



Purchasing Division

<http://doingbusiness.lakecountyiil.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
2. Click on the RFP Number: 24383
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 #24383	Vendor Name: _____
<u>Buyer:</u> JazMine' Evans	Vendor Address: _____
<u>Bid/RFP Description:</u> Opportunity Youth Program	Lake County ATTN: PURCHASING DIVISION
<u>BID/RFP Due Date*:</u> Wednesday November 27th, 2024 at 11:00am CST	18 N. County Street – 9 th Floor Waukegan, IL 60085-4350

*Please note: Responses are due at **11:00am local time** on Wednesday November 27th, 2024. Please allow sufficient time for any technical issues you may have and upload your RFP early. Please email Purchasing at purchasing@lakecountyiil.gov to receive confirmation that we have successfully received your submission. Deadline for questions November 20th, 2024, at 11:00am CST.

Lake County, Illinois

**Request for Proposals #24383
Opportunity Youth Program**

Request for Proposal (RFP) is for the purpose of establishing a contract with a qualified firm to identify and support organizations that can enhance job readiness training programs for Opportunity Youth, helping them overcome employment barriers and achieve sustainable employment.

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.

PRE-PROPOSAL MEETING:

Monday November 18th, 2024, 11:00am CST via Zoom Link

Lake County Purchasing is inviting you to a scheduled Zoom meeting.

Topic: PRE-PROPOSAL Informational Meeting: RFP#24383 Opportunity Youth Program: Time: Nov 18, 2024, 11:00 AM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/86014090261?pwd=IRYuxWKFCcz3IJME14SsYVW8WMLy8t.1>

Meeting ID: 860 1409 0261

Passcode: 817781

One tap mobile

+16469313860,,86014090261#,,,,*817781# US

+13017158592,,86014090261#,,,,*817781# US (Washington DC)

Dial by your location

- +1 646 931 3860 US
- +1 301 715 8592 US (Washington DC)
- +1 305 224 1968 US
- +1 309 205 3325 US
- +1 312 626 6799 US (Chicago)
- +1 646 876 9923 US (New York)
- +1 719 359 4580 US
- +1 253 205 0468 US
- +1 253 215 8782 US (Tacoma)

- +1 346 248 7799 US (Houston)
- +1 360 209 5623 US
- +1 386 347 5053 US
- +1 408 638 0968 US (San Jose)
- +1 507 473 4847 US
- +1 564 217 2000 US
- +1 669 444 9171 US
- +1 669 900 6833 US (San Jose)
- +1 689 278 1000 US

Meeting ID: 860 1409 0261

Passcode: 817781

Find your local number: <https://us02web.zoom.us/j/86014090261>

SUBMISSION DATE & TIME:

November 27th, 2024 by no later than 11:00am local time.
Proposals received after the time specified will not be opened.

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. 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

If your RFP includes any exceptions, proposers must insert an "X" in the following box indicating a submission with exceptions and provide separately a submission with noted exceptions.

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.

1. Funding Source

All contracts awarded under this RFP are contingent upon the availability of federal or local funding. Lake County reserves the right to modify or terminate this agreement, in whole or in part, if sufficient funds are not appropriated or otherwise made available to meet the contractual obligations. The County shall provide written notice to the Contractor as soon as practicable if funding changes impact the contract. Lake County shall not be liable for any claims, damages, or expenses arising from funding modifications, reductions, or cancellations.

2. 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).

3. 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.

4. 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.

5. INCURRED COSTS

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

6. 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.

7. 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. 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 by 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.

8. 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.

9. 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.

10. CONTRACT TERM

This contract shall be in effect upon execution through June 30, 2026. Lake County reserves the right to renew this contract for two (2) additional two (2) 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.

11. 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.

12. 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.

13. TAXES

The County is exempt from paying certain Illinois State Taxes.

14. TERMINATION

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

a. 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, Consultant 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.

b. Termination Due to Material Breach:

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

c. 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 Consultant 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 Consultant to contractual damages of any kind.

d. Termination Due to Force Majeure Events:

(1) 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.

(2) 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.

(3) 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.

15. DEBARMENT AND SUSPENSION WITH LAKE COUNTY

The Lake County Purchasing Ordinance § 33.125 through 33.126 defines the County's Authority and Decision to Debar.

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.

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.

16. 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").

17. 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.

18. 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 Consultant may assign, delegate, or subcontract the work under the Agreement, Consultant shall remain contractually liable to Lake County unless otherwise agreed in writing.

19. 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, Contractor 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.

20. JURISDICTION, VENUE, CHOICE OF LAW AND PROFESSIONAL STANDARDS

This RFP and any contract resulting there 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 19th Judicial Circuit Court of Lake County Illinois.

21. 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.

22. 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.

23. 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.

24. 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.

25. 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 to investigate and gather 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.

26. 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.

27. 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.

28. 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:

- (a) To ensure nondiscrimination in the award and administration of contracts;
- (b) 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;
- (c) To ensure that the County's EOP is narrowly tailored in accordance with applicable law;
- (d) 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,
- (e) 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.

29. REPORTING REQUIREMENTS FOR AWARDED CONTRACTS

All awarded vendors 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 vendors 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.

30. 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.

31. 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.

32. 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.

33. INFORMATION SECURITY

In the process of performing 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.

