



# Lake County Purchasing Division

<http://doingbusiness.lakecountyil.gov/>

Lake County will be accepting **only** electronic RFP submissions for Request for Proposal.

Please follow the steps below to upload your electronic RFP Submission:

1. Go to [www.lakecountypurchasingportal.com](http://www.lakecountypurchasingportal.com)
2. Click on the RFP Number: 26153
3. Click on register for this bid
4. Enter your username and password
5. Under the Submittals section, you will be able to upload your RFP submittal
  - a. Click on the browse button
  - b. Navigate your computer and select the appropriate file
    - i. Multiple files can be uploaded, each file can be no more than 20 MB
    - ii. Files can also be uploaded as a .zip file
  - c. Click on save submittals
  - d. Close the browser

ALL SUBMITTALS SHOULD BE LABELED ACCORDINGLY. PLEASE USE BELOW LABEL FOR YOUR CONVENIENCE.

<u>BID/RFP No.</u> RFP #26153	Business Name: _____
<u>Buyer:</u> Matt Finstein	Address: _____ Lake County
<u>Bid/RFP Description:</u> Workforce Innovation and Opportunity Act (WIOA) In-School Youth Career Readiness and Work-Based Learning	<b>ATTN: PURCHASING DIVISION</b> 18 N. County Street – 9 <sup>th</sup> Floor Waukegan, IL 60085-4350
<u>BID/RFP Due Date*:</u> <b>Monday, March 23, 2026, at 11:00 a.m. local time</b>	

\*Please note: Responses are due at **11:00 a.m. local time on March 23, 2026**. Please allow sufficient time for any technical issues you may have and upload your RFP early. Please email Purchasing at [purchasing@lakecountyil.gov](mailto:purchasing@lakecountyil.gov) to receive confirmation that we have successfully received your submission. **Questions are due no later than March 16, 2026, at 11:00 a.m. local time.**

**Lake County, Illinois**  
**Request for Proposals #26153**  
**WIOA In-School Youth Career Readiness and Work-Based Learning**

Request for Proposal (RFP) is for the purpose of establishing a subrecipient agreement with Lake County High Schools and eligible youth-serving entities to deliver Workforce Innovation and Opportunity Act (WIOA) Title I In-School Youth services to graduating high school seniors, emphasizing work-based learning and leadership development.

- GENERAL REQUIREMENTS:** Proposers are to submit electronic proposals, to be opened and evaluated in private. Submit one (1) complete electronic unprotected copy via the Lake County Purchasing Portal and one (1) redacted copy that can be used to comply with the Illinois Freedom of Information Act (FOIA). Please refer to the FOIA statute, 5 ILCS 140/1 et seq., and specifically Section 7 therein, for an explanation of the information that may be redacted.
- SUBMISSION DATE & TIME:** **March 23, 2026, by no later than 11:00 a.m. local time.** Proposals received after the time specified will not be opened.
- PRE-PROPOSAL MEETING:** **March 2, 2026 at 11:00 a.m. local time**, held via Zoom at the link available where indicated on the Lake County Purchasing Portal.
- CONTACT / QUESTIONS:** **All contact and questions regarding the Request for Proposal shall be with the Purchasing Division.** Should the proposer require additional information about this RFP, please submit questions on our website at <http://lakecountypurchasingportal.com> by selecting the RFP number and addendum link. Questions may also be submitted via email to [purchasing@lakecountyil.gov](mailto:purchasing@lakecountyil.gov). All questions shall be submitted no less than seven (7) days prior to the RFP opening date.
- CONTENTS:** The following sections, including this cover sheet, shall be considered integral of this solicitation:
- \*General Terms and Conditions
  - \*Insurance and Bonding Requirements
  - \*Special Terms and Conditions
  - \*General Information
  - \*Scope of Work
  - \*Submittal Requirements
  - \*Evaluation Criteria
  - \*Proposal Price Sheet
  - \*Addendum Acknowledgement
  - \*General Information Sheet
  - \*References
  - \*Sustainability Statement
  - \*Vendor Disclosure Statement
  - \*Vendor Certification
  - \*Attachments/Exhibits

**NOTE TO PROPOSERS.:** Any and all exceptions to these specifications MUST be clearly and completely indicated in the Proposer's response to the RFP. Failure to do so may lead the County to declare any such term non-negotiable. Proposer's desire to take exception to a non-negotiable term will not disqualify it from consideration for award.

## I. GENERAL INFORMATION

### A. INTENT

The WIOA In School Youth Career Readiness and Workbased Learning Request for Proposal (RFP) seeks to establish a subrecipient agreement with Lake County High Schools and eligible youth-serving entities to deliver Workforce Innovation and Opportunity Act (WIOA) Title I In-School Youth services to graduating high school seniors, emphasizing work-based learning and leadership development. These services are a core component of Lake County's **coordinated youth workforce system**—designed to ensure that young people move from high school into post-secondary education, employment, or continued workforce services with confidence, preparation, and clear direction. The Workforce Development Board is seeking youth-serving entities who will **strengthen and integrate into a shared countywide system**, aligning efforts across schools, employers, agencies, and families.

Funded under the Workforce Innovation and Opportunity Act (WIOA), these programs aim to deliver comprehensive transition outcomes. Successful programs and partners will equip students with the skills, career awareness, and support needed to pursue education, employment, or military service. Programs must operate in alignment with regional labor market demand, build strong employer connections, and work in collaboration with school personnel, families, communities, local employers and key stakeholders to ensure a consistent and supported pathway.

The Workforce Development Board is seeking proposals that can demonstrate a commitment to shared responsibility for youth success. Proposing collaborating organizations should illustrate how their work strengthens the broader countywide ecosystem and contributes to a seamless transition for every graduating senior. Competitive proposals will clearly address:

- A documented transition outcome for every senior—whether post-secondary education, employment, military enlistment, or a coordinated handoff to Workforce Development for continued services.
- A realistic youth-centered program design that builds career awareness, job readiness skills, mentoring relationships, academic/basic skills support, and individualized planning tailored to each student's goals.
- Full alignment with U.S. Department of Labor WIOA Youth Grant requirements and adherence to all federal, state, and local guidelines. <http://www.doleta.gov/wioa/>
- Direct, intentional employer engagement that is embedded into the program model with work-based learning as a core strategy rather than an optional component.
- Innovative, culturally responsive approaches that meaningfully involve parents, guardians, and caring adults as part of each young person's support network.
- Opportunities for youth to develop leadership skills, contribute to system strategies, participate in peer mentoring, and explore entrepreneurial pathways.
- A data and tracking strategy that aligns with required outcomes, including verification of each student's post-graduation plan and ongoing follow-up.
- A clear process for documenting student progress and collaborating with Lake County Workforce Development to track each individual's transition, consistent with WIOA Performance Measures and Key Performance Indicators (KPIs).
- A budget that prioritizes direct services and student support, with transparent justification for all expenditures.

**Total Available Funding: \$550,000**

**Award Amount per Agency: Not exceeding \$138,000**

**Duration: 12 -14 months based on starting date with ending date no later than June 30, 2027**

**B. LAKE COUNTY, ILLINOIS**

Lake County is located in northeast Illinois, between the Chicago and Milwaukee metropolitan areas. Lake County is home to about 703,000 residents. Lake County is committed to open government and transparency, and the County board's conservative fiscal policies have allowed the County to maintain fiscal stability and achieve AAA bond rating from Standard & Poor's and Moody's. Lake County is governed by a 19-member board and managed by a County Administrator.

**C. BACKGROUND**

The Lake County Workforce Development Board (<https://www.lakecountyworkforce.org/>) serves as the county's designated authority for setting workforce priorities, investing public workforce funds, and aligning education, training, and employment strategies with the needs of Lake County residents and employers. The Board convenes leaders from business, education, labor, economic development, and community organizations to ensure the local workforce system is responsive, coordinated, and focused on long-term economic mobility.

The Workforce Development Board's priorities and administration of WIOA grants are carried out by the Lake County Workforce Development Department (<https://www.lakecountyil.gov/4927/Job-Center-of-Lake-County>) which administers workforce programs and collaborates closely with schools, employers, training providers, and community-based organizations. The Department's work centers on building strong career pathways, expanding work-based learning opportunities, supporting employers with their talent needs, and ensuring residents can access education, training, and supportive services that lead to sustainable employment. This approach emphasizes cross-system collaboration and the integration of education and employment services.

The federal Workforce Innovation and Opportunity Act (WIOA) (<https://www.dol.gov/agencies/eta/wioa>) provides the foundation for these efforts by funding employment and training services that help individuals prepare for, obtain, and retain employment. WIOA prioritizes work-based learning, career pathways, employer engagement, and accountability for measurable outcomes. In Lake County, WIOA funding support programs that bridge education and employment, assisting individuals transition successfully into postsecondary education, training, or the workforce.

**D. CURRENT STATE - PROJECT**

Workforce Innovation and Opportunity Act (WIOA) Youth services in Lake County focus on preparing young people for successful transitions from school to careers through career exploration, job readiness, work-based learning, supportive services, and ongoing guidance. For in-school youth, particularly graduating high school seniors, services are designed to complement academic instruction while providing real-world work experiences and exposure to high-demand industries. These efforts support a broader countywide strategy to strengthen the youth talent pipeline and ensure young people leave high school with the skills, experience, and support needed to succeed. By inviting youth-serving entities to join this work, the Workforce Development Board aims to build a more inclusive, responsive, and aligned system, one where every young person in Lake County can move confidently into their next step, supported by a community that is invested in their long-term success.

E. PROJECT TIMELINE

To ensure that Lake County is able to implement the proposed solution, the proposers should indicate their ability to meet the deadlines indicated below:

Event	Date
Release RFP	Friday, February 20, 2026
Pre-Proposal Meeting	Wednesday, March 2, 2026, at 11:00 a.m. Central
Deadline for RFP Inquiries for Clarification and Posting of Responses	Monday, March 16, 2026, by 11:00 a.m. Central
Deadline for Proposal Submissions	Monday, March 23, 2026, by 11:00 a.m. Central
Finalist Interviews (if necessary)	March 30, 2026 - April 10, 2026*
Lake County Board Approval	May 12, 2026*

**\*This timeline may be subject to change.**

F. PROJECT STATUS

Personnel from the Proposer, Lake County, and other interested Lake County organizations will, as scheduled at a mutually agreed upon frequency, meet to discuss the scope of this project and the progress made by the Proposer in the performance of their obligations hereunder. When ad hoc meetings need to occur, Proposer and Lake County will make every effort to accommodate same.

G. PERFORMANCE LEVELS/MONITORING

Lake County staff will monitor performance levels based on progress reviews and milestone reports, as specified in the project plan created by the Proposer.

H. ACCOUNT REPRESENTATIVE

The Proposer shall assign an Account Representative who has a minimum of 5 years, successful experience in providing these services. The Account Representative, and his or her qualifications, shall be identified in the submittal of the RFP documents. The Account Representative shall be present for presentation of the proposal and must be assigned to Lake County throughout the Contract period.

