



Purchasing Division
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Award Information – 7/25/2017

Contract Information

Purchase Description: Workforce Innovation & Opportunity Act (WIOA) Youth Programs for Lake County

Contract Start Date: July 1, 2016 through June 30, 2017

Initial Term: July 1, 2016

Term Dates: June 20, 2017

Renewals: One additional one year period

Vendor Information

Company Name: Various Agencies: Waukegan HS, Youth Build Lake County, First Institute Training & Management, Inc., Youth Conservation Corps, Zion Benton HS, SHINE Educational Leadership Program

Contact Name: Various contacts

Funding Account Description: Workforce Innovation & Opportunity Act Funds

Budget Information: Was included in the FY17 Budget and service is within budget expectations.

Department: Workforce Development

Department Contact: Jennifer Serino Award Amount: \$822,550

Bid / RFP Information

Registered Vendors: 26 Responses Received: 10

Intent:

The Lake County Workforce Development Board seeks to fund programs for youth to help them build both the soft skills and job specific skills to become qualified, work-ready candidates for employment in Lake County. The purpose of these programs is to:

- Improve the long-term employability of youth,
- Enhance the educational and occupational skills of youth,
- Encourage high school completion,
- Reduce dependency on social welfare programs,
- Assist youth in overcoming barriers to a successful transition from school to employment, continued education or military service,
- Promote life-long learning,
- Develop productive citizens, and
- Prepare youth with the right skills for the current and future job market.



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WIOA envisions programs that build significant partnerships across employers, educational providers and youth serving organizations in order to provide youth with opportunities for success as they begin their careers. The Lake County Workforce Development Board is seeking innovative programs to assist youth to achieve these goals and contribute to the long-term economic prosperity of Lake County.

Scope of Work:

All youth programs must make available all of the required WIOA elements, which are detailed later. The centerpiece of successful programs will be the work experience element. Work experience should be integrated into the program curriculum early on and not limit work experience activities to the end of the program. Priority will be given to those proposals that include meaningful work experiences for each program participant (i.e. multiple work experience placements for each participant, placements tied directly to occupational skills, project based work experiences, etc.) and clearly defined work experience placements (i.e. work experience job descriptions, committed employer partners, etc.).

All Proposers will be required to provide recruitment, intake, assessment (Wonderlic or TABE Testing), eligibility determination, case management, and follow-up services.

All proposed programs must include the following:

- Credential Attainment – All program participants must complete a program to earn a high school diploma, a GED, or an industry recognized occupational credential. Training must be provided by an accredited institution.
- Work Experience – All program participants must participate in at least one work experience placement, as defined above. For out-of-school youth, work experience placements should be aligned with their industry recognized credential. All programs are required to spend a minimum of 35% of the program budget on work experience related expenses, which include youth wages and FICA, and staff salary and a proportional share of fringe benefit costs for time spent in the development and implementation of the work experience component of the program.
- Follow-Up Services – All program participants must receive a minimum of twelve months of follow-up services after program exit.

In addition to the performance measures required under WIOA, the Board will evaluate programs on an ongoing basis against other qualitative and quantitative measure including, but not limited to: pre-award risk assessments, timeliness of required submittals, accuracy of required submittals, adherence to proposed program design and budget and other metrics as necessary to ensure the successful delivery of the program for the benefit of Lake County employers and youth participants.

Evaluation of Proposals:

All proposals underwent an initial review based on the following minimum requirements:

1. The proposal was submitted on or before the closing date and time.
2. The proposing organization is not on the federal or state Debarment List.
3. The proposing organization has been a legal business entity for a minimum of one year prior to the start of the contract.
4. The proposing organization is fiscally solvent.
5. The person signing the proposals as the submitting organization has the legal authority to do so.
6. The proposing organization agrees to meet all federal, state and local compliance requirements.
7. The proposing organization has developed a reporting process for participant and fiscal activity.



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8. The proposing organization has a satisfactory performance record for previous WIA/WIOA contracts, if applicable.
9. The proposing organization has accounting and auditing procedures adequate to control property, funds and assets.
10. The proposing organization has a satisfactory record of integrity, business ethics, and fiscal accountability.

Proposals that met the minimum requirements were reviewed by a selection committee, which will rate the proposals based on the criteria listed below. Proposers may be invited to make a brief 15-20 minute presentation to the committee and answer questions from committee members. Based on this process, staff will make a recommendation for funding, which will be presented for review to the Youth Council and Executive Committee of the Lake County Workforce Development Board as well as the full Workforce Development Board and the Lake County Board. The maximum number of points any proposal can receive is 100.

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| 10 points | Organization Information – Experience of Proposing organization in providing the same or similar services or ability to replicate a successful model provided elsewhere. |
| 35 points | Program Description – The proposed program is clear and detailed, explains the required program components (including the WIOA program elements), describes the participant recruitment plan, and notes reporting processes. |
| 20 points | Budget and Financial Management Plan - Overall cost and cost per participant, detail and thoroughness of accounting procedures, auditing procedures, fiscal controls, purchasing procedures and experience with federal grants, if applicable. Previous monitoring or audit findings, if applicable. |
| 15 points | Staffing Plan and Qualifications – Demonstrated experience and qualifications of identified staff members to provide proposed services, acceptable staff to student ratio, reasonableness of the staffing plan. |
| 20 points | Outcomes – Likelihood of obtaining outcomes identified and how the program will positively affect youth while meeting or exceeding WIOA performance measures. |

Department Recommendation:

Staff recommended the following funding:

Contracts are recommended for two In-School Youth Programs: Zion Benton High School, Jobs For Bees, Zion, IL in the amount of \$74,998.15 to service 20 youth and Waukegan High School, SHINE Educational Leadership Program, Waukegan, IL in the amount of \$97,995.95 to service 17 youth.

Contracts are recommended for five Out-of-School Youth Programs: Waukegan High School, Pharmacy Tech Program, Waukegan, IL in the amount of \$194,267.19 to service 30 youth, Youth Build Lake County, North Chicago, IL for \$109,348.78 to service 25 youth, First Institute Training and Management, Inc., Crystal Lake, IL, for \$195,162.33 to service 23 youth, Business & Career Services, Arlington Heights, IL for \$66,542.19 to service 12 youth, and Youth Conservation Corps, Waukegan, IL in the amount of \$107,231.00 to serve 10 youth.