

Contract Agreement for Consulting Assistance Between the  
Mid America Workforce Investment Board and Workforce Enterprise Services, Inc.

This agreement is between the Mid America Workforce Investment Board and their administrative entity the St. Clair County Intergovernmental Grants Department, hereinafter referred to as "MAWIB" and Workforce Enterprise Services, Inc., hereinafter referred to as "WES".

1. **Purpose** – This agreement articulates the mutual commitments involved in WES providing One-Stop Operator procurement assistance to MAWIB as described in *Attachment A: Description of Consulting Services and Costs*.
2. **Term** – The term of this agreement shall be from March 28, 2017 through June 30, 2016.
3. **Independent Workforce Consultant** – WES will act as a consultant in providing the services described herein. MAWIB bears no employment responsibilities or obligations for WES. WES is responsible for maintaining appropriate insurance coverage, including workers' compensation and unemployment compensation, and is responsible for all taxes incurred as a result of doing this work.
4. **Hold Harmless** – WES agrees to hold harmless MAWIB, its administrative entity and its officers and staff with causes of action, judgments and liens arising out of WES's performance.
5. **Good Standing** – WES assures that its business is in good standing, and that neither it nor any subpart is currently debarred or suspended or otherwise excluded from or ineligible for participation in Federal assistance programs.
6. **Applicable Law** – This agreement shall be construed, interpreted, and enforced according to the laws of the State of Illinois. This agreement, including all attachments, is the complete agreement between MAWIB and WES.
7. **Scope of Services** – WES commits to provide the services in the manner described in Attachment A.
8. **Compensation** – WES shall receive from MAWIB a sum of \$ 12,000 for services rendered, inclusive of all work-related expenses.
9. **Payment** – WES shall invoice the MAWIB in accordance with the following payment schedule:

Payment Point/Deliverable	Project Tasks	Amount
Presentation of the final RFP to the Board for approval.	1 - 4	\$ 6,000
Presentation of the RFP results and contractor selection to the Board for approval.	5 - 9	\$ 6,000

10. **Modifications** – The agreement will not be modified unless done in writing and signed by both the MAWIB and WES.
11. **Termination** – The MAWIB may terminate the agreement for due cause. Cause shall include substantial failure by WES to perform any or all obligations provided as set forth herein.

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Acceptance and Signature

Acceptance for Mid America Workforce  
Investment Boards administrative entity the St.  
Clair County Intergovernmental Grants  
Department

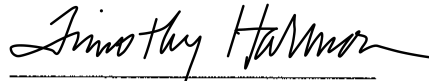


TERRY W. BEACH, Executive Director

Date: 3/28/17

Mid America Workforce Investment Board  
St. Clair County Intergovernmental Grants  
Department  
19 Public Square, Suite 200  
Belleville, IL 62220

Acceptance for Workforce Enterprise Services,  
Inc.:



Timothy Harmon, President

Date: 3/28/2017

Workforce Enterprise Services, Inc.  
54 Paradise Lane  
Riverton, IL 62561

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Attachment A  
Description of Consulting Services and Costs

**RFP Preparation and Bidders Meeting:**

WES will provide the Board with examples of functions that One-Stop Operators may perform and provide guidance as to what is allowable under the Act and Regulations. We will facilitate discussions with the WIB to help them determine the functions that they want the One-Stop Operator to perform. Based on information provided by MAWIB, WES will prepare a RFP to procure the One-Stop Operator for the area. These conversations may not include Board members or staff who are potential respondents to the RFP or have a financial interest in the result.

WES will host a Bidders meeting for interested respondents. Questions concerning the solicitation will be taken prior to and during the Bidders meeting, and responses will be distributed to all organizations that requested the RFP or attended the Bidders meeting.

**Distribution/Marketing of RFP:**

The RFP will be distributed in accordance with the direction provided by the Board, but we suggest that this be done through advertisement in the legal section of local newspapers, on the Board's website, and through the WIOA distribution network. In addition, the consultant will gather information on eligible entities who may be able to provide One-Stop Operator services. The list will be in accordance with Section 121(d)(2)(B) of WIOA, which specifies that the one-stop operator:

*(B) shall be an entity (public, private, or nonprofit), or consortium of entities (including a consortium of entities that, at a minimum, includes 3 or more of the one-stop partners described in subsection (b)(1)), of demonstrated effectiveness, located in the local area, which may include—*

- (i) an institution of higher education;*
- (ii) an employment service State agency established under the Wagner-Peyser Act (29 U.S.C. 49 et seq.), on behalf of the local office of the agency;*
- (iii) a community-based organization, nonprofit organization, or intermediary;*
- (iv) a private for-profit entity;*
- (v) a government agency; and*
- (vi) another interested organization or entity, which may include a local chamber of commerce or other business organization, or a labor organization.*

Entities will be added to the bidder's list to ensure that it is comprehensive. The consultant will ask for bidder's list from adjacent LWIAs to compare and add appropriate bidders from outside the area.

