



# BEST, Inc.

**Business Employment Skills Team**  
**Serving Northwest Central Illinois**  
[www.best-inc.org](http://www.best-inc.org)



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November 1, 2022

To Whom It May Concern:

Business Employment Skills Team, Inc. (BEST, Inc.) is soliciting quotes from interested individuals/businesses on behalf of the Northwest Central Illinois Works (NCI Works), the County Board Chairs for our eight counties (Bureau, Carroll, Jo Daviess, LaSalle, Lee, Ogle, Putnam and Whiteside), and required State and local partners involved in the local workforce system. The quotes will cover the negotiation of resource cost sharing for Shared Workforce System and Infrastructure Costs as required by the Governor and in accordance with the Workforce Innovation and Opportunity Act of 2014 (WIOA) and Narrative template of the MOU with partners.

Attached you will find the Governor's Guidelines and the Draft Supplemental Guidance for PY 23 MOU and Budget Negotiations. This includes all requirements for revisions, completions and submissions related to forms, reports, timelines and convening of partners for PY '23, as well as any additional items or activities that may be required under Additional Annual Guidance.

For any and all activities related to the development of PY '23 annual budgets and cost sharing agreements, the bidder should agree to comply with the guidelines and requirements set forth by NCI Works and the State of Illinois. A more detailed proposal outlining an implementation plan will be required once PY '23 guidelines are issued an amount for the extension of the contract shall be agreed upon at that time by the selected bidder, NCI Works and all partners in the local workforce system.

## SUBMITTAL REQUIREMENTS

All proposals must conform to the requirements of this Request for Quote (RFQ). All proposals must provide all information requested. Incomplete information and insufficient signatures and documentation may result in disqualification of the proposal.

Authorized personnel of the bidder must sign the proposal. Proposals may be mailed to the address listed below or submitted electronically to [carrie\\_folken@best-inc.org](mailto:carrie_folken@best-inc.org) prior to 3:00 p.m. November 17, 2022:

Business Employment Skills Team, Inc.  
815 N. Orlando Smith Ave.  
Room C-328  
Oglesby, IL 61348

BEST, Inc. will receive this information on behalf of NCI Works and the County Board Chairs of LWIA #4.

### REVIEW CRITERIA/EVALUATION PROCESS

The proposals will be reviewed using the following criteria:

Experience - Please provide three references.

Cost- Detail your fee and expense structure as it will be applied to the services and products in this Request for Quote (RFQ). This may be done in the form of hourly rate with estimated number of hours, travel costs, or other costs deemed necessary. Costs cannot exceed the cost that has been agreed upon by the partners, but shall not be more than \$7,500.

Responsibilities and Expectations: All partners will be convened for several meetings to agree on cost sharing and also the narrative MOU template will be completed and approved by both partners and Workforce Board.

Timeline - Timeline shall be developed in accordance with draft Guidance and the Pre-Program Planning Form in Appendix C once updated in the Guidelines.

Methodology- In order to complete the project either on-site meetings or conference calls will be required.

### PROPOSAL CONDITIONS

- A. Disclosure of Proposal Content  
All proposals will be placed in the public domain and be open to inspection by interested parties. Trade secrets or proprietary information that are recognized as such and protected by law may be withheld, if clearly identified as such in the proposal.
- B. Proposal Obligations  
The contents of the proposal and any clarifications thereto submitted by the successful bidder shall become part of the contractual obligation and incorporated by reference into the ensuing contract.
- C. Disposition of Proposals  
Proposals become the property of NCI Works and will not be returned to the bidder.
- D. Illinois Statutes and Rules  
The terms and conditions of the RFQ and the resulting contract or activities based upon the RFQ shall be construed in accordance with the laws of Illinois. Where statutes and regulations of the United States Government are referenced herein, they shall apply to this RFQ and the resulting contract. Whenever differences exist between federal and state statutes or regulations affecting this procurement, interpretation shall be in the direction of that which is most

beneficial to the interests of the LWIA #4.

E. RFQ Process Limitation

This request for quotes does not commit NCI Works to award a contract, to pay costs incurred in the preparation of a proposal to this request, or to procure a contract for services. NCI Works reserves the right to accept or reject any and all quotes received as a result of this request, to negotiate with all qualified sources or to cancel this RFQ in part or in its entirety. The contracting officers may require the bidder(s) selected to participate in negotiations and to submit any budget, technical or other revision of their proposal as deemed necessary.