34. INDEPENDENT CONTRACTOR, LICENSURE OR CERTIFICATIONS, KEY PERSONNEL

A. **Independent Contractor Status.** The parties intend that the Consultant will be an independent contractor.

B. **Licensure or Certifications.** If required by law, the Consultant must at all times be and remain licensed or certified as a qualified provider of the services provided in this Agreement. Consultant shall submit copies of the required licenses or certifications upon the County's request. Consultant shall promptly notify County in writing of any citation Consultant receives from any licensing or certification authority, including all responses and correction plans.

C. Where the parties have identified particular individuals as being critical to a project ("Key Employees"), then Consultant 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 Consultant, or be otherwise unable to perform the functions assigned to them, Consultant 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 Consultant replace Key Employees from the project by setting forth in writing the grounds for the request. Consultant shall have a reasonable time period in which to address the grounds or make a substitution.

35. EQUAL EMPLOYMENT OPPORTUNITY

Contractor 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.

36. INVOICES & PAYMENT

A. 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.

B. 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 submit these records as part of the monthly invoice process and make these records available at reasonable times during the Agreement period and for one year after the end of the Agreement; this includes making records available at the annual onsite monitoring of records completed by Lake County Workforce Development.

- C. All payments shall be made in accordance with the Illinois Local Government Prompt Payment Act, which generally requires approval of a vendor'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.*). Payments made in accordance with WORKFORCE OA
- D. 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.
- E. 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.
- F. 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.
- G. 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.
- H. 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: 04/01/2024

Assistance Listing Program

Title: WIOA Youth Activities

Assistance Listing Number: 17.259

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).

37. PRESS/NEWS RELEASES

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

All Contracts may be subjected to change

The Contractor 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- VIII and provide the County with a Certificate of Insurance 15 days before the start of the project, and thereafter annually for contracts/ projects that will last more than one year. Insurance in the following types and amounts is necessary:

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:

\$ 2,000,000 Each Occurrence

\$ 1,000,000 Products-Completed Operations

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

\$ 5,000,000 General aggregate; the CGL policy shall be endorsed to provide that the General Aggregate limit applies separately to each of the contractor's projects away from premises owned or rented to contractor.

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 Contractor'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)

Excess/ Umbrella Liability

The Contractor'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, and may be higher depending on the project*)

Workers Compensation (Coverage A) and Employers Liability (Coverage B)

Workers Compensation Insurance covering all liability of the Contractor 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 Contractor'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.

Professional Liability – Errors and Omissions

The Engineers/Architects/Consultants and/or Software Developer 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.

Cyber Liability

Cyber Liability Insurance for unauthorized release of Personally Identifiable Information (PII), protected Health Information (PHI) and confidential information of third parties and employees including Privacy Regulatory coverage for both legal defense and fines/penalties from a privacy breach for risks associated with e-business, internet, etc., with limits of insurance not less than the following:

\$ 1,000,000 per occurrence limit.

Liability Insurance Conditions

Contractor agrees that with respect to the above required insurance:

- a) The CGL policy shall be endorsed for the general aggregate to apply on a “per Project” basis;
- b) The Contractor’s insurance shall be primary & non-contributory over Lake County’s insurance in the event of a claim.
- c) Contractor 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 Contractors who have multiple projects with the County.
- d) 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
Attn: Lake County Purchasing Agent**

- e) **Electronic copies of Notices, Certificates of Insurance and Endorsements can be emailed to Purchasing@lakecountyil.gov in place of hard copies.**

Failure to Comply: In the event the Contractor 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 Contractor.

1. INTENT

This Request for Proposal (RFP) is for the purpose to enter into a subrecipient agreement funding with Workforce Innovation and Opportunity Act Out of School Youth funds with identify and support organizations that can enhance job readiness and employment opportunities of WIOA eligible out of school youth through work-based learning, paid internships, job readiness training and education and training programs. for Opportunity Youth, helping them overcome employment barriers and achieve sustainable employment.

This RFP will prioritize performance driven innovative solutions

The Lake County Workforce Development Board (LCWDB) is seeking proposals from qualified organizations to enhance or implement performance driven innovative new job readiness employment and training programs serving for WIOA eligible out of school youth "Opportunity Youth" (definition page ##young adults aged 16-24 who are neither in school nor working). The LCWDB is seeking organizations that will

- Work collaboratively as an integral partner in the youth serving network in Lake County
- Operate within the guidelines of U.S. Department of Labor WIOA Out of School Youth Grant funding
- Serve WIOA eligible out of school Youth
- Deliver services with a priority on work-based learning
- Create access to employment and training in high demand occupations
- Provide access to quality career pathways leading good jobs, internships, or apprenticeships.
- Looking for Performance driven programs that result in 74% of all participants entering and retaining employment at a wage of \$ per hour.
- Establishing an employment and training plan that results in all participants reporting a skills gain within 90 days of enrollment and throughout the program with a plan to gain an industry recognized credential. The goal is to fund programs with an innovative and functional approach to working with youth.

Total Available Funding: \$500,000

Number of Awards: Minimum of 2

Award Amount per Agency: Not exceeding \$250,000

Duration: 15 - 18 months

2. 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.

3. BACKGROUND

Lake County Workforce Development Department

Lake County Workforce Development provides vital career and business services to strengthen the local economy. It supports job seekers by offering a comprehensive suite of services, including career counseling, skills assessments, job search assistance, and training programs tailored to both entry-level and experienced professionals. For businesses, it delivers customized recruitment, retention, and workforce training solutions to ensure access to a skilled talent pool. The organization emphasizes creating pathways to sustainable employment, collaborating with partners across education, government, and industry to promote workforce

readiness and economic growth throughout Lake County.