In addition, WES will assist the Board in ensuring compliance with the requirements of TEG 15-16 on Competitive Selection of One-Stop Operators, and with related DCEO guidance on the sunshine provisions regarding the procurement process, including making available to the public the Board's written conflict of interest policy, its written procurement policies, the procurement solicitation itself, a listing of the entities that have submitted bids or proposals, an abstract of those bids or proposals, the identity of the selected one-stop operator, and total award amount and duration of the contract with the one-stop operator, all of which is required under recent state guidance.

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**Bid Evaluation and Board Approval:**

Bid Evaluation - WES will create evaluation criteria as part of the development of the RFP, in consultation with the Board. The evaluation criteria will be designed to assist reviewers in understanding how the respondent will fulfill the deliverables outlined in the RFP. We will develop scoring sheets to be used by review team members, who will be recruited from the membership of the Board (excluding anyone of course who is a potential competitor or has a financial interest in the result). The RFP will include the proposal evaluation form, description of evaluation areas and scoring system. The review team will meet following their individual scoring to discuss the results and make a recommendation for selection of the successful respondent.

Negotiation Process - WES will negotiate with the selected respondent after the proposal has been reviewed if this is deemed necessary by the Board. Prospective respondents will be advised to propose their most favorable terms in their response to the RFP.

WES would use the following process to negotiate with a potential contractor:

- Identification of any issues from the contractor's response to the RFP. We would be prepared to fully discuss the issues with the potential contractor by having a full understanding of the issues. This would include identification of issues that are negotiable and those which are non-negotiable and development of a clear understanding of the limits for each issue.
- WES would prepare an agenda for the negotiation meeting with an outline of each issue to be negotiated. We will take a positive approach during the meeting, recognizing that both parties will benefit from the contract.
- A summarization of all issues will be created that identifies those issues for which agreement was reached and those that require either party to further consider and get back to each other.
- Negotiation will conclude when all issues have been resolved.

Board Approval – WES will present information about the RFP process, evaluation and outcome to members of the MAWIB at a regularly scheduled meeting to be determined in consultation with the Board. Selection of the One-Stop Operator will be an action item for their approval during this meeting.

**Proposed Timeline between March and June:**

WES staff is available to begin the requested work beginning immediately through the end of the project in June, 2017. Section 678.635 of the Joint Rule requires the procurement must be completed and the one-stop operator must be in place by July 1, 2017. In order to meet these due dates, we propose to complete key milestones on the following schedule:

<b>Meeting/Step</b>	<b>Proposed Timeframe</b>
1. Develop procurement implementation plan	March 2017
2. Presentation about RFP process to Workforce Investment Board*	March 2017
3. Review of Board guidance and development of RFP	March 2017
4. Approval of final RFP by Board*	April 2017
5. Advertising for RFP	April 2017
6. RFP responses due	May 2017
7. Meet with review team to rate and discuss proposals	May 2017
8. Negotiation with One-Stop Operator	June 2017

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Meeting/Step	Proposed Timeframe
9. Presentation about RFP evaluation and outcome to Workforce Investment Board*	June 2017
10. Board executes contract with selected One-Stop Operator	June 2017

\* Contingent on ability to meet with the Board. At the option of the Board, these may be meetings with the Executive Committee.

**Proposed cost:**

WES proposes to complete the tasks as outlined above for a total cost of \$ 12,000. The proposed cost includes all WES costs for the completion of the proposed work including consulting hours, travel and miscellaneous expenses. WES does not intend to subcontract any portion of the proposed work. WES proposes two payment points for the work as follows:

Payment Point/Deliverable	Project Tasks	Amount
Presentation of the final RFP to the Board for approval.	1 - 4	\$ 6,000
Presentation of the RFP results and contractor selection to the Board for approval.	5 - 9	\$ 6,000