WORKFORCE SOLUTIONS PROGRAM ADMINISTRATOR RFP

Pre-Proposal Conference – October 1, 2024

Department of Planning and Development

Small Business Development Bureau

Commissioner Ciere Boatright

Housekeeping

- **Put your questions in the chat.** We will allocate 30 minutes to respond. All questions will be documented and posted with their answers afterwards.

- This session will be **recorded** and posted on the TIFWorks RFP page.

- The **slides will be shared** out to all attendees via email and posted on TIFWorks website

Agenda

Introductions

Workforce Solutions Overview

RFP Program Overview

Eligibility & Requirements

Selection Criteria

Submission/Timeline

Audience Q&A

Introductions

DPD
Department of Planning
and Development

Commissioner Ciere Boatright

Department of Planning & Development		
Mary O'Connor	**Lijia Evariz**	**David Diaz**
(she/her)	(she/her)	(he/him)
Deputy Commissioner	Coordinator of	Coordinator of
Small Business	Economic Development	Economic Development
Development	Small Business	Small Business
	Development	Development

Workforce Solutions Overview

"Workforce Solutions" is the overall umbrella currently used for Workforce Development Training Grants administered in the Small Business Development Bureau.

Legacy Program: TIFWorks
- Established in 2002
- Reimbursement grant that uses Tax Increment Financing (TIF) funds
- For businesses located within the eligible TIF districts with funding allocation for program

Future Program: Name Pending
- Launch Q1 2025
- Same overall model as TIFWorks
- Diversified funding
- Streamlined online application

What is a Workforce Development Training Grant?

Workforce Development Training/Certifications
✅ **YES** - **Businesses** looking to train incumbent workers/new hires
❌ **NO** – Workforce development organizations or individuals training unemployed/underemployed job seekers who have not already been permanently placed.

Workforce Solutions Program Administrator RFP Overview

Goal: The purpose of this Workforce Solutions Program Administrator request for proposal (RFP) is to engage a program administrator that will manage various facets of the grant program, including: reviewing program rules with DPD, managing daily operations and the application process, providing technical support to applicants, overseeing compliance and monitoring, conducting marketing and outreach to recruit grant applicants, and performing ongoing evaluations while maintaining project data and performance metrics.

Workforce Solutions Program Administrator RFP Overview

Program Period: The program period for the selected Program Administrator can be up to 5 years with the possibility of two, one year extensions.

Overview: The City seeks to award one organization that has:

- Knowledge and expertise in workforce development training and trends as they relate to businesses seeking to upskill incumbent workers and new hires

- Experience working with small to mid-size businesses

- Back-office infrastructure and capacity to market the program and disburse grants

- The ability to provide wrap-around technical assistance to diverse grantees

- Chicago office location

Intended Program Outcomes

- Help businesses keep up with industry standards

- Promote economic growth – increasing efficiency and production

- Incentivize businesses to stay in their communities

- Incentivize businesses to hire locally

- Skill development of incumbent workers making them more competitive for internal promotions

- Fostering partnerships

Expected Scope of Work

- Program Rules and Regulations

- Contract Document Requirements

- Program Administrator and Contract Compliance Monitoring

- Disbursement of Proceeds

- Marketing and Outreach

- Closeout for each Project

- Reporting

Reporting

Applicants must be able to fullfill the following:

- Implement the activities and fulfill the targets set in the approved contract
- For program compliance, the grantee will be required to submit documentation and reports, also known as "deliverables", to validate completion of program activities
  - Submission of timely reports will be essential
- For fiscal compliance, the grantee will be required to submit vouchers/invoices and participate in all City audits, site visits, evaluation, and quality assurance activities.
- Report all projects via DPD's project tracking system: PROMA

Additional Program Guidance

Expected Tasks

Applicants are expected to conduct a variety of tasks, from program design to implementation to evaluation and reporting. Tasks are likely to include, but are not limited to:

- Program and Content Design
- Program Management and Administration
- Project Management of Awarded Grantees
- Marketing, Communications, and Outreach
- Event Production (when necessary)
- Activities and Outcomes Reporting/Evaluation

Budget & Grant Amounts

- Total budget – will fluctuate
  - **2025 – Rollout approximately $10 million**

- Applicants must complete a program budget outlining all detailed expenses in their entirety for this proposal (e.g., salaries, program materials, etc.).