I. WORK PRODUCT

All work product prepared by Proposer pursuant to a resulting Agreement, including, but not limited to, policies, reports, analysis, plans, designs, calculations, work drawings, studies, photographs, models, and recommendations shall be the property of Lake County. Proposer shall deliver the work product to Lake County upon completion of Proposer’s work, or termination of the Agreement, whichever comes first. Proposer may retain copies of such work product for its records; however, Proposer may not use, print, share, disseminate, or publish any work product related to this Agreement without the consent of Lake County.

J. TECHNICAL ASSISTANCE REQUIREMENTS

The awarded entity must attend a total of 20 hours of technical assistance, delivered in two phases:

1. Onboarding Technical Assistance (10 hours)- a minimum of 10 hours of technical assistance must be provided by June 30<sup>th</sup>, 2026. These hours support onboarding, implementation, troubleshooting, and staff support during the initial contract period.
2. Pre-School Year 2026-2027 Technical Assistance (10 hours)- An additional 10 hours of technical assistance must be attended prior to the start of the 2026-2027 school year. These hours are intended to ensure readiness for school-year launch, including staff training, review of contractual compliance requirement, evaluation and strengthening of strategies for student and parent engagement. Support and guidance of the WIOA-IWDS system.

## II. SCOPE OF WORK

### Program Design

The In-School Youth Career Readiness and Work-Based Learning RFP is designed to support **graduating high school seniors** in making a successful transition from school to employment, postsecondary education, or training. Funded programs must center on **work-based learning as the primary service strategy**, supported by job readiness training, career coaching, and appropriate supportive services. All services should be structured, intentional, and aligned with students' academic schedules and anticipated graduation dates. Proposals should clearly outline the sequence of program activities, describe how students will be prepared for work-based learning experiences, and explain how services will promote both immediate success and long-term career development. Programs must also detail how required elements, as described in Addendum I, such as career planning, mentoring, leadership development, financial literacy, and follow-up services, -will be integrated into the overall program design in a way that is practical, age-appropriate, and accessible for students and their families.

### Eligible Participants

Participants must be WIOA-eligible, low-income high school seniors who are enrolled in a Lake County high school, alternative school, or eligible career or technical campus and are on track to graduate as described in Addendum II. Programs should prioritize students would benefit most from additional career exposure, paid work experience, or transition support as they move into adulthood. Proposals must clearly describe outreach, recruitment, and enrollment strategies, including how students and families will be informed about the program, how eligibility will be verified, and how enrollment will be completed prior to graduation. Programs should also demonstrate inclusive practices that promote equitable access for students facing barriers such as disabilities, limited work experience, housing instability, parenting responsibilities, or transportation challenges.

Lake County Board-Service-Policies PDF ([www.lakecountyworkforce.org](http://www.lakecountyworkforce.org))

WIOA Youth Factsheet updated 01 23 2025 ([www.dol.gov](http://www.dol.gov))

U.S. Department of Labor Training and Employment Guidance Letter (TEGL) 21-16

### Work-Based Learning Models

Work-based learning is a required program element and must serve as a central component of service delivery. Programs may offer paid or unpaid experiences, including internships, pre-apprenticeships, job shadowing, on-the-job training, or other structured work experiences that align with local labor market needs.

Proposals must clearly describe:

- The types of work-based learning opportunities offered
- The process of matching students to placements based on their interests and readiness
- How employers and supervisors will support, guide, and evaluate participating students
- How students will receive coaching and ongoing support throughout the work-based learning experience

Programs must ensure that work experiences are structured, supervised, and focused on skill development rather than general labor. In accordance with program requirements, at least 30 percent of total program expenditures must support eligible work-based learning activities. Proposals should detail how this expenditure requirement will be met, tracked, and documented. (Reference: Illinois WIOA Works Work-Based Learning Policy: [WIOA Policy](#))

### Innovative Solutions

The Workforce Development Board encourages proposals that introduce **creative, student-centered approaches** to engaging graduating seniors in workforce preparation. Innovation may include new work-based learning models, expanded employer partnerships, flexible scheduling approaches, the use of technology, or other methods that strengthen the connection between education and employment. Programs should describe how they will:

- Engage employers in meaningful ways
- Prepare students for real workplace expectations
- Integrate youth leadership or peer mentoring components
- Involve parents or caregivers in the transition process
- Innovative approaches should be practical, scalable, and responsive to the needs of students and employers in Lake County.

### Priority Considerations

Priority will be given to proposals that:

- Are led by Lake County high schools, alternative schools, or eligible career and technical campuses
- Demonstrate strong employer partnerships aligned with high-demand industries
- Include paid work-based learning opportunities
- Integrate parent or caregiver engagement
- Identify students who can serve as peer mentors or program ambassadors
- Present a clear plan for sustainability and long-term impact

### Performance and Deliverables

Programs must demonstrate accountability for results and align with **WIOA Youth performance expectations**. Proposals should describe how program activities will contribute to measurable outcomes and how performance will be tracked and reported. At a minimum, programs must support and report on the following WIOA Youth performance measures, as applicable to in-school youth transitioning to post-graduation outcomes.

- **Placement in Employment, Education, or Training:** The percentage of participants who enter employment, postsecondary education, or training after exiting the program.
- **Employment or Education Retention:** Continued participation in employment, education, or training in the months following program exit.
- **Credential Attainment:** The percentage of participants who earn a high school diploma, recognized postsecondary credential, or industry-recognized certificate during participation or within one year after exit.
- **Measurable Skill Gains:** Documented progress made by participants during the program year, such as completion of training milestones, academic progress, or successful participation in work-based learning.
- **Median Earnings (as applicable):** Earnings outcomes for participants who enter employment after program exit.

Programs must demonstrate accountability in integrating the required deliverables into the scope of work, including:

- Timely recruitment and enrollment of WIOA eligible participants.
- Completion of program elements and key benchmarks including work-based learning experiences.
- Quarterly reports of outcomes, enrollment data, program progress, and unexpected obstacles.
- Attendance in standard meetings with Workforce Development.
- Assistance in enrolling participants in the Illinois Workforce Development System.
- Compliance with participant eligibility, documentation, forms, assessments, and signatures.
- Compliance with accurate data and participant files in the Illinois Workforce Development System.
- Monthly communication with participant's and documenting monthly participant progress.
- 12 months of follow-up after program exit to support successful transitions and sustained outcomes.
- Submittal of quarterly financial and program performance reconciliation reports.
- Participation in annual onsite fiscal and program monitoring review.

### III. SUBMITTAL REQUIREMENTS

#### A. Detailed Submittal Requirements

Proposals should be prepared as simple as possible and provide a straightforward, concise description of the proposed products and services to satisfy the requirements of the RFP. Attention should be given to accuracy, completeness, relevance, and clarity of content. The proposal should be organized into the following major sections:

1. Cover Page (Attachment A) and Executive Summary
2. Program Design
3. Work-Based Learning
4. Outreach and Recruitment
5. Program Outcomes
6. Administration
7. Budget Narrative
8. Proposal Price Sheet
9. Addendum Acknowledgement
10. General Information Sheet
11. Sustainability Statement
12. References
13. Vendor Disclosure Statement
14. Vendor Certification Form
15. Budget Details and Descriptions (Attachment B)
16. Staff Wages & Hours Summary (Attachment C)
17. Participant Recruitment and Enrollment Plan (Attachment D)

#### B. Cover Page and Executive Summary

The introductory material must include a completed cover page (Attachment A) and the executive summary, limited to a one-page brief narrative summarizing the proposal and budget request.

#### C. Program Design

1. Summarize the design of your program. Clearly list your organization's projected enrollment goals and outcome goals.
2. Describe where and when the school year program services will take place (i.e., days, evenings, during or after school, days per week, hours).
3. Describe the timeline for program implementation, indicating when all phases of the program will begin and end (include 12-month follow-up).
4. Describe how your program will be working with participants to obtain a high school diploma and, if offered, an industry recognized credential. Identify what activities they will take part in to reach these goals.
5. Explain how your program design develops and creates increased access to career pathways for each participant.
6. Describe career and self-assessments to be utilized, labor market research techniques, and modes of exposure to targeted industries.
7. Describe your case management strategies and the staff member responsible.
8. Describe who will be responsible for participant data recording and tracking utilizing the Illinois Workforce Development System. In addition, describe how continued communication with Workforce Development will be maintained in regard to technical assistance and review of the data in the Illinois Workforce Development System.
9. Identify the characteristics of the in-school youth population you propose to serve (examples: age, youth with disabilities, pregnant/parenting teens, DCF involved foster child, youth aging out of foster care, juvenile offenders, etc.). Explain why/how this cohort was identified.

10. Describe your experience working with WIOA-Eligible In-School youth or a similar population.
11. Describe how participants will be assessed for additional assistance through supportive services and the process and procedures for ensuring timely and appropriate supportive services are delivered.
12. Describe the components of your program design that meet the needs of individuals with disabilities.
13. Describe any partnerships/collaborations you have established for the proposed program. What are the roles and responsibilities of each? Describe your relationship with Lake County Workforce Development and how they will be a partner in this program including specific roles and responsibilities.
14. Utilizing the descriptions of the 14 required Elements: (The Work Experience element will be completed in Section B)
  - a. Describe your plan for ensuring all 14 WIOA Elements are *available* locally
  - b. Describe in detail the WIOA elements the program will be providing
  - c. Describe in detail how the program will ensure Follow-Up Services, 12 months after exit
  - d. Describe your process for referring youth to other service providers who offer WIOA service elements locally for the other elements you are not providing.
15. How will your program engage parents/caregivers in the overall program and youth's experience?
16. How will youth leaders and ambassadors be identified and fostered to be a peer mentor and/or be part of the overall youth leadership system?

#### **D. Work-Based Learning**

This program element is a mandatory service element that must be offered to all participants.

1. Describe the work-based learning experiences (paid or unpaid). Identify whether they are internships, pre-apprenticeships, job shadowing, on-the-job training, or other structured placements.
2. How will students be matched with work experiences? Outline the process (e.g., assessment tools, interest inventory, counselor or career advisor input).
3. What specific job readiness activities will students complete before starting a work experience? (e.g., safety training, industry certifications, interview preparation, workplace expectations)
4. How will the program evaluate whether a student is ready to start a WBL placement? (Include assessments, attendance criteria, academic considerations, or behavior requirements, if applicable.)
5. Will work experiences be paid, unpaid, or a combination? Explain the program model and rationale.
6. If students are unpaid, describe how you will ensure the experience offers structured learning and skill development that meets WIOA definitions (not volunteer work or unstructured labor).
7. Employer partnership and engagement
  - a. Describe your employer partnerships supporting work-based learning.
  - b. How do these employer partnerships align with Lake County Workforce Development Board's priority industries (e.g., healthcare, manufacturing, logistics, education)?
  - c. Identify employer roles (supervision, evaluations, trainings).
  - d. How will employer supervisors and mentors be prepared to support high school students?
8. (Onboarding, expectations, communication norms, evaluation tools)
  - a. How will the program work with the Workforce Development Business Services Team in fostering employer partnerships, relationships and engagement?
9. Work Experience budget & documentation
  - a. How will your program ensure that at least 30% of the total budget is spent on eligible work experience activities?  
(Include staffing costs tied to WBL, wages/stipends as applicable, supervision, etc.)
  - b. Describe how worksite agreements, on-the-job training plans, timesheets, wages/stipends, and attendance will be tracked. (Include software, payroll methods, or documentation tools.)  
How will your program ensure compliance with the Fair Labor Standards Act, student labor laws, and school district policies?