Lake County Workforce Development Board

The Lake County Workforce Development Board is a highly respected leader in workforce development across the county, region, and state. With a proven track record of collaboration, the board works closely with key partners and stakeholders to implement innovative, performance-driven strategies that enhance, align, and integrate the region's job-focused workforce system. As part of its strategic priorities, the board is committed to creating an inclusive and adaptable workforce that not only meets the current demands of employers but also anticipates future industry needs. The board offers a range of programs and services, including career counseling, training, and apprenticeship opportunities, tailored to prepare job seekers for sustainable employment and career growth. To increase awareness of its mission and impact, the board has developed a comprehensive marketing and communications program, designed to inform employers, job seekers, and community partners throughout Lake County about available services and opportunities. This approach ensures that the board's resources are accessible and effectively utilized, driving economic growth and workforce development across the region.

Youth reports –

[Understanding Youth Disconnection in Lake County Report:](#)

Commissioned by the Lake County Workforce Development Board and completed within the last year, this report examines the systemic factors contributing to youth disconnection in Lake County. It focuses on social, economic, and educational barriers that prevent young people from accessing meaningful employment and education opportunities. By analyzing data on local youth demographics and challenges, the report provides insights to refine local workforce strategies and better support youth in overcoming barriers to engagement in education and the workforce.

[Lake County Youth Investment Project Report:](#)

Also commissioned by the Lake County Workforce Development Board and completed within the last year, this report evaluates existing youth programs and services, identifying gaps and opportunities for improvement in serving disconnected youth. It proposes targeted solutions, such as partnerships and program enhancements, to address key barriers like transportation, childcare, and skills development. The recommendations aim to build a more inclusive and responsive workforce development system that empowers local youth to pursue sustainable careers.

4. CURRENT STATE - PROJECT

Lake County Workforce Development commissioned two key reports to drive strategic investments that enhance community services and address barriers to youth employment. The **Understanding Youth Disconnection in Lake County** report examines systemic factors that contribute to youth disconnection, providing essential data to refine local strategies. The **Lake County Youth Investment Project Report** evaluates existing programs, identifying gaps and proposing targeted solutions. Guided by these reports, Lake County is focused on addressing barriers shared by youth, such as transportation, childcare, and skills development, and is actively partnering with organizations that offer training programs aligned with employment skills development. These efforts aim to create a stronger, more inclusive workforce development system that empowers youth and supports their pathways to sustainable careers. Building on these findings, Lake County Workforce Development hosted its first Youth Symposium, where employers and community partners gathered to discuss the obstacles identified in the reports. Now, the board is seeking additional community partners to co-develop innovative solutions for these challenges. As a next step, Lake County aims to strengthen relationships with youth service providers to ensure that all gaps are being addressed. These combined efforts are designed to create a stronger, more inclusive workforce development system that empowers youth and supports their pathways to sustainable careers.

5. 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	November 6th, 2024
Pre Proposal Information Meeting	November 18th, 2024, at 11:00AM CST
Deadline for RFP Inquiries for Clarification and Posting of Responses	November 20 th , 2024, by 11:00am CST
Deadline for Proposal Submissions	November 27th, 2024, at 11:00am CST
Finalist Interviews	December 9, 2024- December 13, 2024
Lake County Board Approval	January 2025
Awarded Entity Begins Contract	No later than March 31, 2025

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

6. **PRE-PROPOSAL INFORMATION MEETING**

A pre-proposal information meeting will be held virtually on November 18th at 11:00Am. The meeting will provide an overview of requirements, followed by a Q&A session.

7. **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.

8. **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. The selected proposer(s) will be required to submit monthly reports detailing key metrics to ensure effective program oversight and alignment with project goals. These reports must include data on recruitment efforts, enrollment numbers, and program progress, providing insight into participant engagement and retention. Additionally, performance management metrics should demonstrate participants' progress toward job readiness, skill development, and employment outcomes. Financial performance reports will be required to ensure funds are being utilized as planned and in compliance with program requirements. This ongoing reporting structure will allow for continuous monitoring and timely adjustments to optimize program impact.

9. **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.

10. **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.

Overview of Services Provided

We are seeking a program that delivers a comprehensive suite of support services aimed at removing barriers to employment for Opportunity Youth aged 16-24. The services should include career coaching, training, work-based learning, mental health support, transportation, and childcare. These services should enable youth to gain meaningful employment, establish sustainable career pathways, and culminate in successful long-term employment.

Participants Served

The program should serve Opportunity Youth aged 16-24 who meet WIOA eligibility criteria. This includes youth who are not currently enrolled in school, have dropped out, are low-income, have basic skills deficiencies, are English language learners, are justice-involved, homeless, in foster care, pregnant/parenting, or have disabilities. The program should also support low-income youth needing assistance to access education or employment.

Work-Based Learning Opportunities

At least 30% of the program's budget should be allocated to work-based learning, including paid and unpaid work experiences such as internships, job shadowing, pre-apprenticeships, and on-the-job training. These experiences should promote career exploration and skill development, helping youth apply learned skills in real-world settings.

Performance Metrics and Reporting

The program should be monitored through regular progress reviews, focusing on metrics such as participant enrollment, completion rates, credential attainment, employment rates, and wage increases. Proposers must provide monthly reports detailing progress toward these outcomes, along with financial performance.

