



## **Request for Qualifications (RFQ)**

### **Independent Negotiator for MOU Contract for Professional Services**

#### **Purpose of the Request for Qualifications:**

The Macon-DeWitt Workforce Alliance is issuing a Request for Qualifications for a consultant to negotiate the Memorandum of Understanding (MOU) Budget with One-Stop Partners in local Workforce Area #19 (LWIA). Negotiations will include budget development for the PY2021 MOU as outlined under "Scope of Work". 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 LWIA 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.

*MOU Development* - As part of WIOA, a Memorandum of Understanding (MOU) is entered into with One-Stop Partners to deliver workforce services in the local area. The Governor issues MOU guidance that defines the services and cost sharing requirements in order to be in compliance with WIOA. In 2015, the *Governor's Guidelines to State and Local Program Partners Negotiation of Costs and Services under the Workforce Innovation and Opportunity Act of 2014 (WIOA)* was issued and recently an update in November 2020, *Final Supplemental Guidance* was released. Both policy and supplemental guidance provide direction for the MOU process each year.

The independent negotiator hired for this project will utilize up-to-date policy and supplemental guidance issued by the State for negotiating costs with One-Stop Partners and developing the PY 2021 Memorandum of Understanding (MOU) budget 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:

- 1) Working with partners to define the infrastructure costs and shared system costs and determine payment methods; complete ALL MOU document(s) outlined in the Governor’s Guidelines, Supplemental Guidance, complete and update Section(s) 10 and 13 of the MOU. The timeline for MOU Budget submission is defined in the Final Supplemental Governor’s Guidelines and MOU Negotiations with reporting due dates and MOU submission dates prior to June 30, 2021.

**Key deliverables:**

- Lead and facilitate budget negotiations with One-Stop partners on all aspects required in the WIOA legislation pertaining to the Memorandum of Understanding including but not limited to, infrastructure costs and shared system costs, and sharing of COVID-19 costs.
- A complete Memorandum of Understanding (MOU) budget document and attachments as outlined in the Governor’s Guidelines Supplemental guidance are the primary deliverable(s) that will be submitted to the State by the due date(s). Primary deliverables include but not limited to:
  - description of Universal Design of Service Delivery that is accessible by all
  - the location(s) at which services will be accessible,
  - the method of delivery for each required partner providing services
- 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 LWIB, CEOs and required One-Stop Partners will be required to approve and sign the MOU.
- Due to the COVID pandemic, it is anticipated that all meetings will be held virtually with all partners in the One-Stop system. Being able to conduct virtual meetings is a key factor.

**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.

**Time Frame: January - June, 2021**

**Draft time-line dates:**

Virtual meeting – overview process of budget negotiations and initial partner meeting to discuss budget	1/13/2021
Prepare draft budget and send to partners	1/27/2021

Virtual meeting – 2 <sup>nd</sup> budget revision, discussion of FTE’s and allocations	2/10/2021
Prepare draft allocations and send to partners	3/3/2021
Virtual meeting – 3 <sup>rd</sup> partner meeting – approval of budget and FTE’s	3/10/2021
Report of Outcomes to state partners, draft budget	4/15/2021
MOU Budget approval at LWIB meeting	5/20/2021
Follow-up with State if further help is needed	5/28/2021
Final Budget and Signatures to State	6/30/2021

**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 May,
  - Proposed cost- Include a budget for costs associated with the project. The Macon DeWitt Workforce Investment Board has approved up to \$6,000 for an independent negotiator.
  
2. Submit information listed above by close of business on Monday, January 11, 2021 to:

Rocki Wilkerson  
Workforce Investment Solutions  
757 W. Pershing Rd.  
Decatur IL 62526  
(217) 875-8720  
[rwilkerson@mdwis.org](mailto:rwilkerson@mdwis.org)

*Illinois workNet Centers are an equal opportunity employer/program.  
Auxiliary aids and services are available upon request to individuals with disabilities.*