**E. Outreach and Recruitment and Enrollment**

1. Please provide a timeline of your organization's plan to recruit youth to meet the proposed enrollment goals to participate in this program.
2. Describe outreach and recruitment strategies and how these strategies align with WIOA performance measurements and outcomes.
3. Describe your intake and assessment process for newly recruited youth and how enrollment into programming is determined after this process.

**For vendors who provided services in the last 24 months** - If your organization failed to meet enrollment goals in FY25, please provide a description of new strategies your organization may take to ensure success in FY 26.

**For new applicants** - Explain a situation in the past when your organization had to recruit and enroll participants in programs and how your organization ensured enrollment was met and if challenges were experienced, strategies undertaken to resolve the issue (if applicable).

**F. Program Outcomes**

1. Provide a description of how a youth will progress from the point of entry to exit, achieving the WIOA performance outcomes as a goal.
2. **For vendors who provided services in the last 24 months only** (if not applicable, move to question 3):
  - a. Describe past/current performance in achieving WIOA performance measures or similar program measures. Define results. For example, the total number of youths enrolled, total number of diplomas or credentials received, total number entered into and retention at the 2nd and 4th quarter after exit: employment, post-secondary education, military, and advanced training
  - b. Describe your organization's strategy for how each participant will meet program performance goals\* as defined for In-School youth. (*see descriptions of performance measures/indicators*).
  - c. Clearly list your organization's enrollment goals and actual results of services provided in the last 24 months.
  - d. Clearly list your organization's outcome goals and actual results through the same period.
  - e. If your agency did not achieve outcome performance goals, explain why and discuss strategies that will be undertaken to successfully meet goals.
  - f. Describe follow-up activities, including how monthly contact will be performed and what actions will be taken to help youth re-enter the workforce if they have lost their employment or if they left or never started post-secondary education, advanced training, or military service.
3. **For new applicants:**

Describe the past three years of programming resulting in performance outcomes similar to the requested performance measures in this RFP. Define results. For example, the total number of youths enrolled, total number of high school diplomas, total number of entered employment, entry into post-secondary, military, and advanced training, etc. (If your organization has no prior experience working with this population, please be clear in explaining how your program design is built using an evidence-based program model(s)).
4. Provide a narrative description on your organization's projected enrollment goals if awarded funding including timeframes and quarterly enrollment targets. (Attachment D)

Reference: [WIOA Performance Indicators and Measures | U.S. Department of Labor](#)

MEASURABLE OUTCOME (exited)	Outcome Description
Placement in Employment/ Apprenticeship/ Military 2 <sup>nd</sup> Quarter After Exit	% of all exited participants who are employed, in an apprenticeship, or in the military during 2nd Quarter after exit.
Placement in Employment/Apprenticeship/ Military 4 <sup>th</sup> Quarter After Exit	% of all exited participants who are employed, in an apprenticeship, or in the military during 4th Quarter after exit
Median Earnings 2 <sup>nd</sup> Quarter after exit	Median wages for exited participants who are employed during the 2 <sup>nd</sup> quarter after exit
Credential Attainment (up to 1 year after exit)	% of participants who obtain a post-secondary credential, license or industry recognized credential during the program or within 1 year of exit
Measurable Skills Gain	% of participants in an education or training program that leads to a credential or employment and who are achieving “measurable skills gains” Meeting one or more “Measurable skill gains” include: 1.) Attainment of a high school diploma 2.) Achievement of an educational function level 3.) Transcript / Report Card achievement 4.) Achievement of a milestone (completion of OJT, apprenticeship program, any training achievement) 5.) Achievement of a trade-related benchmark /skill progression (knowledge-based exams)
Effectiveness in Serving Employers	% of youth employed with the same employer in the 2nd and 4th quarters after exit.

#### G. Administration

1. Provide an overview and mission statement of the organization.
2. Describe organizational staffing as it relates to this program.
3. Provide a job description for each position to be funded by this proposal. Include resumes of existing staff or job descriptions of staff to be hired.
4. Facilities providing services should be in full compliance of American with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1974, as well as other applicable Federal and State laws. Describe the facilities to be used for activities and services. Include location and if they comply with the above statement.

#### H. Budget

Provide a well-defined budget narrative for each budget line item. Describe how the budget ensures at least 30% is budgeted and will be expensed to work-based learning activities which may include participant stipends or wages and/or personnel costs. Provide job titles and employee names for each position listed in the budget; include the position’s role and responsibilities as it pertains to the proposed services, activities and deliverables. (Attachment B & Attachment C)

#### I. Client References

The County considers references to be an important factor in its decision to award a contract. Proposers should supply references that will be available to speak with the County. Three references should be provided that provided similar type of work completed in the past five to seven years. A reference sheet is included as a submittal as part of this RFP document.

**J. Exceptions to the RFP**

All requested information to this RFP must be supplied as this document and subsequent proposals submitted help form the basis for a contract with the selected proposer. Proposers may take exception to certain requirements in this RFP. All exceptions shall be clearly identified in this section and written explanation shall include the scope of the exceptions, the ramifications of the exceptions for the County and the descriptions of the advantages or disadvantages to the County as a result of the exception. The County, at its sole discretion, may reject any exceptions or specifications within the proposal.

**K. Price Proposal**

Complete the Price Proposal form attached.

**L. Value Added Services**

Please include any value-added services your firm provides in your submittal.

**M. Sustainability Statement**

Lake County is committed to green and sustainable practices and good environmental stewardship. Consequently, Proposers are asked to provide a Statement of Sustainability to demonstrate that they are also incorporating sustainability into their company' practices. A Sustainability Statement form is included as part of the RFP. Proposers are asked to provide a clear description of your company's sustainable practices, policies, or procedures in the following areas: waste minimization, energy efficiency, water efficiency, staff, and education.

**N. Vendor Disclosure Statement**

This disclosure statement is being filed in accordance with the Lake County Ethics Ordinance and Lake County Purchasing Ordinance. Effective January 2019, the Lake County Board implemented a Vendor Disclosure Statement Policy, which require vendors to disclose any familial relationships between a Lake County elected official, department director, deputy director, manager and owners, principals or officers of the vendor's company as well as campaign contributions to County elected officials.

**O. Vendor Certification Form**

This certification form is information that Lake County is collecting for reporting purposes only and will not be used in vendor selection.

**P. Addendum Acknowledgment**

Any and all changes to the specifications and terms and conditions of this RFP are valid only if they are included by addendum issued by Lake County Purchasing. Proposers shall acknowledge addenda by signing the enclosed Addendum Acknowledgement form. It is the Proposer's responsibility to check for addendums, posted on the website at <http://lakecountypurchasingportal.com> prior to the submittal due date. No notification will be sent when addendums are posted unless there is an addendum within three business days of the submittal due date.

**IV. EVALUATION CRITERIA**

- A. The County will conduct a comprehensive, fair, and impartial evaluation of proposals received in response to this procurement effort. All proposals will be evaluated by how well the proposal satisfies the described/stated needs, rather than how exactly the proposal matches the strictest interpretation of the terminology and design concepts stated herein. Newly emerging technologies, additional features, and the ability of the proposed solutions to adapt will be a consideration. Submitted proposals will be reviewed to determine whether the provider meets the following minimum procurement requirements:

- Program Design (30 points)
- Work Based Learning (20 points)
- Outreach, Recruitment, Enrollment (10 points)
- Outcomes (15 points)
- Administration (10 points)
- Budget (15 points)

**B. Short List**

The evaluation factors will be used to assist the evaluation committee in determining a short list. Proposers will be notified by the County if they have been selected for the short list. Please note, Lake County reserves the right to not shortlist all Proposers if it is not in the best interest of the County.

**C. Interview**

Lake County reserves the right, as part of the evaluation process, to ask for additional materials, interview, or schedule site visits to any locations serviced by Proposers. Site visits may be scheduled or unscheduled as determined by the County. If applicable, the County shall contact Proposers to arrange an interview. Information provided as part of the interview may be used by Evaluation Committee to re-evaluate and re-rank Proposers.

**D. Additional Investigations**

The County reserves the right to make such additional investigations as it deems necessary to establish the competence and financial stability of any firm submitting a proposal.

**E. Best and Final Offer**

The County reserves the right to request a Best and Final Offer (BAFO) if additional information or modified terms are necessary for the Evaluation Committee to complete its evaluation and ranking. A BAFO will not be used solely to reduce pricing. If a BAFO is requested, all short-listed proposers, or if the short-list process is not used, all qualified Proposers will be provided an opportunity to submit a modified Response. Only one BAFO request will be issued by the County. The information received from the BAFO will be used by the Evaluation Committee to re-evaluate and re-rank the Proposers.

**F. Intent to Negotiate**

The County reserves the right to invite the most qualified proposer to negotiate final terms and conditions, finalize scope clarification and confirm final pricing and payment terms. The information received from the negotiation shall be found in the final contract document. If the parties are unable to negotiate a satisfactory contract the negotiations will be terminated. The County reserves the right to either begin negotiations with the qualified proposer that is next preferred or non-award the request for proposal.

**V. GENERAL TERMS AND CONDITIONS**

**A. NEGOTIATIONS**

Lake County reserves the right to negotiate specifications, terms, and conditions, which may be appropriate to the accomplishment of the purpose of this Request for Proposal (RFP).

**B. CONFIDENTIALITY**

Proposals are subject to the Illinois Freedom of Information Act (FOIA) once an award or final selection is made. As such, all Proposers responding are asked to submit one redacted copy of their proposal that can be used by the County to respond to any future FOIA requests for the proposal.

Please refer to the FOIA statute, 5 ILCS 140/1 et seq., and specifically Section 7 therein, for explanation of information that may be redacted. For example, information exempt from disclosure in response to a FOIA request includes but is not limited to: highly personal or objectionable information; trade secrets and commercial or financial information claimed as proprietary, privileged or confidential, the disclosure of which would cause your business competitive harm; valuable formulae, computer geographic systems, designs, drawings and research data when disclosure of the same would produce private gain or public loss; certain construction related technical documents; and information associated with automated data processing operations that, if disclosed, would jeopardize system or data security.

If no redacted copy is provided, the Lake County Purchasing Division reserves the right to determine what information should be redacted as proprietary, privileged, or confidential in response to a FOIA request. A Proposer who fails to provide a redacted copy of its proposal waives its right to maintain any claims against Lake County, its agents, or employees for disclosure of this information.

