

# Request to Extend Contract (RTEC)

Issued by:

Business Employment Skills Team, Inc.  
815 North Orlando Smith Avenue  
C328  
Oglesby, Illinois 61348

For:

Northwest Central Illinois Works  
Bureau, Carroll, Jo Daviess, LaSalle, Lee, Ogle, Putnam and Whiteside  
Counties

Program:

Northwest Central Illinois Works Youth Committee  
WIOA Youth Project

Date Issued:

February 12, 2021

Due Date:

March 11, 2021

Limitations:

This RTEC does not commit BEST, Inc. or NCI Works to award a contract, to pay any costs incurred in the preparation of a proposal to this request, or to procure or contract for services or supplies.

Questions:

Questions should be addressed only to Sally Hanrahan, Business  
Employment Skills Team, Inc. at 815-288-1260.

Evaluation and Review:

Proposals will be evaluated according to the criteria attached in this packet and only in accordance with the written material submitted in the proposal.

## A. Intent and Purpose of the Request for Contract Extension

The Request for Proposal that served as the vessel for funding current projects has language that allows for an extension of up to one year for projects. **The requirements are: No changes to the current contract scope of work, the need for the project continues to exist, the provider is on target to meet project goals and applicable WIOA performance measures, adequate funding is available, and approval is granted by NCI Works.**

## B. Duration

This would be a one year extension of your current projects to begin on July 1, 2021 and end on or before June 30, 2022.

## C. Bidder's Conference/Inquiries

There will be no Bidder's Conference regarding this RTEC. Any inquiries should be addressed to Sally Hanrahan of Business Employment Skills Team, Inc. at (815) 288-1260.

## D. Submittal/Proposal

An electronic version must be emailed to JoAnn\_Johnson@best-inc.org. Proposals must be received **by 3:00 p.m. on March 11, 2021**. Any proposal received after the deadline will not be reviewed. Proposals will not be accepted by fax.

Extension proposals will contain the following:

### Narrative Description

The Narrative Description should indicate the planned increase number of youth to be served by the project, the number that will be carried forward from the current contract and a detailed recruitment plan to achieve those numbers.

In order to make sure that eligible youth are provided every opportunity to succeed, it may be necessary to continue the enrollment of a youth from the previous year's project. If the proposer is going to exercise this option, a brief description of the following should be included in the narrative:

1. The number of youth who will be "carried in" from the previous year's project
2. The reason why additional time and services are needed

3. The ongoing/additional services that will be provided and how they will benefit the youth
4. The outcomes/goals that are expected to be achieved as a result of continuing enrollment, as well as an estimated completion date for achieving them.

### **Past Demonstrated Effectiveness**

The proposer should provide a brief description of the previous project(s) administered under the Workforce Investment Act, including the following:

- 1) Evidence (e.g., numeric data, achievements, success stories, etc.) that the previous project's stated goals and any applicable WIA/WIOA Performance Measures were achieved. If the project is not yet completed, present an assessment of the status towards meeting the project's stated goals and any applicable WIA/WIOA Performance Measures. (NOTE: If WIOA Performance Measures apply, results must be included, either by the bidder or by the BEST, Inc. Project Liaison.)
- 2) Changes, if any, which will be made to the way services were delivered in the previous project(s) and explain how those changes will contribute to increased successful outcomes for the youth in the proposed project. (This section **MUST** be completed if project goals and/or WIA/WIOA Performance Measures were not achieved.)

### **Goals and Objectives**

The proposal must explain how goals and objectives will lead toward the attainment of the federally-established performance measures included in the Attachment. Other goals and objective should be addressed as the proposer deems necessary.

### **Cost Information**

- 1) Using the forms in the Budget Information Worksheets section, develop a budget that supports the proposed cost for performing project activities and completing project deliverables. Include both the total hours and the hourly rate for each staff position under this project.

- 2) Provide a statement that recognizes invoices for payment will be submitted on a monthly basis unless prior approval for an alternative schedule is obtained from the grantor. Include a payment schedule of estimated expenditures by quarter. The schedule should clearly reflect payments for the period of July 1, 2021 through June 30, 2022.

## **EVALUATION CRITERIA**

Evaluation of each proposal will be based on the following criteria:

- Adherence to RETC guidelines Required for Consideration
- Past Demonstrated Effectiveness/Experience 80 Points Maximum  
With Bidder
- Cost Competitiveness 20 Points Maximum

Each proposal will be independently evaluated by members of the Youth Committee and BEST, Inc. staff. \*This section will be evaluated by BEST, Inc. staff only.