Key Program Components The program should focus on delivering critical components that support the successful engagement, training, and employment of Opportunity Youth. These components are designed to ensure that youth participants receive comprehensive support, skill-building opportunities, and work experiences that lead to meaningful, long-term employment outcomes. The following elements outline essential strategies that proposers must incorporate into their program design:

- Minimum of 30% of the overall budget expenditure must be spent on providing participants with paid and unpaid work experiences, including internships and job shadowing.
 - In compliance with the March 2023 WIOA Title IB Services Matrix update, funds previously allocated as lump-sum stipends of up to \$1,000 per participant will now be redirected to support wages for work-based learning opportunities. Only wages related to eligible work-based learning activities—such as paid internships, pre-apprenticeships, and on-the-job training (OJT)—will count toward the required work experience expenditure. Other youth program elements, including Financial Literacy, Mentoring, Leadership Development, and Entrepreneurial Workshops, are essential supportive services but do not contribute to the required work experience compliance.
- Work experiences should be structured to promote career exploration and skill development and provide participants with opportunities to apply learned skills in real-world work settings.
- Allowable Work Experiences
 - Work experiences are structured learning opportunities designed to provide WIOA-eligible youth with exposure to the workplace. These experiences can be either paid or unpaid and are intended to help participants gain employability skills, explore career options, and establish professional networks.
 - Types of Work Experiences:
 - Paid Work Experiences: Includes structured internships, on-the-job training (OJT), and cooperative education placements where participants receive compensation.
 - Unpaid Work Experiences: Includes internships, job shadowing, and pre-apprenticeships that focus on skill development without monetary compensation.
 - Placement Sectors: Work experiences can be arranged in private for-profit, non-profit, or public sector organizations. All work experiences should comply with the Fair Labor Standards Act and other relevant labor laws.

- 30% Work Experience Expenditure Requirement:
 - Minimum 30% of total youth program funds must be allocated to work experience activities, including:
 - Paid and unpaid work experiences
 - Internships and job shadowing
 - Pre-apprenticeship programs that include a work-based learning component
 - On-the-job training (OJT)
- Proposals must demonstrate clear strategies for achieving this requirement, ensuring that activities align with WIOA goals and contribute toward meaningful employment outcomes for youth.
- Documentation and Reporting:
 - Maintain accurate documentation of all work experience activities, including participant records, wage information (for paid experiences), and timesheets or attendance logs (for both paid and unpaid experiences).

Expenses related to these activities should be recorded separately to ensure compliance with the 30% expenditure requirement and to facilitate monitoring and reporting as required under TEGL 21-16 and 2 CFR Part 200. Per the March 2023 WIOA Title IB Services Matrix, only wages related to direct work-based learning activities, such as paid internships, on-the-job training (OJT), and pre-apprenticeships, contribute toward the work experience compliance. Other program elements, including Financial Literacy, Mentoring, Leadership Development, and Entrepreneurial Workshops, while crucial for overall youth development, do not count toward this requirement. Documentation must reflect this shift, ensuring that wage expenses for eligible work-based learning activities are accurately tracked and reported to demonstrate compliance with the WEX expenditure requirement.

Job Readiness and Support Activities

The program must ensure that **Opportunity Youth** are well-prepared for internships and employment through a comprehensive series of **Job Readiness Employment and Training** activities. These activities are essential for equipping participants with the skills, support, and confidence needed to succeed in work-based learning (WBL) opportunities and long-term employment. The following components should be included:

- **Job Readiness Modules:** Deliver a series of structured job readiness training modules that cover essential skills such as communication, teamwork, problem-solving, and workplace etiquette.
- **Assessments, Counseling, and Coaching:** Provide ongoing assessments to evaluate participants' readiness, alongside personalized counseling, coaching, and mentoring to foster personal and professional development.
- **Support Services:** Offer necessary support services, including transportation assistance, childcare, and other resources that reduce barriers to participation and retention.
- **WBL Enrollment Planning:** Prepare participants for successful enrollment in WBL opportunities by aligning job readiness activities with clear plans for internships, pre-apprenticeships, and other work experiences.

This addition ensures that participants receive comprehensive preparation and support, aligned with the program's goals of fostering successful outcomes in WBL opportunities and employment.

Performance

The program's success will be measured through WIOA-defined outcomes and additional metrics to reflect positive results for Opportunity Youth. The following requirements must be met:

- **Enrollment & Retention:** Track youth enrollment numbers and retention throughout training and work-based learning activities.
- **Credential Attainment:** Report the percentage of participants who earn recognized credentials, certificates, or diplomas during the program or within one year of exit.

- Employment/Education Placement: Measure the percentage of participants entering employment, education, or training within the second quarter after exit.
- Employment Retention: Track participants still employed, in education, or training in the fourth quarter after exit.
- Median Earnings: Calculate median earnings of participants employed in the second quarter after exit.
- Measurable Skill Gains (MSG): Track participants making interim progress toward educational or employment goals during the program year.
- Work-Based Learning Participation: Ensure that at least 30% of participants engage in work-based learning, such as internships, pre-apprenticeships, or on-the-job training.
- Participant Feedback: Collect participant feedback on training, support services, and work-based learning experiences to identify areas for improvement.
- Reporting: Provide monthly reports on enrollment, credentials, WIOA outcomes, employment rates, and spending. An annual report should summarize overall performance and financial reconciliation.
-

