, Henry and Mercer Counties Not-for-Profit Corporation and respondent have fully negotiated and executed a contract.

Entities that fail to meet the evaluation criteria specified herein, or proposals that do not meet the service needs will not receive further consideration for funding. Failure to meet evaluation criteria can include, but is not limited to, non-responsive language in the submission, failure to clearly address all areas in the project narrative as required, lack of required documentation, and proposing programs, which do not address the specific needs of the population(s) being targeted.

The Workforce Development Board of Rock Island, Henry and Mercer Counties Not-for-Profit Corporation is not required to contract with the entity receiving the highest average score as a result of the proposal review process. Proposals evaluated with an average score below 70 of a possible 100 points based on the elements in the Proposal Narrative above will not be considered. Proposals that do not meet minimum standards will be considered non-responsive. The Workforce Development Board of Rock Island, Henry and Mercer Counties Not-for-Profit Corporation reserves the right to contract with any respondent that falls within the acceptable point range.

All proposals will be scored according to the evaluation criteria and rank-ordered from highest to lowest score. A recommended funding level will be determined based on a number of factors including overall ranking of proposal rating scores, the availability of funds, the number of applications submitted, geographic factors, reasonable unit cost as determined by the Workforce Development Board, the need for the proposed services, and past performance.

Weighting of Evaluation Criteria

Category	Category Total
Experience	25
Program Description	25
Past Performance and Project Support / Partnerships	25
Financial Structure and Cost Effectiveness	25

12. NOTICE OF AWARD

All respondents will be notified by email as to their award status. Unsuccessful respondents who wish to obtain information on the evaluation of their proposal should submit a written request to this effect to MCC. Unsuccessful respondents are encouraged to re-apply in subsequent funding cycles.

Any applicant desiring to protest a determination concerning this RFP must file a protest, in writing, with The Workforce Development Board of Rock Island, Henry and Mercer Counties Not-for-Profit Corporation no later than five (5) calendar days following release of the staff recommendation. The Workforce Investment Board shall resolve any protest based upon the written protest and any oral and written response thereto provided by The Workforce Development Board of Rock Island, Henry and Mercer Counties Not-for-Profit Corporation staff before, or in conjunction with, the consideration of the application and the staff recommendation. Resolution of the protest shall be deemed final.

Disclaimers and Limitations

The issuance of this RFP does not obligate The Workforce Development Board of Rock Island, Henry and Mercer Counties Not-for-Profit Corporation to award a contract or to pay any costs incurred in the preparation of a proposal. The Workforce Development Board of Rock Island, Henry and Mercer Counties Not-for-Profit Corporation reserves the right to accept or reject any or all proposals received in response to this RFP. The Workforce Development Board of Rock Island, Henry and Mercer Counties Not-for-Profit Corporation can cancel or rescind this RFP, in part or in whole, if deemed necessary.

All contract awards by The Workforce Development Board of Rock Island, Henry and Mercer Counties Not-for-Profit Corporation, pursuant to this RFP, are contingent upon the availability of funds. Respondents are liable for any and all costs incurred prior to final authorization by the WDB and the execution of a contract with The Workforce Development Board of Rock Island, Henry and Mercer Counties Not-for-Profit Corporation.

The Workforce Development Board also reserves the right to:

- Rescind an award and/or reallocate the funding to another applicant should the successful respondent fail to execute its grant agreement in a timely fashion.
- Increase funding levels for any or all delegate agencies selected pursuant to this RFP, if additional funds become available, based on delegate agency performance, effectiveness and other details.
- Change and amend as necessary its policies or procedures governing the delivery or scope of services described herein.
- Perform an assessment of the risk that any recent, current, or potential litigation, court action, investigation, audit, bankruptcy, receivership, financial insolvency, merger, acquisition, or other event might have on an organization's ability to operate a proposed program.