C. RESERVED RIGHTS

Lake County reserves the right, at any time and for any reason, to cancel this RFP or any portion thereof, to reject any or all proposals, or to accept an alternate proposal. The County reserves the right to waive any immaterial defect in any proposal. Unless otherwise specified by the Proposer, the County has ninety (90) days to accept. The County may seek clarification from a Proposer at any time. Proposer's failure to respond promptly is cause for rejection. The County may require submission of best and final offers.

D. INCURRED COSTS

Lake County will not be liable for any costs incurred by respondents in replying to this RFP.

E. AWARD

Lake County reserves the right to award this contract based on the evaluation criteria set forth herein. Award shall be made by the Lake County Board to the responsible Proposer(s) determined to be the most qualified and advantageous to the County. Lake County reserves the right to award this Contract in whole or in part if determined to be in the best interests of the County.

F. ADDITIONAL INFORMATION

Should the Proposer require additional information about this RFP, please submit questions on our website at <http://lakecountypurchasingportal.com> by selecting RFP number and addendum link. Questions may also be submitted via email to [purchasing@lakecountyil.gov](mailto:purchasing@lakecountyil.gov). All questions shall be submitted no less than seven (7) days prior to RFP opening date. ANY and ALL changes to these specifications are valid only if they are included in the written Addendum to all Proposers. No interpretation of the meaning of the plans, specifications or other contract documents will be made orally. Failure of any Proposer to receive any such addendum or interpretation shall not relieve the Proposer from obligation under this RFP as submitted. All addenda so issued shall become part of the RFP documents. Failure to request an interpretation constitutes a waiver to later claim that ambiguities or misunderstandings caused a Proposer to improperly submit a proposal.

G. DISCUSSION OF PROPOSALS AND NEGOTIATION

Lake County may conduct discussions with any Proposer who submits a proposal. During the course of such discussions, the County shall not disclose any information derived from one proposal to any other Proposer. Lake County anticipates conducting negotiations with the successful Proposer. Your proposal should indicate any exceptions taken to this.

H. EXCEPTIONS

Any and all exceptions taken by Proposer to the terms of this RFP are to be identified in writing and included in the list of submittals.

I. CONTRACT TERM

This contract shall be in effect upon execution through June 30, 2027. Lake County reserves the right to renew this contract for four 4 additional one 1-year period(s), subject to acceptable performance by the contractor. At the end of any contract term, Lake County reserves the right to extend this contract for a period of sixty (60) days for the purpose of getting a new contract in place. For any year beyond the initial year, this contract is contingent on acceptable performance by the contractor and appropriation of sufficient funds; no charges shall be assessed for failure of the County to appropriate funds in future contract years.

J. RESPONSIBILITY & DEFAULT

The Proposer shall be required to assume responsibility for all items listed in this RFP. The successful Proposer shall be considered the sole point of contact for purposes of this contract.

K. INTERPRETATION OR CORRECTION OF REQUEST FOR PROPOSALS

Proposers shall promptly notify the Purchasing Division of any ambiguity, inconsistency, or error that they may discover upon examination of the RFP. Interpretation, correction, and changes to the RFP will be made by addendum. Interpretation, corrections, or changes made in any other manner will not be binding.

L. TAXES

The County is exempt from paying certain Illinois State Taxes.

M. TERMINATION

Lake County reserves the right to terminate this Agreement as set forth below.

1. Termination for Convenience:

Lake County reserves the right to terminate this Agreement, or any part of this Agreement, with or without cause, upon 30 days' written notice. In case of such termination, Proposer shall be entitled to receive payment from Lake County for work completed to the date of termination in accordance with the terms and conditions of this Agreement.

2. Termination Due to Material Breach:

In the event that this Agreement is terminated due to the Proposer's material breach, Lake County shall be entitled to purchase substitute items or services elsewhere and charge Proposer with losses the County incurs, including attorney's fees and expenses, notwithstanding any damage limitations the parties may agree to elsewhere.

3. Termination Due to Lack of Appropriations:

If sufficient funds are not appropriated by the Lake County Board to continue the services under this Agreement, then Lake County may terminate this Agreement. Lake County agrees to give written notice of termination to Proposer at least 30 days prior to the end of the last fiscal year for which appropriations were made. Lake County shall remit payment for all work completed and approved or accepted by the County, to the date of termination. Termination under this subsection shall not entitle the Proposer to contractual damages of any kind.

4. Termination Due to Force Majeure Events:

a) If a Force Majeure Event prevents a party from complying with any one or more obligations under this agreement, that inability to comply will not constitute breach if that party uses reasonable efforts to perform those obligations, that party's inability to perform those obligations is not due to its failure to (A) take reasonable measures to protect itself against events or circumstances of the same type as that Force Majeure Event or (B) develop and maintain a reasonable contingency plan to respond to events or circumstances of the same type as that Force Majeure Event, and that party complies with its obligations under section 16(d)(3), below.

- b) For purposes of this agreement, “Force Majeure Event” means, with respect to a party, any event or circumstance, whether or not foreseeable, that was not caused by that party and any consequences of that event or circumstance.
- c) If a Force Majeure Event occurs, the noncomplying party shall promptly notify the other party of occurrence of that Force Majeure Event and may terminate the Agreement based on it, with an obligation to pay only for services performed prior to the Force Majeure Event.

#### N. DEBARMENT AND SUSPENSION WITH LAKE COUNTY

1. The Lake County Purchasing Ordinance § 33.125 through 33.126 defines the County’s Authority and Decision to Debar.
2. The Proposer certifies to the best of his or her knowledge and belief that the Proposer:
  - a) Is not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency.
  - b) Has not within a 3-year period preceding this contract been convicted of or had a civil judgment rendered against it for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State, or local) transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statement, or receiving stolen property;
  - c) Is not presently indicted or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
  - d) Has not, within a three-year period preceding this contract, had one or more public transactions (Federal, State, or local) terminated for cause or default.
3. Proposer agrees that, during the term of this Agreement, Bidder shall report to the County’s contract administrator, within 10 days, any allegations to or findings by the National Labor Relations Board (NLRB) or Illinois Labor Relations Board (ILRB) that Proposer has violated a statute or regulation regarding labor standards or relations. If an investigation by the County results in a final determination that the matter adversely affects Consultant’s responsibilities under this Agreement, then the County may terminate this contract.

#### O. NON-DISCRIMINATION

The Proposer agrees to and shall comply with (1) the Equal Opportunity Employer provisions of Section 2000e of Chapter 21, Title 42 of the United States Code and Federal Executive Order Number 11246, as amended by Executive Order 11375, and (2) Chapter 33 of Title III of the Lake County Code of Ordinances (titled “Purchasing”).

#### P. INDEMNIFICATION

The Proposer agrees to indemnify and defend Lake County (its employees, elected officials, executives, and agents) from all claims, actions, demands, judgments or liabilities, fines, penalties, and expenses, including without limitation reasonable legal fees and expert costs, arising out of this Agreement and arising from the Consultant’s (its employees’, executives’, and agents’) actions, whether negligent, reckless, or intentional. Lake County shall provide notice to Consultant promptly of any such claim, suit, or proceeding, and will assist Consultant, at Consultant’s expense, in defending any such claim, suit, or proceeding.

#### Q. ASSIGNMENT, ALTERATIONS AND MODIFICATIONS

Any Agreement entered into as a result of this RFP shall not be assigned, delegated, or modified without the express written consent of both parties. The Agreement supersedes all other agreements, oral or written, between the parties with respect to the subject matter of the Agreement.

If Lake County agrees that the Proposer may assign, delegate, or subcontract the work under the Agreement, Proposer shall remain contractually liable to Lake County unless otherwise agreed in writing.

#### R. CHANGE ORDERS

In the event changes to the scope of the project or additional work become necessary or desired (a "Change"), the parties shall follow the procedures set forth in this Section to memorialize the change (a "Change Order"). A Change Order shall be effective only if documented in writing, dated and signed by both parties, and expressly referencing this Agreement. The Change Order shall set forth in detail: (i) the Change requested, (ii) the reason for the proposed Change; (iii) the cost of the Change; and (iv) the Change's impact on the time for completing the project.

In the event either party desires a Change, the Project Manager for such party shall submit to the other party's Project Manager a proposed Change Order. If the receiving party does not accept the Change Order in writing within 10 business days, the receiving party shall be deemed to have rejected the Change Order. If the parties cannot reach agreement on a proposed Change, Consultant shall nevertheless continue to render performance under this Agreement in accordance with its (unchanged) terms and conditions.

Changes that involve or increase in the amounts payable by the County may require execution by the County Purchasing Agent. Some increases may also require approval by the County Board. In cases where the Purchasing Agent's signature is required, or where County Board approval is needed, the Change Order shall not be deemed rejected by County after 10 days if the County's Project Manager has indicated in writing within the 10-day period an intent to present the Change Order for appropriate signature or approval.

#### S. JURISDICTION, VENUE, CHOICE OF LAW AND PROFESSIONAL STANDARDS

This RFP and any contract resulting from shall be governed by and construed according to the laws of the State of Illinois. Jurisdiction and venue shall be exclusively found in the 19<sup>th</sup> Judicial Circuit Court of Lake County Illinois.

#### T. CHANGE IN STATUS

The Proposer shall notify Lake County immediately of any change in its status resulting from any of the following: (a) Proposer is acquired by another party; (b) Proposer becomes insolvent; (c) Proposer, voluntary or by operation law, becomes subject to the provisions of any chapter of the Bankruptcy Act; (d) Proposer ceases to conduct its operations in normal course of business. Lake County shall have the option to terminate its Agreement with the Proposer immediately on written notice based on any such change in status.

#### U. DISPUTE RESOLUTION

All issues, claims, or disputes arising out of this Agreement shall be resolved in accordance with the Contract Disputes provision of the Lake County Purchasing Ordinance, § 33.097.

#### V. NON-ENFORCEMENT BY THE COUNTY

The Proposer shall not be excused from complying with any of the requirements of the Contract because of any failure on the part of the County, on any one or more occasions, to insist on the Proposer performance or to seek the Proposers compliance with any one or more of said terms or conditions.

#### W. PRECEDENCE

Where there appears to be variances or conflicts, the following order of precedence shall prevail: Lake County General Terms & Conditions, Lake County Request for Proposal Terms Scope of Work, and the Proposal Response.

#### X. PERSONAL EXAMINATION

Proposers are required to satisfy themselves, by personal examination of the site as to work involved and the difficulties likely to be encountered in the performance of work under this Agreement. No plea of ignorance of

conditions that exist now or hereafter, or of any conditions of difficulties that may be encountered in the execution of the work under this Agreement will be accepted as an excuse for failure to or omission on the part of the Proposer to fulfill in every respect all the requirements and specifications, nor will same be accepted as a basis for any claim for extra compensation.

The Proposer is responsible for investigating and gathering all relevant and pertinent information prior to submitting a proposal. By submitting a proposal, the Proposer affirms that they have performed all due diligence and are aware of all critical factors that may affect the provision of the services as described in the RFP. Such critical factors may include but are not limited to; location, space, utilities, scope of operations, and any other conditions, which may affect the Proposer operations. No allowance will be made for not being familiar with existing conditions to be encountered.