Deliverables

- **Program Milestones:**
 - Launch the program upon the negotiated date following the award.
 - Achieve initial participant enrollment targets within the agreed-upon timeframe, with quarterly progress updates to track ongoing enrollment and engagement.
 - Ensure the first cohort of participants begins work-based learning activities within the negotiated timeframe from program start.
- **Participant Registration and Orientation:**
 - Ensure that all participants are fully registered in the program, with complete and verified eligibility documentation aligned with WIOA requirements.
 - Conduct required orientations for all participants, covering program expectations, available services, work-based learning opportunities, and compliance requirements. Submit records of completed orientations, including participant attendance and feedback.
- **Reports and Invoicing:**
 - **Monthly Progress Reports:** Submit detailed reports covering enrollment numbers, credential attainment, progress toward WIOA outcomes, work-based learning participation, and support service utilization.
 - **Monthly Invoicing:** Provide invoices that reflect program expenditures for the previous month, aligned with approved budget categories.
 - **Quarterly Reports:** Prepare and submit reports for the Workforce Board, detailing program performance, participant outcomes, and financial summaries.
 - **Annual WIOA Performance Report:** Provide a comprehensive report on overall WIOA performance metrics, highlighting credential attainment, employment outcomes, measurable skill gains, and other required metrics.
 - **Final Program Evaluation Report:** At the conclusion of the program year, submit a final evaluation report that summarizes overall performance, key achievements, lessons learned, and recommendations for future programming.
- **Participant Documentation:**
 - Maintain accurate participant records, including intake forms, eligibility verification, individual service plans, attendance logs, progress assessments, and feedback forms.
 - Ensure documentation supports compliance with WIOA regulations and facilitates program audits and evaluations.
- **Financial Reconciliation:**
 - Prepare quarterly financial reports detailing budget allocations, expenditures, and adjustments made to ensure compliance with the 30% work-based learning funding requirement.

- Submit a final financial report at the end of the program year, highlighting overall spending and alignment with program goals.
 - **Compliance Documents:**
 - Complete and submit all required participant consent forms, data-sharing agreements, and legal documents in accordance with WIOA regulations and program guidelines
-

Background

The Workforce Development Board initiative is based on findings from our 2024 consultants reports [ICF White Paper](#), [New Ways to Work](#), [Youth Listening Sessions Report](#) on youth employment and insights from research, experience and youth listening sessions.

The Youth Systems Building Academy: A Compendium of Community Accomplishments is a 2024 resource created by the U.S. Department of Labor to highlight the efforts of 19 communities nationwide that participated in the YSB Academy during 2023-2024. The compendium showcases innovative strategies to enhance local youth employment systems, focusing on data sharing, outreach, partnerships, and youth engagement to improve equitable access to career pathways.

Lake County, Illinois, faced disparities in youth employment access, particularly among communities of color. As part of the YSB Academy, Lake County aimed to address these gaps by strengthening collaboration among youth-serving organizations, increasing career and college awareness, expanding work-based learning opportunities, and developing a professional network for youth services. The initiative also launched a Youth Development Practitioner Apprenticeship program to build pathways toward sustainable employment. The full compendium can be accessed [here](#)

Key areas needing attention include:

1. **Employment Barriers:** Addressing transportation, affordable childcare, mental health support, and stable housing.
2. **Mental Health Support:** Integrating mental health services to help youth overcome employment challenges.
3. **Work Experience Opportunities:** Providing real-world experience through internships, apprenticeships, and on-the-job training.
4. **Skills Development:** Focusing on both hard and soft skills, including technical training and soft skills like communication and teamwork.

In alignment with the current labor market demands in Lake County, this RFP will prioritize proposals that focus on training and employment opportunities within the county's most in-demand industries. Applications that demonstrate a clear strategy for preparing Opportunity Youth for roles in these sectors will be given preference in funding considerations. The following industries have been identified as having the highest demand for workers, and proposals should consider these areas when designing programs and partnerships:

- **Healthcare:** Typical jobs include nurses, medical technicians, and healthcare support staff.
- **Manufacturing:** Common roles include production workers, quality control inspectors, and engineers.

Transportation and Logistics: Jobs typically include truck drivers, warehouse operators, and logistics coordinators.

Key Observations:

- **School Non-Enrollment Rate for Males 20-24:** There has been a slight increase from 2019 to 2022, suggesting a growing number of young males not engaged in educational activities.

- **Count of Males 20-24 Not Working or in the Labor Force:** The numbers show fluctuations, with a peak in 2020 and a decrease in subsequent years, indicating potential improvements or changes in labor market participation.
- **Count of Females 20-24 Not Working or in the Labor Force:** Similar trends are observed for young females, with the highest count in 2021.
- **Percentage of People 5-17 Years Old in Poverty:** There has been a consistent need to address poverty among young people, with slight variations over the years.
- **Households with Children Under 18 Not Working:** This percentage has decreased slightly, reflecting potential improvements in employment opportunities for families with children.
- **Non-Citizen Immigrants:** The percentage of non-citizen immigrants has increased, highlighting the need for inclusive support services.
- **Median Gross Rent:** The steady increase in median gross rent emphasizes the growing housing affordability challenge.

This data underscores the critical need for targeted interventions and support services to address the diverse barriers faced by Opportunity Youth. By understanding these trends, we can better design and implement effective job readiness training programs that cater to the unique needs of this population.

Innovative Solution Goals

Proposals are encouraged to present innovative, scalable program models that lead directly to employment. LCWDB seeks programs that can be replicated across different communities, creating widespread impact.

