

**Request for Fee Quotation:  
Staff training and facilitation for WIOA Title 1 and Core Partners**

**Released:** December 22, 2020

### **Introduction and Executive Summary**

The Workforce Partners of Metropolitan Chicago (WPMC) are soliciting fee quotations from qualified organizations or individuals to provide information on training sessions for staff of the WIOA One-Stop Centers on a variety of topics. Staff may include Career Counselors/Front-Line Staff, One-Stop Operators and their staff, or Business Services Representatives from any of the WIOA Core Partners. It is intended that as a result of this Request for Fee Quotation process, one or several organizations or individuals will be identified to perform training sessions on one or more of the topics identified in the Scope of Services section of this RFQ.

### **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 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. The WPMC is committed to working regionally and to that end has developed several teams of staff covering different functional areas of service that represent all workforce areas in the region. This training request for quotations is intended to support these regional teams. WPMC has led the NEEDR in developing the WIOA Regional Plan and is currently working on initiatives to execute the initiatives 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.

### **Eligible Bidders**

Eligible bidders are individuals and organizations with substantial knowledge and experience in the development and delivery of training for a variety of staff groups. ~~knowledge and significant experience in the strategic planning process in public, not-for-profit, and for-profit organizations.~~ Previous experience in workforce and economic development in a major urban area is desired. The applicant must be able to

demonstrate previous experience and knowledge related to One Stop Center Career Counselors/Front-Line staff, Business Services Staff, One-Stop Operators and the capacity and the commitment to facilitate group discussions through the engagement of a number stakeholders from multiple geographic areas and organizations.

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](#).

### **Contract Period**

This contract will be from January 18, 2021 through December 31, 2021.

### **Scope of Services**

The bidder(s) awarded a contract as a result of this Request for Quotation will provide information on training sessions on one or more of the following topics identified below. Training for each topic can be provided in several short sessions (1-2 hours) or a single longer session (not to exceed 4 hours in length). All training will be virtual live sessions at least through the summer of 2021. Proposals should include costs for virtual live training and may also include the costs for in-person training if the organization provides that as an option for training beyond Summer of 2021.

### **One-Stop Operator Training Topics**

- Developing and coordinating One-Stop partner agency referrals
- Development of One-Stop partner reporting processes for customer and performance tracking
- One-Stop Partner involvement and training
- Customer outreach and marketing

### **Career Counselor/Front-Line Staff Training Topics**

- Engagement with customers during COVID
  - Enhanced technology techniques and improving virtual strategies
  - Maintaining and building virtual relationships with customers
- Communicating with difficult customers (i.e. customers who want training but not a good fit for an occupation; non-compliant customers)
- Utilizing technology effectively
  - Assisting customer who struggle with technology/customer computer literacy issues
  - Technology changes due to COVID

**Business Service Staff Training Topics**

- Business Services and rapid response activities
- Employer engagement techniques
- Core partner business services staff integration
- Incumbent worker training marketing and outreach

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

**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.

**Submittal of Fee Quotation**

All fee quotations must be received by 4:00 pm CST on Monday, January 11, 2021. Fee quotations received after 4:00 pm CST on January 11, 2021, will not be considered for review. Fee quotations must be submitted to [pfera@feraconsulting.com](mailto:pfera@feraconsulting.com) in either Microsoft Word or 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 Pat Fera at [pfera@feraconsulting.com](mailto:pfera@feraconsulting.com).

**Inquiries**

Questions related to preparation of fee quotations must be submitted in writing to Pat Fera at [pfera@feraconsulting.com](mailto:pfera@feraconsulting.com) by 4:00 p.m. CST on Monday, January 4, 2021. A summary of all questions received and responses provided will be made available on the Workforce Partners of Metropolitan Chicago website: [www.workforcepartnersmetrochicago.org](http://www.workforcepartnersmetrochicago.org) no later than January 6, 2021.

**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 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.

**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.

**Form and Content of Quote for Service**

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

1. Cover Page with fee quotation.
2. A narrative outlining the specific services to be provided and the method of providing the services including names, qualifications and resumes of individuals that will be providing the services
3. A description of experience providing the same or similar services.
4. Cost of providing each training activity and a description of expectations regarding reimbursement for approved expenses.
5. 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>Cover Page</b>	
<b>Organization Name</b>	
<b>Contact Person</b>	
<b>Address</b>	
<b>City, State, Zip Code</b>	
<b>Phone</b>	
<b>Email</b>	
<b>FEIN</b>	
<b>TOTAL FEE QUOTATION</b>	