#### Y. PRICING

Pricing shall be included on Proposal Price Sheet. Please note, the price sheet must be completed and submitted with your response. Failure to complete and submit this form may cause you to be considered to be unresponsive to this RFP. A responsive Proposer is defined as a person who has submitted a proposal that conforms in all material respects to the requirements set forth in the Request for Proposal.

#### Z. JOINT PURCHASING

The purchase of goods and services pursuant to the terms of this Contract shall also be offered for purchases to be made by other governmental units, as authorized by the Governmental Joint Purchasing Act, 30 ILCS 525/0.01 et seq. (the "Act"). All purchases and payments made under the Act shall be made directly by and between each governmental unit and the successful Proposer. The Proposer agrees that Lake County shall not be responsible in any way for purchase orders or payments made by the other governmental units. The Proposer further agrees that all terms and conditions of this Contract shall continue in full force and effect as to the other governmental units during extended terms. The credit or liability of each governmental unit shall remain separate and distinct. Disputes between Proposers and governmental units shall be resolved between the immediate parties.

The Proposer and the other governmental units may negotiate such other and further terms and conditions to this Contract ("Other Terms") as individual projects may require. To be effective, other terms shall be reduced to writing and signed by a duly authorized representative of both the successful Proposer and the other governmental unit.

The Proposer shall provide the other governmental units with all required documentation set forth in the solicitation including but not limited to performance and payment bonds, Certificates of Insurance naming the respective governmental unit as an additional insured, and certified payrolls to the other governmental unit as required.

#### AA. ECONOMIC OPPORTUNITY PROGRAM

Lake County launched a **Buy Local. Build Local. Work Local.** initiative in 2013 to increase the outreach and procurement opportunities for businesses located within Lake County, including women-owned businesses and minority-owned business enterprises (L/W/MBE). The overarching objective is to maximize participation from these businesses in the County's procurement process, in accordance with applicable law. The County will take all necessary and reasonable steps to assure that business enterprises defined as L/W/MBE shall have a fair opportunity to participate in County contracts. As part of its Economic Opportunity Program (EOP) commitment, the County will make every effort to achieve the following objectives:

1. To ensure nondiscrimination in the award and administration of contracts;
2. To create a level playing field on which L/W/MBEs can compete fairly for contracts by providing any necessary training and assistance in bid preparation;
3. To ensure that the County's EOP is narrowly tailored in accordance with applicable law;

4. To establish a means for firms identifying themselves as L/W/MBEs to register for procurement opportunities and work cooperatively with contracted firms to report on measures that demonstrates the County's commitment to its EOP; and,
5. To help remove barriers to the participation of L/W/MBEs through notification of contract opportunities.

Successful Proposers are encouraged to work with Workforce Development to post any and all opportunities for employment on County contracts. Lake County's Workforce Development mission is to foster and ensure the economic prosperity of the Lake County community by maximizing the potential of businesses and workers. As such, Workforce Development provides a key resource for job seekers and employers.

State law mandates an open and competitive procurement process and requires that publicly procured contracts be awarded with no demonstrated preference based on the proposer's location, race and gender.

#### AB. REPORTING REQUIREMENTS FOR AWARDED CONTRACTS

All awarded Proposers will identify and report the type of ownership— L/W/MBE, and/or not L/W/MBE for any work that they or their approved subcontractors will perform. In addition, Lake County requests that all awarded Proposers provide an accounting of employees assigned throughout the term of the contract in regard to their home address and ethnicity. Lake County may use any data collected to report on potential of businesses and workers benefitting from County contracts.

#### AC. LAKE COUNTY OWNERSHIP OF INFORMATION

All information pertaining to records, data collected, property, financial or other information acquired under the scope of this contract shall be strictly confidential and the sole property of Lake County. The Proposer shall return all information to Lake County upon termination, and/or request and shall not utilize any of the information for purposes outside of the scope of this contract or without express approval of Lake County. Upon County request, the Proposer must provide all Lake County data in a documented, standard format.

#### AD. JOINT VENTURES & SUCCESSFUL PROPOSER MERGERS, ACQUISITIONS, DIVESTITURES OR CHANGE IN STRATEGY

In the event a joint venture is proposed, each party to the joint venture must meet all applicable requirements of the RFP. The party submitting the response shall be considered the sole contact for issues relating to this RFP. In the event of a merger, acquisition, divestiture or change in strategy, the successful proposer will state its commitment to continue to provide services.

#### AE. OUT OF POCKET EXPENSES

All out-of-pocket expenses paid by the Proposer during the project will be incurred solely at the Proposer's expense.

#### AF. INFORMATION SECURITY

In the process of providing services to Lake County the Proposer may come in contact with information deemed important and proprietary to Lake County. The Proposer agrees that any services performed for Lake County, whether on Lake County premises or not, will meet or exceed Lake County's information security policy and privacy standards. Lake County reserves the right to audit proposer's performance in meeting these standards.

#### AG. INDEPENDENT CONTRACTOR, LICENSURE OR CERTIFICATIONS, KEY PERSONNEL

1. **Independent Contractor Status.** The parties intend that the Proposer will be an independent contractor.

2. **Licensure or Certifications.** If required by law, the Proposer must at all times be and remain licensed or certified as a qualified provider of the services provided in this Agreement. Proposer shall submit copies of the required licenses or certifications upon the County's request. Proposer shall promptly notify County in writing of any citation Proposer receives from any licensing or certification authority, including all responses and correction plans.
3. Where the parties have identified particular individuals as being critical to a project ("Key Employees"), then Proposer shall not replace Key Employees without the County's prior written consent, which shall not be unreasonably withheld. Should Key Employees be reassigned, become incapacitated, separate from the Proposer, or be otherwise unable to perform the functions assigned to them, Proposer shall (i) within 10 business days, temporarily replace the person with another properly qualified employee and (ii) within 30 calendar days, permanently replace the person.

Lake County shall have the right to request that Proposer replace Key Employees from the project by setting forth in writing the grounds for the request. Proposer shall have a reasonable time period in which to address the grounds or make a substitution.

#### AH. EQUAL EMPLOYMENT OPPORTUNITY

Proposer assures, with respect to operation of the WIOA-funded training or activity, that it will comply fully with the nondiscrimination and equal opportunity provisions in sec. 188 of the Workforce Investment Act of 1998; USDOL regulation 29 CFR part 38, as amended; USDOL regulations at 29 CFR parts 31 and 32, including the Nontraditional Employment for Women Act of 1991; Title VI of the Civil Rights Act of 1964, as amended; section 504 of the Rehabilitation Act of 1973 as amended; Title IX of the Education Amendments of 1972, as amended; the Age Discrimination Act of 1975 as amended; the Civil Rights Restoration Act of 1987; executive order 12250; Age Discrimination in Employment Act of 1967; Federal Equal Pay Act of 1963; ILLINOIS Equal Pay Act of 2003; U.S. department of labor regulations at 28 CFR part 42, subparts f & h; Title VII of the Civil Rights Act of 1964, as amended Victims Economic Security and Safety Act; the Veterans' Priority Provisions of the "Jobs for Veterans Act", public law 107-288.

#### AI. INVOICES & PAYMENT

1. At the start of this Agreement, the County will issue a purchase order for the work and Proposer shall submit invoices detailing the products and services provided and identify the purchase order number on all invoices.
2. Proposer shall maintain records showing the actual time its employees and agents devoted to the project, and the costs incurred. Proposer shall permit a representative from Lake County to inspect and audit all of Proposer's data and records for the work and services provided under this Agreement. Proposer shall make these records available at reasonable times during the Agreement period and for one year after the end of the Agreement.
3. All payments shall be made in accordance with the Illinois Local Government Prompt Payment Act, which generally requires approval of a Consultant's bill within 30 days of receiving the invoice for the services contained in it, and payment within an additional 30 days (50 ILCS 505/1 *et seq.*).
4. Lake County's fiscal year ends on November 30. Invoices for services the Proposer has rendered up until November 30 of each year must be received by Lake County on or before January 15 of the subsequent calendar year.

5. Other than the timeframe for payments related to the end of Lake County's fiscal year, as stated above, Lake County shall not be held financially liable for payment of any services rendered if the invoice for such services is not sent to the County within 90 days from the date the services were provided.

If this Agreement is terminated prior to its expected expiration date, the Proposer must submit all invoices to Lake County no later than 30 days after the effective date of the termination.

Payment for invoices received beyond the time periods in this subsection will be denied, absent an agreement to the contrary. Failure of the Proposer to invoice the County in the timeframes noted in this section shall constitute the Proposer's waiver of the Proposer's right to payment.

6. WIOA Grant cycles end June 30. Invoices for services the Proposer has rendered up until June 30 of each year must be received by Lake County on or before July 31.
7. Lake County shall not be held financially liable for payment of any services rendered if the invoice for such services is not submitted within 90 days from the date of service. If this Agreement is terminated prior to its expected expiration date, the Proposer must submit all invoices no later than 30 days after the effective date of termination.
8. Payment for invoices received beyond the specified time periods will be denied, absent an agreement to the contrary. Failure of the Proposer to invoice within the designated timeframes shall constitute a waiver of the right to payment.
9. At the end of each WIOA grant cycle, the Proposer shall complete a close-out process that includes submitting final reports, financial reconciliations, and any other required documentation to Lake County. The close-out package must be submitted no later than 45 days after the end of the grant cycle, ensuring that all financial transactions, performance metrics, and related activities are properly recorded and reported.
10. The Proposer is required to maintain expenses and revenue related to this Agreement in a separate account. This account must be used exclusively for the funds received and expenses incurred under this contract to ensure clear and accurate financial reporting and compliance with WIOA guidelines.

**Federal Awarding Agency: Department Of Labor**  
**Federal Award Date: 04/01/2025**  
**Assistance Listing Program Title: WIOA Youth Activities**  
**Assistance Listing Number: 17.259**

11. Compliance with Uniform Grant Rules. Grantee certifies that it must adhere to the applicable Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, which are published in Title 2, Part 200 of the Code of Federal Regulations (2 CFR Part 200) and are incorporated herein by reference. 44 Ill. Admin. Code 7000.40(c)(1)(A). The requirements of 2 CFR Part 200 apply to the Grant Funds awarded through this Agreement, regardless of whether the original source of the funds is State or federal, unless an exception is noted in federal or State statutes or regulations. 30 ILCS 708/5(b).

#### AJ. PRESS/NEWS RELEASES

Consultant may not issue any press or news releases regarding this Agreement without prior approval from Lake County. Consultant shall provide notice to Lake County's Chief Communications Officer if contacted by the media regarding the services set forth in this Agreement.