The goals of this RFP are centered around employment outcomes. All proposed activities should directly contribute to securing employment for Opportunity Youth, providing them with the skills, experiences, and support necessary to succeed in the workforce.

1. **Explore New and Unique Support Methods to Increase Employment**
 - Actively seek and implement new and unique ways to support Opportunity Youth in preparing for and gaining employment.
 - Engage in pilot programs and innovative projects that address the evolving needs of youth in the community.
2. **Increase Employment Opportunities**
 - Facilitate access to job openings for Opportunity Youth.
 - Connect participants with internships, apprenticeships, and entry-level positions in high-demand industries.
3. **Enhance Job Readiness**
 - Provide comprehensive training in resume writing, interview skills, and workplace etiquette.
 - Offer certifications relevant to industries with strong employment prospects.
 - Implement workshops and training sessions on professional conduct and work expectations.
4. **Develop Soft Skills**
 - Conduct training programs to improve communication, teamwork, problem-solving, and time management skills.
5. **Address Barriers to Employment**
 - Offer a range of support services, including transportation assistance, affordable childcare, and mental health resources.
 - Partner with local providers to subsidize transportation and childcare costs for participants.
 - Integrate counseling services and stress management workshops to help youth overcome personal and employment-related challenges.
6. **Promote Career Exploration and Skill Development**
 - Spend at least 30% of funds on paid and unpaid work experiences, including internships, job shadowing, and pre-apprenticeship programs.
 - Structure work experiences to promote career exploration and provide participants with opportunities to apply their skills in real-world settings.
7. **Foster Continuous Improvement and Innovation**
 - Encourage innovative approaches that have the potential for systemic change in how services are delivered to Opportunity Youth.

- Regularly review and adapt training modules and support services based on participant feedback and evolving industry needs.
 - Implement data-driven decision-making processes to continuously improve program effectiveness and participant outcomes.
8. **Support Long-Term Success**
- Facilitate ongoing engagement through regular check-ins, additional training opportunities, and peer support groups.
 - Monitor and report on participant progress to ensure they are meeting their employment and educational goals.
-

Priority Considerations

The LCWDB will prioritize proposals that demonstrate the following attributes:

1. **Innovative Approaches**
 - Introduce new and creative methods for supporting Opportunity Youth, particularly those that have the potential to bring about systemic change.
 - Implement pilot programs that test novel ideas and strategies to improve employment outcomes for youth.
 2. **Mental Health Integration**
 - Integrate comprehensive mental health services into job readiness and support programs.
 - Provide access to counseling, stress management workshops, and other mental health resources to help youth overcome employment barriers.
 3. **Ancillary Supports**
 - Address the critical needs of youth, (examples include transportation and childcare) to ensure participants can fully engage in training and employment opportunities.
 4. **Clear WIOA Eligibility and Enrollment Procedures**
 - Define clear and efficient procedures for determining WIOA eligibility and enrolling participants.
 - Ensure that all participants meet WIOA requirements and that enrollment processes are streamlined and user-friendly.
 5. **Business Services Integration**
 - Participate actively in the integrated business services team to create strong partnerships with local employers.
 - Collaborate with businesses to align training programs with industry needs and facilitate direct pathways to employment for participants.
 6. **Data-Driven Decision Making**
 - Utilize data and research to inform program design and implementation.
 - Regularly monitor and evaluate program outcomes to ensure continuous improvement and effectiveness.
 7. **Comprehensive Participant Engagement**
 - Develop robust engagement strategies to keep participants actively involved in programs.
 - Implement cohort models to foster peer-to-peer support and build a sense of community among participants.
 8. **Sustainability and Long-Term Impact**
 - Demonstrate a commitment to long-term sustainability of programs and services.
 - Outline strategies for securing ongoing funding and support to maintain and expand successful initiatives.
-

Recipient organizations are expected to fulfill all responsibilities and performance standards, but with a focus on the positive impact and opportunities for collaboration. LCWDB is committed to supporting partners in achieving these outcomes.

- Provide quarterly reports of outcomes, enrollment data, program progress and unexpected obstacles.
- Meet with LCWDB four times per year.
- Meet all agreed-upon outcomes.
- Assist in co-enrolling participants with LCWDB.
- Ensure enrolled participants meet the following criteria;
 - **Age:** Be between 14 and 24 years old.
 - **Low Income:** Meet the low-income guidelines or be receiving public assistance.
 - **Barriers to Employment:** Have one or more barriers, such as being a school dropout, homeless, a runaway, in foster care, pregnant/parenting, an offender, or having a disability.
 - **Citizenship:** Be a U.S. citizen or eligible non-citizen.
 - **Selective Service:** Males aged 18 or older must be registered with the Selective Service.
- Verify that the agreed number of participants are actively enrolled in WIOA through the Illinois Workforce Development System (IWDS).
- Verify participant enrollment and follow-up post-grant.
- Conduct a 3-hour orientation for enrollees.
- Provide 12 months of follow-up services.
- Facilitate Participant Engagement and Retention.
- Maintain contact and report data for 12 months after the program is complete.

Eligibility

Applicants must:

- Be a legally recognized entity.
- Have a proven track record of providing job readiness training to Opportunity Youth.
- Have the capacity to enhance current programs within 12-18 months.

