



Macon & DeWitt Counties

**Request for Qualifications (RFQ)
Independent Negotiator for Program Year 2020
One-Stop Partners MOU
Contract for Professional Services**

Purpose of the Request for Qualifications:

The Local Workforce Innovation Board (LWIB) Area 19 is issuing a Request for Qualifications for a consultant to negotiate the PY2020 Memorandum of Understanding (MOU) with One-Stop Partners in local workforce area #19 (LWA). LWA 19 encompasses the counties of: Macon and DeWitt.

Background:

The Workforce Innovation and Opportunity Act (WIOA) is federal legislation that guides employment and training programs and was passed into law on July 22, 2014. WIOA provides the framework through which workforce areas and regions can leverage Federal, state, local and philanthropic resources to support businesses and job-seekers. The workforce vision for LWA 19 and One-Stop partners is to create a responsive, integrated workforce development system that provides exceptional service to both job seekers and employers. Job seekers may access employment, education, training and support services to succeed in the labor market. Employers need skilled workers to compete in the global economy. Together with partners, WIOA programs provide a needed continuum of services to help support a high quality, integrated, and inclusive workforce system.

As part of WIOA, the Governor issued interim guidance in 2015, with revisions in 2016, 2018 and 2019 to State and local partners defining services to be delivered at the One-Stop and how costs were to be shared by the required partners. Final revision to the Governor's Guidelines is expected in November, 2019. The MOU covers: negotiating cost sharing, service access, service integration, service delivery and other matters essential to the establishment of effective local workforce services under WIOA (20 CFR 678.705).

The independent negotiator hired for this project will utilize up-to-date policy guidance issued by the State for negotiating costs with One-Stop Partners and developing the Memorandum of Understanding (MOU) document to be submitted for approval.

Scope of Work: Under WIOA, local workforce areas are charged with achieving ambitious goals that integrate workforce service delivery. Carefully planned and coordinated services among all federally-funded workforce development programs are necessary to achieve the level of integrated service delivery that WIOA envisions. Partner programs identified under WIOA

must work collaboratively to optimize the quality of services provided to job seekers and businesses. Successful integration is directly related to coordinated and joint use of resources. WIOA requires each partner to contribute its proportionate share of costs for the operation of local one-stop delivery systems. The scope of work for this project includes: negotiating with One-Stop Partners either individually or in a group setting; working with partners to define the career services that will be provided at the One-Stop Center; service integration, developing referral methods for customers; calculating infrastructure costs and shared system costs and determine payment methods; complete the MOU document(s) that show goals have been achieved to integrate workforce services. The MOU will meet WIOA guidelines and be submitted to the State of Illinois in a timely manner for approval. The consultant selected for this project will work closely with the One-Stop Partners, CEOs and the Local Workforce Board to develop a Memorandum of Understanding (MOU) that meets WIOA federal and State requirements. The timeline for MOU submission is defined in the Governor's Guidelines on MOUs which will be issued in November, 2019.

Key deliverables:

- Develop a timeline for the MOU negotiations (pre-program year planning form)
- Lead and facilitate negotiations with One-Stop partners on all aspects required in the WIOA legislation pertaining to the Memorandum of Understanding including, career services and commitment to make services available, service delivery methods, referral methods, identification of the role of the one-stop operator, data sharing, infrastructure costs and shared system costs.
- A complete Memorandum of Understanding (MOU) document and attachments are the primary deliverable that will be submitted to the State by the due date. A standard template will be utilized that includes:
 - Shared vision for the system, and role of the local board and required partners
 - Service Integration and implementation of strategies described in the Service Integration action plan.
 - Process and efforts to develop the MOU between the Local Board and required partners
 - the location(s) at which services will be accessible
 - Description of services that will be accessible through the local one-stop delivery system,
 - Completion of the referral system matrix,
 - The method of delivery for each required partner providing services and
 - Completion of a local service matrix which identifies specific services each required partner will provide and describe the method of service delivery
- As part of the MOU, a description of the specific methods that will be used to refer participants between the one-stop operator and required partners to obtain needed services.
- As part of the MOU, a description of how services will be coordinated for continual improvement and customer satisfaction.
- Cost sharing decisions will be documented in an approved annual budget using a standard budget template. A portion of each required partner's shared infrastructure and local workforce development systems costs will be determined according to these guidelines.

- The Workforce Investment Board for Macon & DeWitt Counties, CEOs and required One-Stop Partners will be required to approve and sign the MOU.

Key skill sets include:

- Strong facilitator with a demonstrated ability to lead people and get results through others by establishing joint ownership and accountability;
- Technical skills in project management, strategic planning, consensus building, conflict resolution and group decision-making;
- Effective collaborator with strong relationship-building skills;
- Skilled writer with experience in grant/program development;
- Understanding of workforce development programs;
- Ability to meet with local one-stop partners and LWIB in person

Time Frame: January, 2020 through June, 2020

Individuals interested in this project should:

1. Provide a letter of interest with the following information:
 - Description of experience/background specific to the Scope of Work and deliverables listed above;
 - Sample work related to MOU development;
 - Describe how you build consensus among partners and/or team building around a common goal.
 - Describe how you handle difficult situations/conflict in a group setting
 - Proposed timeline between January and June;
 - Proposed cost- Include a budget for costs associated with the project. The Workforce Investment Board for Macon & DeWitt Counties has approved up to \$4,500 for an independent negotiator.
2. Submit information by close of business on Thursday, December 19th, 2019 to:

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