- Program Administrator will **NOT be provided with the money upfront.**
  - Selected PA will receive 1% of **new** funding upfront to assist with marketing/outreach efforts
  - PA will then be compensated 8% of completed project costs with the successful submission of invoices upon each project completion.

Overview of Payment Process

- Selected PA will receive training as to how to submit vouchers for their compensation along with the grantee's reimbursement.
- Each request must be supported by **invoices, proof of payments, and receipts** for eligible costs along with supporting documentation depending on the training type.
- Workforce Solutions staff will review each voucher submission and forward to finance for payment.
- The City will electronically transfer funds directly to the PA who will then reimburse grantees.

Eligibility

- **RFP Applicant**
  - Non-profits (i.e 501(c)(3) or 501(c)(6))
  - For-profit businesses (LLC, LWCA, C Corp, S Corp, B Corp)
  - Local & National organizations
  - Knowledge and Expertise to implement and run program
    - Including knowledge in workforce development trainings and trends
  - Capacity to outreach and provide technical support to diverse businesses throughout the City of Chicago

Submission Requirements

- Cover Page

- Business License

- Completed application questions

- Budget outlining all detailed expenses

- Certificate of Good Standing (for profit applicants)

- IRS Tax-Exempt Determination Letter

- Recent 990, 990-N, 990-EZ (from last 3 years)

- Answers to the questions in Exhibit A and B

Selection Criteria

Phase I: Technical & Eligibility Review

- Completed online applications

Phase II: Proposal Evaluation

Selection Criteria	Points
Organizational Capacity	35
Program Implementation Design	30
Budget Justification & Financial Capacity	25
Organization Values/Cooperation with City Requirements	10

Submission

- Proposals must be submitted via **SUBMITTABLE. DO NOT SUBMIT VIA EMAIL.**

- To complete an application for this RFP, applicants will need to **set up an account** in [Submittable](#).

- Please fill out initial application and upload your complete proposal in a PDF or Word document.

- Late applications will **NOT** be accepted.

DPD
Department of Planning and Development

Workforce Solutions Program Administrator Request for Proposals - Department of Planning and Development
Ends on Wed, Oct 23, 2024 12:00 PM

REQUEST FOR PROPOSAL

Workforce Solutions Program Administrator

RFP Issued on: *Monday, September 23, 2024*

Pre-Proposal Conference: Tuesday, October 1 at 10:00 am

You must register in advance for the conference invitation. Please register by e-mailing: Lijia.Evariz@cityofchicago.org - Subject: RFP for Workforce Solutions Program Administrator Conference Call

RFP Responses due: *Wednesday, October 23, 2024 by 11:59 a.m.*

All responses and questions should be submitted through Submittable, you will receive a confirmation e-mail upon submitting.

Please download the attached RFP for more information on the Request for Proposal as well as the required proposal packet to be considered: RFP Workforce Solutions Program Administrator

Please Note: If above link is not working, you can access the RFP by going to: www.chicago.gov/TIFWorks and then clicking on the RFP page.

We use Submittable to accept and review our submissions.

Create Your Account | **Have An Account? Sign In**

⬛✦ Timeline & Contact Information

Person: Lijia Evariz (DPD)
Email: Lijia.Evariz@cityofchicago.org
Website: www.Chicago.gov/TIFWorks

For technical support with submitting your application on Submittable please reference their help resources: https://submittable.help/en/collections/185534-help-for-applicants

Date	Description	Notes
10/1/2024	Pre-Proposal Conference	Recorded and posted on website. Deck will be shared
10/23/2024	Application deadline	Submit online by 11:59AM CT (noon). Late submissions will **NOT** be accepted
November/ December	Announcement of selected Program Administrator	All Applicants will be informed with either an acceptance or decline email.

Questions & Answers
Please post your questions in the chat.