Budget

Work-Based Learning & Business Services Costs

All programs must expend a minimum of 30% of the program budget on the participant stipends on work-based learning activities and staff salary and fringe benefits are allocated to work experience costs, a cost allocation plan must be in place to document the share of the staff time and effort that is related to work -based learning activities.:

Staff Wages: Wages/salaries paid to employees of the Proposer organization who are directly involved in the contract implementation and program delivery. This category must be broken out to identify the portion of staff wages related to work experience activities and non-work experience activities.

Fringe Benefits: The cost of benefits paid to the personnel included in the wages-staff category above, including the cost of employer's share of FICA, health insurance, workers' compensation, vacation and sick leave, holidays, and unemployment insurance. The budget detail in the contract proposal must contain descriptive information about what specific fringe benefits are being charged to the contract, including fringe benefit percentages. The fringe benefits may be explained in narrative format or with a table. Based on the allocation of staff wages between work experience and non-work experience costs, a proportional share of fringe benefits may be counted toward the work experience costs.

Staff Travel: Travel costs that are reasonable and necessary to effectively manage the contract, provide oversight, or measure program effectiveness. Travel costs may be charged on an actual basis or on a mileage basis. Confirmation of mileage based upon Google Maps or MapQuest.

Supplies: Includes all consumable materials, such as copy paper, pens and pencils, training materials, etc. for use in the contract and program delivery. Supply charges are charged at their actual price. Be as thorough as possible when listing these line items. Equipment is not an allowable expense.

Youth Stipends: Stipends are an allowable program element when tied to participants successfully completing well defined benchmarks and paid out based on completing a benchmark. If the program includes a stipend, please include how youth participants will be eligible and how the stipend will be tied to successful completion of benchmarks. The budget will allow for each participant to be eligible to earn up to \$1500 in stipends – up to \$500 for enrolled training activities and up to \$1000 for work-based learning. A copy of the agency’s stipend policy must be included.

Tuition: Cost for occupational skills training and GED/High School Equivalency diploma

Other: Any additional costs not covered by previous categories. Be thorough in listing line items in this category. May include the following: childcare, transportation expenses, supplies for students to complete their work experience training such as uniforms, tools, etc.

Additional Considerations

- **Workforce Development Support:** Describe needed support from LCWDB.
- **Partial Funding:** Explain how the program would operate with reduced funding.

Performance Standards

LCWDB will negotiate performance standards with each selected program operator, prioritizing job skills/training applicable to targeted industries. Documentation of placement into unsubsidized employment or postsecondary education/training is required, with quarterly monitoring and evaluation.

WIOA Performance Measures

Performance Measure	Outcomes to be Tracked	Ways to Achieve Performance Measure
<p>Placement in Employment or Training</p>	<p>The percentage of participants engaged in training or unsubsidized employment during the 2nd and 4th quarters after program exit</p>	<ul style="list-style-type: none"> - Provide comprehensive job readiness training
		<ul style="list-style-type: none"> - Facilitate internships, apprenticeships, and on-the-job training
		<ul style="list-style-type: none"> - Partner with employers for direct placements
		<ul style="list-style-type: none"> - Offer career counseling, job search assistance, and virtual work opportunities
		<ul style="list-style-type: none"> - Establish strong connections with local job fairs and recruitment events
		<ul style="list-style-type: none"> - Secure placements in high-demand, well-paying industries
<p>Median Earnings</p>	<p>The median earnings of participants in unsubsidized employment during the 2nd quarter after exit from the program.</p>	<ul style="list-style-type: none"> - Collaborate with employers to negotiate competitive wages
		<ul style="list-style-type: none"> - Provide training aligned with high-skill, high-wage job opportunities
		<ul style="list-style-type: none"> - Offer workshops focused on financial literacy and wage negotiation
<p>Credential Attainment (Click for additional Resources)</p>	<p>The percentage of participants who attain a recognized secondary school diploma or equivalent, or an industry-recognized certification within 12 months after exit. Secondary diplomas must be accompanied by employment to be counted.</p>	<ul style="list-style-type: none"> - Support participants in obtaining a secondary school diploma or recognized equivalent
		<ul style="list-style-type: none"> - Ensure targeted occupational skills training leads to industry-recognized certifications (e.g., CNA, ASE, CTE certificates)
		<ul style="list-style-type: none"> - Facilitate access to training providers offering credential programs.
<p>Measurable Skill Gains (MSG) (Click for additional Resources)</p>	<p>The percentage of participants achieving documented progress toward an industry-recognized credential or employment, measured through academic, technical, or occupational milestones within the program year.</p>	<ul style="list-style-type: none"> - Educational Functioning Level (EFL) Gains: Measure gains through pre- and post-testing, documented training progress, or successful completion of learning objectives
		<ul style="list-style-type: none"> - Milestone Achievement: Obtain progress reports from training providers or employers indicating progress
		<ul style="list-style-type: none"> - Occupational Exam Passage: Successfully pass exams required for occupations or demonstrate technical/occupational skills.

Participant Engagement and Retention

Youth are expected to have weekly engagement in services/activities, either active in one-day or long-term activities. At minimum, subrecipients are required to facilitate monthly services/activities (every 30 days). Subrecipients are strongly encouraged to develop comprehensive engagement strategies to ensure program retention. A cohort model to deliver services is strongly encouraged to allow for peer-to-peer support and engagement, as well as promoting collaboration between WIOA partners to leverage resources and provide network-wide trainings/activities to participants. Partners must demonstrate their ability to manage caseloads through a combination of their staffing plan and the solutions proposal.