## VI. INSURANCE REQUIREMENTS

- A. The awarded proposer must obtain, for the Contract term and any extension of it, insurance issued by a company or companies qualified to do business in the State of Illinois with an A.M. Best Rating of at least A and provide the County with a Certificate of Insurance 15 days before the start of the project, and thereafter annually upon each renewal date for contracts/projects that will last more than one year. Insurance in the following types and amounts is necessary:

### 1. Commercial General Liability Insurance

In a broad form on an occurrence basis shall be maintained, to include, but not be limited to, coverage for property damage, bodily injury (including death), personal injury and advertising injury in the following coverage forms where exposure exists:

- Premises and Operations
- Independent Contractors
- Products/Completed Operations
- Liability assumed under an Insured Contract/ Contractual Liability
- Personal Injury and Advertising Injury

With limits of liability not less than:

\$ 1,000,000 Each Occurrence

\$ 1,000,000 Products-Completed Operations

\$ 1,000,000 Personal and Advertising injury limit

\$ 2,000,000 General aggregate; the CGL policy shall be endorsed to provide that the General Aggregate limit applies separately to each of the Consultant's projects away from premises owned or rented to Consultant.

### 2. Excess/ Umbrella Liability

The Consultant's Excess/ Umbrella liability insurance shall be written with the umbrella follow form and outline the underlying coverage, limits of insurance will be based on size of project:

\$ 2,000,000 per occurrence limit (*minimum*)

### 3. Automobile Liability Insurance

Automobile liability insurance shall be maintained to respond to claims for damages because of bodily injury, death of a person, or property damage arising out of ownership, maintenance, or use of a motor vehicle. This policy shall be written to cover any auto whether owned, leased, hired, or borrowed.

The Consultant's auto liability insurance, as required above, shall be written with limits of insurance not less than the following:

\$ 1,000,000 Combined single Limit (Each Accident)

### 4. Workers Compensation (Coverage A) and Employers Liability (Coverage B)

Workers Compensation Insurance covering all liability of the Consultant arising under the Worker's Compensation Act and Worker's Occupational Disease Act at limits in accordance with the laws of the State of Illinois. Employers' Liability Insurance shall be maintained to respond to claims for damages because of bodily injury, occupational sickness, or disease or death of the Consultant's employees, with limits listed below:

#### Employers Liability

- a) Each Accident \$1,000,000
- b) Disease-Policy Limit \$1,000,000

- c) Disease-Each Employee \$1,000,000  
Such Insurance shall contain a waiver of subrogation in favor of Lake County.

5. Professional Liability – Errors and Omissions

The Engineers/Architects/Consultants for the plans of the project shall be written with limits of insurance not less than the following:

\$ 1,000,000 per claim per policy year

Coverage shall be provided for up to three (3) years after project completion. Policy is to be on a primary basis if other professional liability is carried.

6. Professional Liability – Cyber Liability

Cyber Liability Insurance for property damage to electronic information and/or data; first and third party risks associated with e-business, internet, etc., with limits of insurance not less than the following:

\$ 1,000,000 per occurrence limit

- B. County, acting at its sole option, may waive any of the foregoing insurance requirements upon a request to do so, but no waiver shall be effective unless made in writing. Such waiver may include or be limited to a reduction in the amount of coverage required above. The extent of waiver shall be determined solely by County's risk manager taking into account the nature of the work and other factors relevant to County's exposure, if any, under this agreement.

C. Liability Insurance Conditions

Proposers agree that with respect to the above required insurance:

1. The CGL policy shall be endorsed for the general aggregate to apply on a "per Project" basis;
2. The Proposers insurance shall be primary & non-contributory over Lake County's insurance in the event of a claim.
3. Proposer agrees that with respect to the above required insurance, Lake County shall be named as additional insured, including its agents, officers, and employees and volunteers and be provided with thirty (30) days' notice, in writing by endorsement, of cancellation or material change. A blanket additional insured ISO endorsement is preferred for Proposers who have multiple projects with the County.
4. Lake County shall be provided with Certificates of Insurance and should include the appropriate corresponding ISO form endorsements evidencing the above required insurance, prior to commencement of this Contract and thereafter with certificates evidencing renewals or replacements of said policies of insurance at least thirty (30) days prior to the expiration of cancellation of any such policies. No manuscript endorsements will be accepted. Any hard copies of said Notices and Certificates of Insurance and Endorsements shall be provided to:

**Lake County  
Purchasing Division  
18 N. County 9th Floor  
Waukegan, Illinois 60085**

5. **Electronic copies of Notices, Certificates of Insurance and Endorsements can be emailed to [Purchasing@lakecountyil.gov](mailto:Purchasing@lakecountyil.gov) in place of hard copies.**

- D. Failure to Comply: In the event the Proposer fails to obtain or maintain any insurance coverage required under this agreement, Lake County may purchase such insurance coverage and charge the expense to the Proposer.

**PROPOSAL PRICE SHEET**

THE PRICE PROPOSAL SHALL INCLUDE A TOTAL PRICE AS A FIXED FEE FOR ALL SERVICES DELINEATED IN THIS RFP. THE PROPOSER WILL CONSIDER ALL COSTS (LABOR, OVERHEAD, ADMINISTRATION, PROFIT, TRAVEL, ETC.) ASSOCIATED WITH PROVIDING THE SERVICES LISTED IN THIS RFP. ANY HOURLY RATES FOR SERVICES THAT MAY NOT BE INCLUDED SHALL BE PROVIDED WITH THE CORRESPONDING SERVICE AND RATE.

All additional services beyond the initial scope of the project, identified by the Proposer as beneficial to the County, shall be delineated separately for the County to consider.

The quote will consider all costs (labor, material, overhead, administration, profit, travel, etc.) associated with providing the services listed in this RFP. (Please attach additional sheets if necessary)

Action Item	Proposed Price	Number of Hours
Staff Wages		
Fringe Benefits		
Staff Travel		
Supplies:		
Supportive Services		
Youth WE Wages & Fringe		
Youth Stipends		
Tuition		
Other:		
<b>TOTAL:</b>		

Please indicate any hourly rates for services that may not be included in the original scope of the RFP. (Please indicate below the positions and hourly rates.)

Position	Rate for Service

Please delineate any service rates that may not be included in the original scope of the RFP.

Service	Proposed Price

## SUSTAINABILITY STATEMENT

---

The County of Lake has a responsibility to balance fiscal, environmental, and social considerations into its operational decision-making process. The County's commitment to green and sustainable practices and good environmental stewardship was memorialized by the Lake County Board in the County's 2013 Strategic Plan where sustainability is listed as a value and a goal. This was further strengthened in September 2020 by adopting a Net Zero Emissions goal through Joint Resolution. Therefore, we shall promote environmentally preferable purchasing, whenever practical, by procuring goods or services that lessen the destructive effects on the environment and the health and well-being of all citizens.

Consideration of the practices adopted by our contracted proposer is key to magnifying the impact of the County's sustainability measures. A Proposer is requested to provide a Statement of Sustainability demonstrating the methods they have incorporated into their company. Sustainability may be one of the scoring criteria included in the evaluation rubric for the award of this contract.

### INSTRUCTIONS

Please provide a narrative outlining any policies or practices implemented by your company to reduce your carbon footprint. Your response should include, but need not be limited to:

- A copy of your company's sustainability policy, awards, and accolades.
- Practices such as waste minimization, energy/water efficiency, methods instituted to reduce pollution, green products utilized, staff education, community involvement and volunteerism.
  - Specifically include the percentage of your firm's energy that comes from renewable sources and percentage of your fleet that is non-emitting.
- Sustainable approaches your company may have for this specific project.
- Cost variances to incorporate a more sustainable approach to this project and any calculated life cycle costs.



### Addendum Acknowledgement

The undersigned acknowledges receipt of the following addendum(s):

ADDENDUM #

I have examined and carefully prepared the submittal documentation in detail before submitting my response to Lake County.

Submittal Number: \_\_\_\_\_

Company Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Printed Name/Title: \_\_\_\_\_

Date: \_\_\_\_\_

It is the vendor's responsibility to check for addendums, posted on the website at <http://lakecountypurchasingportal.com> prior to the submittal due date. No notification will be sent when addendums are posted unless there is an addendum posted within three business days of the submittal due date.

If the submittal has already been received by Lake County, vendors are required to acknowledge receipt of addendum via email to [purchasing@lakecountyil.gov](mailto:purchasing@lakecountyil.gov) prior to the due date.

Submittals that do not acknowledge addendums may be rejected.

GENERAL INFORMATION SHEET

---

AUTHORIZED NEGOTIATORS:

Name:	Title:
Phone:	Email:
Name:	Title:
Phone:	Email:

BUSINESS ORGANIZATION: (check one only)

- Sole Proprietor: An individual whose signature is affixed to this proposal.
- Partnership: State full names, titles, and addresses of all responsible principals and/or partners on attached sheet.
- Corporation: State of incorporation: [Click or tap here to enter text.](#)
- Non-profit Corporation
- 501c3-- U.S. Internal Revenue Code

By signing this proposal document, the proposer hereby certifies that it is not barred from responding on this contract as a result of a violation of either Section 33E-3 or 33E-4 of the Illinois Criminal Code of 1961, as amended.

Full Legal Business Name:	
Authorized Signature:	Date:
Printed Name/Title:	

**REFERENCES**

List below other similar size clients for whom you have provided similar services. Please include the email address for each reference.

Agency Name:
Mailing Address:
Contact Person/Title:
Phone Number:
Email:
Dates of Service:
Project/Service Provided:
Number of Employees:

Agency Name:
Mailing Address:
Contact Person/Title:
Phone Number:
Email:
Dates of Service:
Project/Service Provided:
Number of Employees:

Agency Name:
Mailing Address:
Contact Person/Title:
Phone Number:
Email:
Dates of Service:
Project/Service Provided:
Number of Employees:

Agency Name:
Mailing Address:
Contact Person/Title:
Phone Number:
Email:
Dates of Service:
Project/Service Provided:
Number of Employees:

# VENDOR DISCLOSURE STATEMENT

<b>Vendor Name:</b>			
<b>Address:</b>			
<b>Contact Person:</b>		<b>Phone #:</b>	
<b>Bid/RFP/SOI/Contract/Renewal:</b>			

Vendors wishing to contract with Lake County for goods and services in an amount greater than \$30,000 shall submit this form in advance of award. This disclosure statement is not required for utility companies regulated by the Illinois Commerce Commission or local units of government. Vendors shall disclose:

- A familial relationship between a Lake County elected official, department director, deputy director and manager and owners, principals, executives, officers, account managers or other similar managerial positions of the vendor's company. Familial relationship is defined as a spouse (including civil partner), child, stepchild, parent, stepparent, grandparent, in-laws (including parent, grandparent, sibling, or child), relatives and non-relatives living in the same residence, and offspring born to any aforementioned person.
- All political campaign contributions made by the vendor or an owner, principal, executive, officer, account manager, or other similar managerial position of the vendor to any county board member, county board chair, or countywide elected official within the last five years.

