



Request for Bids

Request for Bids Purpose: The Workforce Connection, Inc. (TWC), the workforce board serving Boone, Stephenson, and Winnebago Counties, is interested in soliciting bids from law firms or individual attorneys, specializing in not-for-profit governance, to provide legal services and counsel for review and revision of two agreements to ensure they are in compliance with federal and state laws as well as the Workforce Innovation and Opportunity Act (WIOA) regulations.

Background Information: As part of the transition to the Workforce Innovation and Opportunity Act (WIOA), The Workforce Connection, Inc., a not-for-profit board, is seeking legal services and counsel for specified projects to ensure its current sub award template and assurances as well as its Individual Training Account template and assurances are in compliance with federal and state laws as well as the Workforce Innovation and Opportunity Act (WIOA) regulations.

The successful bidder will provide legal services and counsel to:

- Review the boards' current Sub award boiler plate and assurances to ensure compliance with federal and state laws as well as compliance with the Workforce Innovation and Opportunity Act (WIOA) regulations
- Review the boards' current Individual Training agreement (ITA) boiler plate and assurances to ensure compliance with federal and state laws as well as compliance with the Workforce Innovation and Opportunity Act (WIOA) regulations

Scope of Work / Outcomes:

Selected entity will provide the following legal services:

- Coordinate with TWC staff to outline scope of work/priorities.
- Prepare the final documents to be presented to The Workforce Connection governing board.
- It is expected that this project will be completed by no later than January 31, 2019.

Terms and Conditions

The entity selected will begin immediately upon notification of acceptance of the bid. The billing for the project will be submitted upon conclusion of the project.

Bid Outline

Bid submitted must include the following information in the recommended order of presentation:

1. Cover Sheet, which identifies:
 - Bidder information (name, address, telephone number, fax number, e-mail address, FEIN number);
 - Funds requested;
 - Contact person; and
 - If different from contact person, designate authorized signer of contracts.
2. Description of:
 - Previous related experience;
 - Identification of individuals who will be providing the services, with credentials; and
 - Overview of the process and approximate number of hours required to complete the objectives.
2. Budget Information, to include:
 - Line item budget, delineating all costs by category; and
 - Narrative, which explains individual budget items and assumptions used in costing the bid

3. References

- Names and phone numbers of references who consent to being contacted regarding past work performance in the related area.

Funding Available: To be considered, funding requests must not exceed \$6,000

Rating Criteria:

Project proposals will be evaluated according to the following criteria –

<i>Criteria</i>	<i>Number of Points</i>
Responsiveness to Bid Request <ul style="list-style-type: none">• Information requested is provided; and• Requested documentation is included and complete.	20
Understanding of Scope of Work <ul style="list-style-type: none">• Outline to Meet Objectives - Detailed action steps and benchmarks are clearly identified, and timeframe for completion is realistic (15 points);• Cost effective (25 points).	40
Experience/Credentials* <ul style="list-style-type: none">• Relevant, recent experience in not-for-profit governance law (30 points); and• References (10 points).	40

* The contractor chosen must exhibit the following attributes as validated through reference checks:

- Integrity in research and development projects;
- Experience in not-for-profit governance law; and
- Thoroughness and timelines in the completion of the project.

The respondent who accumulates the highest score may be recommended for funding, as may others that are not the highest. The overall recommendation is at the sole discretion of the evaluation team.

Deadline

Bids must be submitted by **4:00 pm on Monday, January 7, 2019** to:

Cathy Cornelius
The Workforce Connection
303 N. Main Street
2nd Floor
Rockford IL 61101

Bids received after the time and date stated in this Request for Bids will not be considered.

Questions about this Request for Bids may be directed via e-mail to:
cconnors@theworkforceconnection.org