Follow-Up Services

Subrecipients are required to provide at least 12 months of follow-up services to participants who have completed program services, as well as participants who may have dropped out of the program but need additional services. Upon completion of their education, training, or employment goals, participants will enter a "follow-up" period of participation. Follow-up services should be a continuation of programmatic services with consistent engagement to provide additional support, resources, community service/volunteering, and other youth development activities encouraging responsibility, social, and civic behaviors. Subrecipients will assist youth with securing and retaining employment, continuing training, or attainment of a secondary or post-secondary credential/diploma, degree, or certificate. Follow-up services must support successful performance outcomes. Assisting youth can include referring them for additional services, but the subrecipient is still responsible for at least 12 months of follow-up and data reporting post-program. If the program does not include a direct job placement component, participants exiting the program can be referred to LCWD for assistance with employment or job search **support.** [OE]

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:

12 fonts, no more than 15 pages

- A. Introduction Material and Executive Summary
- B. Company Background
- C. Scope of Services
- D. Implementation Plan
- E. Client References
- F. Exceptions to the RFP
- G. Price Proposal / Value added services (attached)
- H. Sustainability Statement
- I. Vendor Disclosure Statement (attached)
- J. Vendor Certification Form (attached)
- K. Addendum Acknowledgement (attached)

Introduction Material and Executive Summary

The introductory material must include a title page with the RFP number, subject, name of the Proposer, address, telephone number, e-mail address, the date, a letter of transmittal and a table of contents. The executive summary should be limited to a one-page brief narrative summarizing the proposal.

Company Background

In this section provide information about the company so that the County can evaluate the Proposer's stability and ability to support the commitments set forth in the response to this RFP. Information in this section should contain the following information in addition to the General Information Sheet that is also included as an exhibit to this RFP:

1. Company name and location of the corporate headquarters and of the nearest office to Lake County.
2. The number of years the company has been in business and the number of years the company has been providing services to the public sector.
3. Include information on the company's customer base, such as the number of public sector clients the company serves, the number of local government clients, and the number of public sector clients in the state.
4. Include a brief summary of the company's organizational characteristics such as the number of employees, their backgrounds, whether the company is privately held, publicly traded, or if it is a subsidiary to a parent company.
5. Describe any other business affiliations (e.g., subsidiaries, joint ventures, "soft dollar" arrangements with brokers).
6. Provide a list of your organization's Board of Directors/Decision-Making Body including name, title, and contact information. Please do not list your organization's Advisory Board.
7. Provide one to three examples of similar type of work completed in the past five to seven years
8. Provide a summary organizational chart. Identify the primary contact and describe the roles of each key person.
9. Provide detailed resumes for all key professionals who will be directly responsible for providing services to the County. Include the following information: title, number of years at your firm, total number of years of experience, professional designations, or licenses.

Scope of Services

This section of the proposal should include a general discussion of the Proposer's overall understanding of the project and the scope of work. For each item that is identified in the scope of services outlined in the specifications, please identify your company's approach and response to address the desired service outlined.

Implementation Plan

This section should describe the Proposer's implementation plan for each task identified in the scope of work. Provide proposed project plan timeline and outline specific areas that will require Lake County staff partnership. Provide project team resumes for key members of the implementation team expected to be on the project.

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.

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.

Price Proposal

The price proposal cost sheeting included as part of this proposal shall be completed and returned with your response. Any additional services identified by the proposer shall be delineated separately for the County to consider.

Value Added Services

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

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's 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.

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.

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.

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.

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 and Implementation (30 points):** The program should offer a clear, innovative approach that addresses the employment needs of Opportunity Youth, including job readiness, work-based learning, credential attainment and support services that lead to employment. The design must emphasize equity and inclusion.
- **Outcomes and Evaluation (20 points):** Proposals must focus on achieving measurable outcomes, such as job placements, credential attainment, and skill gains. An effective evaluation plan for continuous improvement is essential.
- **Organizational Capacity and Experience (20 points):** Applicants should have experience working with Opportunity Youth, demonstrating strong participant engagement, adequate staffing, and organizational stability to deliver the program effectively.
- **Partnerships and Collaboration (10 points):** Proposals should include collaboration with local employers, community organizations, and education providers to enhance work-based learning, job placements, and address barriers like transportation.
- **Budget and Justification (15 points):** A well-defined budget should be presented, with at least 30% allocated to participant stipends for work-based learning. The budget must align with proposed activities and program goals.

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 short list all Proposers if it is not in the best interest of the County.

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.

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.

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.

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.

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
Staff Wages	
Fringe Benefits	
Staff Travel	
Supplies:	
Youth Stipends:	
Tuition	
Other:	
TOTAL:	

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 services out of scope for the that may not be included in the original scope of the RFP.

Service	Proposed Price



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 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:	

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 firms is key to magnifying the impact of the County's sustainability measures. Proposers are requested to provide a Statement of Sustainability demonstrating the methods they have incorporated into their firms. Sustainability may be one of the scoring criteria included the evaluation rubric for the award of this contract.

INSTRUCTIONS

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

- A copy of your firm'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 firm may have for this specific project.
- Cost variances to incorporate a more sustainable approach to this project and any calculated life cycle costs.

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

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

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. The full text of the County's Ethics and Procurement policies and ordinances are available at 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.

Authorized Signature:		Title:	
Printed Name:		Date:	

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 #:	
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).			
<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.