



Request for Fee Quotation: Regional Coordinator

Released November 12, 2018

1. Introduction and Executive Summary

The Workforce Partners of Metropolitan Chicago (WPMC) are soliciting fee quotes from qualified organizations or individuals to serve in the position of Regional Coordinator. It is intended that as a result of this Request for Fee Quotation process, an organization or individual will be identified to perform staff functions, coordination of action plan deliverables, project planning, and meeting and event planning.

2. Overview and Background

The Workforce Partners of Metropolitan Chicago are a regional consortium of the seven local workforce areas that make up the Northeast Economic Development Region (NEEDR) which is comprised of the City of Chicago and ten counties that include Cook, DeKalb, DuPage, Grundy, Kane, Kankakee, Kendall, Lake, McHenry, and Will. WPMC has worked as a consortium since 2003 undertaking regional initiatives aimed at supporting business and sustaining the region's economic vitality. WPMC has led the NEEDR in developing the WIOA Regional Plan and is currently working on initiatives to execute the action plans defined in the plan. Additionally, WPMC are developing a strategic plan that aligns with its regional approach recognizing that cross-geographic issues impact the economic vitality of each local area.

The seven local workforce areas and workforce boards are responsible for workforce preparation and economic development activities in their respective local areas, but collectively as a consortium address workforce issues on a regional basis.

3. Eligible Bidders

Eligible bidders are individuals and organizations with substantial knowledge and significant experience in workforce and economic development in a major urban area, including public, not-for-profit, and for-profit organizations. The applicant must be able to demonstrate previous experience and knowledge related to the public workforce system, strategic planning, the capacity and the commitment to facilitate group discussions, and demonstrated ability to engage multiple partner stakeholders.

This request for quotes is being undertaken in compliance with the federal guidelines set forth in the "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards Final Rule" (also known as the Super-circular or Omni-circular). All

contractor(s) selected under this RFQ must follow the guidelines set forth in this circular. Further information and additional information on this guidance can be found [here](#).

4. Contract Period

This contract has an initial one-year term of January 1, 2019 to December 31, 2019. It is anticipated that the contract will be renewed on an annual basis based on the availability of funds and contractor performance.

5. Scope of Services

The bidder awarded a contract as a result of this Request for Quotation will function as the Regional Coordinator for the Workforce Partnership of Metropolitan Chicago. The contractor will be expected to meet and communicate with Executive Staff representing the WPMC and issue a detailed monthly report to the WPMC.

Activities to be provided in response to this RFQ will include the following:

- Convene meetings of WPMC partner staff which includes scheduling meetings, preparing agendas, assembling meeting materials, and preparing meeting summaries, as necessary.
- Assist with development and management of an annual regional cost share agreement and budget.
- Assist with development and execution of activities to support strategic regional plan.
- Assist in fostering regional partnerships with stakeholders and employers to support regional workforce development and economic development initiatives.
- Plan and convene events designed to advance regional initiatives, address capacity building needs of One-Stop system staff, and actively engage workforce development stakeholders and employers.
- Facilitate ongoing communication among WPMC.
- Participate in meetings.
- Perform tasks that support regional communication strategies including maintenance of the content housed on the regional website, development and submission of articles to national and state organizations, preparation of applications for presentations at national conferences, and development and dissemination of project work products, regional reports, and position papers.
- Maximize the region's benefit from each of the local workforce area's initiatives by fostering the sharing of information on and products of activities/projects and assisting with the adaptation of local products for replication purposes.
- Manage procurement processes related to regional initiatives, in accordance with applicable competitive and small purchase procurement requirements.
- Prepare update/progress reports and materials on regional initiatives.
- Adapt regional reports and project deliverables for use at local level.
- Perform other duties as assigned.

The WPMC reserve the right to make modifications to the Scope of Services. The Partners will notify the contractor in writing of such modifications.

6. Project Cost

Bidders are advised to submit fee quotations reflecting their best and lowest cost.

For purposes of this RFQ, equipment is not an allowable cost. Equipment means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more.

Costs related to this contract and supported with regional funds that are outside the contract fee and budget include: conference calls, postage for mass mailings, materials/supplies needed for regional events, facility and food costs related to regional events, printing of work products, and travel to attend conferences or events outside of the metropolitan Chicago region at the request of the Workforce Partners of Metropolitan Chicago.

7. Submittal of Fee Quotation

All fee quotations must be received by 4:00 pm CST on November 27, 2018. Fee quotations received after 4:00 pm CST on November 27, 2018 will not be considered for review. Fee quotations must be submitted to cportlock@willcountyillinois.com in both Microsoft Word and PDF formats. Confirmation will be transmitted to bidders upon receipt of electronic submission. If a quotation is submitted and confirmation is not received, it is the responsibility of the bidder to follow up with Caroline Portlock at cportlock@willcountyillinois.com.

8. Inquiries

Questions related to preparation of fee quotations must be submitted in writing to Caroline Portlock at cportlock@willcountyillinois.com by 4:00 p.m. CST on November 16. A summary of all questions received and responses provided will be made available on the Workforce Partners of Metropolitan Chicago website: <http://www.workforcepartnersmetrochicago.org> no later than November 19.

9. Bid and Contract Information

The WPMC reserve the right to accept or reject any or all bids received, to negotiate with any qualified source, to negotiate for all or parts of the Scope of Services identified in Section 5 or to cancel in part or in its entirety this RFQ process if it is in the best interest of the WPMC. This RFQ does not commit the Workforce Partners of Metropolitan Chicago to award a contract or to pay any cost incurred in the preparation of quotations.

The successful bidder will be required to comply with all provisions required for Federal contracts and to provide required certifications.

10. Modification to the Original Contract

The content of the Request for Quote submitted by the selected bidder will become part of the contract. The initial contract may be modified to include additional services reasonably related to those initially procured through this RFQ, with additional funding to support provision of those services pending availability of resources and performance of the contractor.

In the event that there are insufficient funds to continue to fund the contractor to perform all responsibilities, WPMC reserve the right to modify performance expectations and negotiate a reduced rate of payment.

11. Form and Content of Quote for Service

All fee quotations must include the following elements in the format provided in Attachment A:

1. A monthly fee quotation.
2. An annual fee quotation.
3. A narrative:
 - a. Identification of a minimum of three references, including name or the organization name, contact information, a brief description of the services provided and the length of time services were provided.
 - b. Providing assurance that the bidder will provide all services identified in Section 5, Scope of Services of this RFQ.
 - c. Description of expectations regarding reimbursement for approved expenses.
 - d. Description of experience providing the same or similar services related to the Workforce Investment Act, Workforce Innovation and Opportunity Act and/or Workforce Innovation Boards.

ATTACHMENT A

FEE QUOTATION	
MONTHLY FEE	
ANNUAL FEE	

REFERENCES		
Name / Name of Organization	Contact Information (Phone and Email)	Description of Services Provided / Length of Services Provided
1.		
2.		
3.		