The Workforce Development Board of Rock Island, Henry and Mercer Counties Not-for-Profit Corporation shall not pay for any costs incurred by the applicant agencies in the completion of this RFP. Submission of a proposal does not, in any way, obligate The Workforce Development Board of Rock Island, Henry and Mercer Counties Not-for-Profit Corporation to award a contract. The Workforce Development Board of Rock Island, Henry and Mercer Counties Not-for-Profit Corporation reserves the right to accept or reject any applications, to negotiate with all qualified sources, or to cancel in part or in its entirety this RFP, if it is in the best interest of The Workforce Development Board of Rock Island, Henry and Mercer Counties Not-for-Profit Corporation to do so. The Workforce Development Board of Rock Island, Henry and Mercer Counties Not-for-Profit Corporation may require successful applicants to participate in contract negotiations prior to contract finalization. The Workforce Development Board of Rock Island, Henry and Mercer Counties Not-for-Profit Corporation shall reserve the right to terminate, with or without cause, any contract entered into as a result of this RFP process.

13. CONTRACT REQUIREMENTS

The applicant's application will become part of the contract / grant award. Portions of the application may be revised to reflect agreements reached as part of the negotiation process.

The contract includes reporting requirements, to be determined by WDB. To some extent, reporting processes and requirements will be dictated by DCEO.

The contractor(s) will be prohibited from disseminating products and information developed under the contract without the prior written consent of WDB.

All applicants must comply, or agree to comply, with all federal and state laws and related regulations in order to be considered for an award. Some examples include:

- Workforce Innovation and Opportunity Act and all WIOA Regulations
- Equal Opportunity and Affirmative Action Requirements
- Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)
- Debarment and Suspension requirements (E.O.s 12549 and 12689)
- State of Illinois and Other Required Certifications and Assurances
- Conflict of Interest policy and standards of conduct requirements
- Illinois Human Rights Act (775 ILCS 5/2-105 et seq., as amended) and any rules and regulations promulgated in accordance therewith
- All federal and state labor laws

The procurement of applications is being undertaken in compliance with the federal guidelines set forth in the "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards Final Rule" (also known as the Super-circular or Omni-circular). The contractor selected under this RFA must follow the guidelines set forth in this circular. This final guidance supersedes requirements from OMB Circulars A-21, A-87, A-110, and A-122; Circulars A-89, A-102, and A-133, and the guidance in Circular 1-50 on Since Audit Act Follow-up. This final guidance is in Title 2 of the Code of Federal Regulations. This link provides additional information on this guidance:

<https://www.federalregister.gov/articles/2013/12/26/2013-30465/uniform-administrative-requirements-cost-principles-and-audit-requirements-for-federal-awards#h-33>

14. MODIFICATIONS OF CONTRACT

Any contract awarded pursuant to this RFP may be unilaterally modified by The Workforce Development Board of Rock Island, Henry and Mercer Counties Not-for-Profit Corporation upon written notice to the contractor under the following circumstances:

- a. Contractor fails to meet performance and service expectations set forth in the contract, or
- b. The federal or state government increases, reduces or withdraws funds allocated to The Workforce Development Board of Rock Island, Henry and Mercer Counties Not-for-Profit Corporation, which impact services solicited under this RFP, or
- c. There is a change in federal or state legislation and/or their regulations, local laws, or applicable policies and procedures.

ATTACHMENTS

Cover Sheet

Budget Form

LWIA 13 Workforce Board Programmatic and Fiscal Policies including Conflict of Interest Policy and Procurement Policy (as posted at <https://theamericanjobcenter.org/board.php>)

ATTACHMENT A - Proposal Cover Sheet
LWIA 13 One-Stop Operator Procurement PY2025

Name of Organization:

Mailing Address:

City, State, Zip Code:

Telephone Number:

Proposal Contact Person: (Name/Title)

Telephone Number:

Email:

Authorized Signatory: (Name/Title)

Telephone Number:

Email:

I hereby certify that to the best of my knowledge that the governing body of the proposer's organization has authorized the submission of this proposal.

Authorized Signature _____ Date _____

Name, Title:

ATTACHMENT B - Budget Form

LWIA 13 One-Stop Operator Procurement

	Funding Request	In-Kind / Other	Total
Personnel Wages			
Personnel Fringe Benefits			
Personnel Travel			
Supplies			
Internet/Telephone Costs			
Equipment			
Subcontractors/ Consultants			
Other (Specify)			
Total			

Please attach an additional budget narrative with breakdown, explanation, and justification for each line item. Maximum three pages.