**If there is nothing to report in a section, please state NONE in the appropriate space.**

### FAMILIAL RELATIONSHIPS

List names and departments/agencies of Lake County employees or public officials with whom owners, principals, or officers of the vendor's company have a familial relationship and the nature of the relationship. Attach additional pages, as necessary. (Provide all names or state NONE in the space below. Do not leave blank.)

Name and Department/Agency of Lake County Employee/Public Official	Familial Relationship

### CAMPAIGN CONTRIBUTIONS

List campaign contributions that have been made within the last five years that exceed \$150 annually. Attach additional pages, as necessary. (Provide all names or state NONE in the space below. Do not leave blank.)

Recipient	Donor	Description (e.g., cash, type of item, in-kind service, etc.)	Amount/Value	Date Made

Continuing disclosure is required if information changes. This Vendor Disclosure Statement form is available at [www.lakecountyil.gov](http://www.lakecountyil.gov). The full text of the County's Ethics and Procurement policies and ordinances are available at [www.lakecountyil.gov](http://www.lakecountyil.gov).

I hereby acknowledge that the information above is accurate and complete, that I am an authorized signer on behalf of the vendor, that I have read and understand these disclosure requirements, and that I agree to update this information if there are any related changes by submitting a new Vendor Disclosure Statement.

<b>Authorized Signature:</b>		<b>Title:</b>	
<b>Printed Name:</b>		<b>Date:</b>	

**Vendors: Check this box when indicating exception. Then provide a brief narrative for exception below.**



# VENDOR CERTIFICATION FORM

Bid/RFP/SOI Number:			
Vendor Name:			
Address:			
Primary Contact Name:			
Primary Contact Email Address:			
Primary Contact Phone Number:			
Project Manager Name:			
Project Manager Email Address:			
Project Manager Phone Number:			
# Years in Business:		Number of Employees:	
Annual Sales:	\$	Dunn & Bradstreet #:	
<b>Vendor Certification Statement: Please identify all the following that apply to the ownership of this firm. This information is collected for reporting purposes only and not vendor selection. Please include a copy of the certification. (Definitions are included on the second page of Vendor Certification Form).</b>			
<input type="checkbox"/>	Contractor certifies as a Minority – Business Enterprise (MBE)		
<input type="checkbox"/>	Contractor certifies as a Women Business Enterprise (WBE)		
<input type="checkbox"/>	Contractor certifies as a Veteran-Owned (VBE) Business Enterprise		
<input type="checkbox"/>	Contractor certifies as a Persons with Disabilities Owned Business Enterprise (PDBE)		
<input type="checkbox"/>	Contractor certifies as a Service-Disabled Veteran-Owned (SDVBE) Business Enterprise		
<input type="checkbox"/>	Contractor certifies as a Business Enterprise Program (BEP)		
<input type="checkbox"/>	Contractor certifies as a Small Disadvantaged Businesses (SDB)		
<input type="checkbox"/>	Contractor certifies as a Veteran-Owned Small Business (VOSB)		
<input type="checkbox"/>	Local Business		
<input type="checkbox"/>	None		
Other (Specify)			
Certification Number:			
Certified by (Agency):			

**I certify that this information is accurate to the best of my knowledge and that I am authorized to provide this information on behalf of my company.**

Signature:	Date:
Printed Name:	Title:

# Vendor Certification Definitions

- **Minority-owned business (MBE)**  
A business concern which is at least 51% owned by one or more minority persons, or in the case of a corporation, at least 51% of the stock in which is owned by one or more minority persons; and the management and daily business operations of which are controlled by one or more of the minority individuals who own it.
- **Woman-owned business (WBE)**  
A business which is at least 51% owned by one or more women, or, in the case of a corporation, at least 51% of the stock in which is owned by one or more women; and the management and daily business operations of which are controlled by one or more of the women who own it.
- **Veteran-owned Business Enterprise (VBE)**  
A small business (i) that is at least 51 percent owned, controlled and managed by one or more Eligible Veterans or in the case of a corporation, at least 51 percent or more of the stock of which is owned, controlled and managed by one or more Eligible Veterans.
  - **Eligible Veteran** means a person who (i) has been either a member of the armed forces of the United States or, while a citizen of the United States, was a member of the armed forces of allies of the United States in time of hostilities with a foreign country and (ii) has served under one or more of the following conditions: (a) the veteran served a total of at least 6 months; (b) the veteran served for the duration of hostilities regardless of the length of the engagement; (c) the veteran was discharged on the basis of hardship; or (d) the veteran was released from active duty because of a service connected disability and was discharged under honorable conditions.
  - **Armed Forces of the United States** means the United States Army, Navy, Air Force, Marine Corps, Coast Guard, or service in active duty as defined under 38 U.S.C. Section 101. Service in the Merchant Marine that constitutes active duty under Section 401 of federal Public Act 95-202 shall also be considered service in the armed forces for purposes of this Division.
- **Persons with Disabilities Owned Business Enterprise (PDBE)**  
A small business (i) that is at least 51 percent owned, controlled and managed by one or more Persons with a Disability; or in the case of a corporation, at least 51 percent or more of the stock of which is owned, controlled, and managed by one or more Persons with a Disability.
  - **Disability or Disabled** means, with respect to an individual, a physical or mental impairment that substantially limits one or more of the major life activities of the individual, a record of physical or mental impairment that substantially limits one or more of the major life activities of the individual, or being regarded as an individual with a physical or mental impairment that substantially limits one or more of the major life activities of the individual.
- **Service-Disabled Veteran-owned Business Enterprise (SDVBE)**  
A small business (i) that is at least 51 percent owned, controlled, and managed by one or more qualified service-disabled veterans or in the case of a corporation, at least 51 percent or more of the stock of which is owned, controlled and managed by one or more Service Disabled Veterans.
  - **Service-Disabled Veteran** means an Eligible Veteran who has been found to have 10 percent or more service-connected disability by the United States Department of Veterans Affairs or the United States Department of Defense.
  - **Service-connected disability** means a disability incurred in the line of duty in the active military, naval or air service as described in 38 U.S.C. 101(16).
- **BEP – Business Enterprise Program**  
Business Enterprise Program (BEP) BEP assists businesses owned by minorities, women, and people with disabilities gain access to the State of Illinois procurement process. BEP certification with the State of Illinois can also open the door to opportunities with other public and private entities which are looking for diverse suppliers.
- **Small Disadvantaged Businesses (SDB)**  
A Small Disadvantaged Business (SDB) is a small business owned and controlled by socially and economically disadvantaged individuals as defined by Federal Acquisition Regulation (FAR) 19.001
- **Veteran-Owned Small Business (VOSB)**  
A Veteran-Owned Small Business (VOSB) is a small business that is at least 51 percent owned by one or more veterans; or, if a publicly owned business, at least 51 percent of the stock is owned by one or more veterans. Also, one or more veterans control management and daily business operations of the firm.
- **Local business**  
Lake County launched a Buy Local. Build Local. Work Local initiative in 2013 to increase the outreach and procurement opportunities for businesses located within Lake County, including women-owned businesses and minority-owned business enterprises (L/W/MBE). The overarching objective is to maximize participation from these businesses in the County's procurement process, in accordance with applicable law.

**Attachment A - Cover Sheet**

<b>Proposal Response Cover Sheet</b>		
Name of Organization:		
Address:		
Name and Title of Contact:		
<b>Provide the following information for the above-named contact:</b>		
Telephone #:	Fax #:	Email:
Legal Status:		
Private for Profit Corp. (Date Incorp/State _____); Private Not-for-Profit Corp. (Date Incorp/State _____); Public Agency (Specify _____); Sole Proprietorship; _____ Partnership; _____ Other (Specify: _____)		
If you are an individual, enter your name and SSN as it appears on your Social Security Card. If completing this certification for a sole proprietorship, enter the owner's name followed by the name of the business and the owner's SSN. For all other entities, enter the name of the entity (as used to apply for the entity's EIN) and the EIN. FEIN/SSN Number: _____ IRS Classification for Tax Exemption: _____ _____		
Total Project Cost/Budget: \$ _____		
Total Number of Participants Served: _____		
Cost per Participant: \$ _____		
Work Experience Hours per Participant: _____		
Work Experience Wage: \$ _____		
The Proposer certifies that the information provided in this Request for Proposal including all Attachments, are true, accurate and current; and the person signing below is authorized to do so on behalf of the above-named organization.		
<b>Signature of Duly Authorized Representative:</b>		
_____	_____	
Signature	Date	
_____	_____	
Typed/Printed Name	Typed/Printed Title	

**Attachment B - Budget Details and Descriptions**

<b>Personnel and Operation Budget</b>			
	<b>Line Item</b>	<b>Proposed Budget</b>	<b>Description</b>
A.	Personnel Wages		
	Non-Work Experience		
	Work Experience		
B.	Fringe Benefits		
	Non-Work Experience		
	Work Experience		
C.	Staff Travel		
D.	Rent		
E.	Facilities		
F.	Supplies		
G.	Communications		
H.	Other Operations		
<b>TOTAL PERSONNEL &amp; OPERATIONS</b>			

<b>Youth Direct Services Budget</b>			
	<b>Line Item</b>	<b>Proposed Budget</b>	<b>Description</b>
A.	Youth Stipends		
	Non-Work Experience		
	Work Experience		
B.	Youth Wages		
	Non-Work Experience		
	Work Experience		
C.	Youth Fringes		
	Non-Work Experience		
	Work Experience		
D.	Training/Tuition		
E.	Supportive Services		
F.	Other		
<b>TOTAL PARTICIPANT &amp; TRAINING</b>			

<b>Indirect Cost Rate Budget</b>			
	<b>Line Item</b>	<b>Proposed Budget</b>	<b>Description</b>
A.	Indirect Cost Rate		
<b>TOTAL</b>			

<b>TOTAL PROPOSED BUDGET</b>		
<b>TOTAL PROPOSED WORK EXPERIENCE BUDGET</b>		
<b>% WE BUDGET OF TOTAL</b>		Must be no less than 30%

**Attachment C - Staff & Wage Hours Summary**

Position Title	Staff Member Name (If Available)	Hourly Rate	Projected # of Hours per Week on Work Experience Activities	Projected # of Hours per Week on Non-Work Experience Activities	Projected Total Hours per Week (All Activities)

**Attachment D - Participant Recruitment and Enrollment Plan**

	Sep-26	Dec-26	Mar-27	Jun-27	Totals
<b>TOTAL NUMBER OF PARTICIPANTS</b>					
# Recruited					
# Complete Eligibility					
# Complete Assessment					
# Complete Basic Skills Testing					
# Enrolled in program					
# Starting Work-Based Learning					
# Completing Work-Based Learning					
# Graduating HS					
# Post Secondary Training/Edu					
# Employed					
# Referred to Workforce Development					

## Addendum I - Required 14 Elements (Definitions/Examples)

The **WIOA In-School Youth (ISY) program** identifies **14 required program elements** to ensure comprehensive youth services. These elements are intended to support educational attainment, skill development, and preparation for employment or further education. Here's a clear definition of each element with examples relevant to ISY participants:

### 1. Tutoring, Study Skills Training, and Instruction Leading to Secondary School Completion

**Definition:** Assistance to help youth succeed academically and earn a high school diploma or equivalent. Strategies designed to keep youth in school may include, but are not limited to tutoring, literacy development, active learning experiences, after-school opportunities, and individualized instruction and credit recovery services.

**Examples:** One-on-one tutoring in math or reading, Study skills workshops, GED preparation courses

### 2. Alternative Secondary School Services

**Definition:** Support for youth who struggle in traditional high schools to complete their education. Services are aimed at reengaging youth, so they pursue education that leads to the completion of a high school diploma, or it's recognized equivalent.

**Examples:** Enrollment in credit recovery programs, Participation in alternative learning centers, Online high school programs, Basic education skills training

### 3. Paid and Unpaid Work Experiences

#### **WBL-Paid WEX/ Internship (Youth Limited to the summer months)**

**Definition:** Opportunities for youth to gain work experience in professional settings. A work experience or internship is planned, structured learning experience that takes place at a worksite for youth **limited to the summer months**. A work experience or internship may be arranged within the private for-profit sector, the non-profit sector or the public sector. The work experience or internship is **paid**, as appropriate and consistent with other laws, such as the Fair Labor Standards Act. Summer months are defined in IL as May 1st through September 30th.

**Examples:** Summer jobs, Internships, Job shadowing, Work-study programs

#### **WBL-Unpaid WEX/ Internship (Youth limited to the summer months)**

**Definition:** Opportunities for youth to gain work experience in professional settings. A work experience or internship is planned, structured learning experience that takes place at a worksite for youth **limited to the summer months**. A work experience or internship may be arranged within the private for-profit sector, the non-profit sector, or the public sector. The work experience or internship is **unpaid**, as appropriate and consistent with other laws, such as the Fair Labor Standards Act. Summer months are defined in IL as May 1st through September 30th.

#### **WBL-Paid WEX/ Internship (Not limited to the summer months)**

**Definition:** Opportunities for youth to gain work experience in professional settings. A work experience or internship is planned, structured learning experience that takes place at a worksite for a limited period of time **and not limited to the summer months**. A work experience or internship may be arranged within the private for-profit sector, the non-profit sector or the public sector. The work experience or internship is **paid**, as appropriate and consistent with other laws, such as the Fair Labor Standards Act.

#### **WBL-Unpaid WEX/ Internship (Not limited to the summer months)**

**Definition:** Opportunities for youth to gain work experience in professional settings. A work experience or internship is planned, structured learning experience that takes place at a worksite for a limited period of time **not limited to the summer months**. A work experience or internship may be arranged within the private for-profit sector, the non-

profit sector or the public sector. The work experience or internship is **unpaid**, as appropriate and consistent with other laws, such as the Fair Labor Standards Act.

### **WBL-Pre-Apprenticeship Program**

**Definition:** For younger youth, pre-apprenticeship programs can serve as a gateway to Registered Apprenticeship programs, while providing contextual learning that can promote and enhance high school completion levels. Programs are designed to prepare individuals to enter and succeed in a Registered Apprenticeship program(s).

### **WBL- Job Shadowing**

**Definition:** Job shadowing is a work experience option where students learn about a job by walking through the workday as a shadow to a competent worker. They witness firsthand the work environment, employability and occupational skills in practice, the value of professional training, and potential career options. The job shadowing work experience is a temporary, unpaid exposure to the workplace in an occupational area of interest to the student and can be anywhere from a few hours to a day, to a week or more.

### **WBL- OJT**

**Definition:** On-the-job training is provided under a contract with an employer or registered apprenticeship program sponsor in the private non-profit or private sector. Through the OJT contract, occupational training is provided for the WIOA participant in exchange for reimbursement, typically up to 50 percent of the wage rate of the participant, for the extraordinary costs of providing the training and supervision related to the training. LWIAs must consider skill requirements of the occupation, participant's academic and occupational skills, work experience and the ISS. An OJT contract must be limited to the period of time required for the participant to become proficient in the training-related occupation.

### **WBL-Employability Skills/ Job Readiness Training**

**Definition:** Services that follow the Employability Skills Framework: Skills and/or abilities that enable someone to relate to others and adapt to a workplace environment and are necessary to being successful in the workplace. Soft skills are non-technical, intangible, and personality-specific skills. Soft skills may include work habits (such as punctuality, appropriate attitude and behavior, cooperation, the ability to take constructive criticism), integrity, interpersonal skills, problem-solving, multitasking, making good and informed decisions, communicating with others, positive job attitude or managing oneself in the workplace, showing initiative and reliability, etc. These services must provide youth with employability skills/job readiness training **in order to prepare for a work experience**.

## **4. Occupational Skills Training**

**Definition:** Training that provides youth with industry-recognized skills for specific careers.

**Examples:** Certifications in IT (e.g., CompTIA), Automotive repair programs, Healthcare certification courses

## **5. Integrated Education and Training (IET)/ICAPS**

**Definition:** Programs combining academic learning with career preparation, such as career awareness, exploration, and immersion activities; vocational programs; Partnered business- education training.

**Examples:** Career academies in high schools, Dual enrollment programs with local colleges, STEM-focused coursework paired with lab internships

## **6. Leadership Development Opportunities**

**Definition:** Activities that build leadership, citizenship, community involvement, employability, and other positive social behaviors.

**Examples:** Student council participation, Community service projects, Peer mentoring programs, Exposure to postsecondary educational possibilities

## 7. Supportive Services

**Definition:** Services to help youth overcome barriers to program participation; enables an individual to participate in WIOA activities.

**Examples:** Transportation vouchers, Childcare assistance, School supplies or uniforms, Linkages to community services, Referrals to healthcare

## 8. Adult Mentoring

**Definition:** One-on-one relationships with adults who provide guidance and support. Adult mentoring must last at least 12 months and may take place both during the program and following exit from the program and be a formal relationship between a youth participant and an adult mentor that includes structured activities where the mentor offers guidance, support, and encouragement to develop the competence and character of the mentee. The final rule also states that while group mentoring activities and mentoring through electronic means are allowable as part of the mentoring activities, at a minimum, the local youth program must match the youth with an individual mentor with whom the youth interacts on a face-to-face basis. Mentoring may include workplace mentoring, where the local program matches a youth participant with an employer or employee of a company. Local programs should ensure appropriate processes are in place to adequately screen and select mentors.

**Examples:** Career mentors from local businesses, School counselors, Community volunteers

## 9. Follow-up Services

**Definition:** Services provided after program completion to ensure ongoing success. Follow-up services are critical services provided following a youth's exit from the program to help ensure the youth is successful in employment and/or postsecondary education and training. Follow-up services may include regular contact with a youth participant's employer, including assistance in addressing work-related problems that arise. **Provided by vendor, supported by Lake County Workforce Development as necessary, for 12 months.**

**Examples:** Regular check-ins for employment or education status, Career counseling post-graduation, Assistance with job retention, Supportive Services, Financial literacy education

## 10. Comprehensive Guidance and Counseling

**Definition:** Comprehensive guidance and counseling provides individualized counseling to participants. This includes drug and alcohol abuse counseling, mental health counseling, and referral to partner programs, as appropriate. Violence Prevention is also covered under this element. When referring participants to necessary counseling that cannot be provided by the local youth program or its service providers, the local youth program must coordinate with the organization it refers to ensure continuity of service. When resources exist within the local program or its service providers, it is allowable to provide counseling services directly to participants rather than refer youth to partner programs.

**Examples:** Drug and alcohol abuse counseling, Mental health counseling, Referral to counseling services

## 11. Financial Literacy Education

**Definition:** Teaching youth to manage money and make informed financial decisions.

**Examples:** Budgeting workshops provided by business representatives, Saving and investment lessons, understanding credit and debt management, Work readiness workshops that include financial literacy lessons and resources

## 12. Entrepreneurial Skills Training

**Definition:** Training to prepare youth to start and manage their own businesses.

**Examples:** Small business workshops, Business plan competitions, Hands-on projects creating a product or service, Experiential programs that provide youth with experience in the day-to-day operation of a business

**13. Labor Market and Employment Information**

**Definition:** Providing information on employment trends, career pathways, and in-demand occupations.

**Examples:** Local labor market reports, Career fairs, Job market research lessons, Engagement with Lake County Workforce Development.

**14. Activities to Prepare for Transition to Postsecondary Education and Training**

**Definition:** Programs that help youth plan and enter postsecondary education or technical training.

**Examples:** College tours, Application and financial aid assistance, Enrollment in vocational certificate programs

---

**Addendum II – WIOA Eligibility****Workforce Innovation and Opportunity Act (WIOA) In-School Eligibility**

WIOA Youth Factsheet updated 01 23 2025 ([www.dol.gov](http://www.dol.gov))

U.S. Department of Labor Training and Employment Guidance Letter (TEGL) 21-16

Illinois Worknet Eligibility Checklist-ISY081518 [www.illinoisworknet.com](http://www.illinoisworknet.com)

**CORE ELIGIBILITY REQUIREMENTS (ALL must be met)**

1. Age: 14–21 years old at enrollment, Youth with a disability and still enrolled in school (may qualify up to age 22)
2. School Enrollment: Currently enrolled in a secondary school (high school)
3. Low-Income Status: (At least ONE)
  - a. Free or Reduced-Price Lunch
  - b. TANF/SNAP/SSI
  - c. High-Poverty Census Tract
  - d. Family income  $\leq$  Poverty Level or LLSIL
  - e. Youth with a disability qualifying independently
4. Federal Compliance
  - a. Authorized to work in the United States
  - b. Copy of Social Security Card
  - c. Male (18+) registered with Selective Service (if applicable)
  - d. Selective Service Compliance Letter (if applicable)

**BARRIERS TO EMPLOYMENT (At least ONE required)**

- Basic Skills Deficient
- English Language Learner (ELL)
- Justice System Involved
- Homeless or Runaway
- Foster Care / Aged Out
- Pregnant or Parenting
- Has a Disability

<b>Eligibility Requirement</b>	<b>Documentation Accepted</b>
Age	Birth certificate, state ID, passport, school record
School Enrollment	Transcript, enrollment letter, copy of school ID, attendance record
Low-Income Status	Free/reduced lunch letter; TANF/SNAP/SSI award letter; census tract report; pay stubs/W-2; disability verification
Federal Compliance	Social Security card; U.S. passport; permanent resident card; employment authorization Selective Service registration (males 18+) If applicable
<b>Barriers – Must meet one or more of the following</b>	
Basic Skills Deficient (BSD)	Standardized test results (e.g., STAR); reading/math assessment within 6 months of eligibility determination
English Language Learner (ELL)	ESL program letter, IEP, language assessment
Justice System Involvement (Offender)	Court documents, probation report, law enforcement verification
Homeless or Runaway	Shelter verification, service provider letter, school liaison verification
Foster Care / Aged Out	Court placement documents, foster care verification letter
Pregnant or Parenting	Medical documentation, school or agency verification
Disability	IEP, 504 plan, medical verification, disability services letter