F. Conflicts Between Terms

NCI Works reserves the right to accept or reject any exception taken by the bidder to the terms and conditions of this request for proposal.

G. The Resulting Contract

The contract shall be a combination of the specification, terms and conditions of this RFQ, the offer contained in the bidder's proposal and any written clarifications or changes made in accordance with the provisions herein. The contract shall be effective from the date signed by the authorized signatories of NCI Works and the selected bidder until June 30, 2023 with the option to renew for one (1) or two (2) years, unless NCI Works determines that an earlier termination is in its best interests.

Questions concerning this Request for Quote may be addressed to the undersigned at BEST, Inc. at 815 N. Orlando Smith Avenue, Room C-328, Oglesby, IL 61348 or via e-mail at [carrie\\_folken@best-inc.org](mailto:carrie_folken@best-inc.org).

Sincerely,



Carrie Folken, Executive Director  
BEST, Inc.

Attachments: Governor's Guidelines: Supplemental Guidance for PY 21 MOU and Budget Negotiations

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**NOTICE OF ADVANCE RELEASE**

This advance release of “Guidance for Program Year 2023 MOU Negotiations Under WIOA” is being made available to State and local partners pending final approval for formal issuance. Because no significant changes are anticipated before final issuance at this time, local workforce innovation boards and local required partners are strongly encouraged to initiate all activities required to fulfill the requirements specified in the overarching “Governor’s Guidelines to State and Local Program Partners Negotiating Costs and Services Under the Workforce Innovation and Opportunity Act of 2014 – Revision 4” in recognition of the specified timeframe for negotiating shared costs and service delivery for PY 2023 WIOA programs.

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**Guidance for Program Year 2023 MOU Negotiations  
Under WIOA**

**Draft for Feedback  
October 7, 2022**

**Guidance for Program Year 2023 MOU Negotiations Under WIOA**

<p><b>Purpose of the PY 2023 Guidance</b></p>	<p>This annual guidance is issued to support negotiations of memoranda of understanding (MOUs) between required partners under the federal Workforce Innovation and Opportunity Act (WIOA) of 2014. Per WIOA, the MOU must reflect each required program partner’s human and financial commitments to make their services accessible and to share in the cost of operating the local workforce delivery system. This includes the required Infrastructure Funding Agreements to operate the physical comprehensive one-stop centers, affiliate centers and specialized centers within a local workforce area.</p> <p>This annual guidance applies to MOU negotiations that will occur between January 2023 and June 2023, resulting in an MOU that takes effect July 1, 2023 (Program Year 2023 / State Fiscal Year 2022).</p> <p>This annual guidance supplements—and does not change—the current, overarching, authoritative <a href="#">“Governor’s Guidelines to State and Local Program Partners Negotiating Costs and Services under WIOA.”</a></p>
<p><b>Notices for Future MOU Negotiations</b></p>	<p>WIOA requires that MOUs must be negotiated at least every three years. The guidance issues the following notices:</p> <ol style="list-style-type: none"><li>1. Program Year (PY) 2023 will mark the first year in a new term and will replace the MOUs originally negotiated in 2019.</li><li>2. This guidance for PY 2023 MOU negotiations includes technical changes to the MOU Template.</li><li>3. However, additional, more substantive changes may be required in future years of the MOU term given the numerous, systemic efforts related to equity, access and service integration. These systemic efforts will continue through 2023 and culminate with a renewed vision and strategies in Illinois’ WIOA State Plan that takes effect in 2024.</li></ol> <p>(Continues on the next page)</p>

	<p>Groups such as the Governor’s Commission on Workforce Equity and Access, the IWIB Equity Task Force, the IWIB Service Integration Work Group, the IWIB Business Engagement Committee, Digital Equity Act advocates, National Skills Coalition and others are currently developing recommendations and resources to support systemwide changes that can inform more comprehensive MOU guidance and behavioral changes in future years.</p> <p>Program Year 2023 creates an opportunity for two-way communication to work toward removing barriers to service integration while ensuring compliance with WIOA regulations. This approach is to ensure that expectations are clear before a new MOU Template requires new content and operational commitments.</p> <p>Therefore, <b>the PY 2023 technical changes are designed to help streamline portions of the MOU Template and test new concepts for feedback that would inform the development of guidance for PY 2024 MOUs and after.</b></p>
<p><b>Guidance Specific to PY 2023 MOUs</b></p>	<ol style="list-style-type: none"> <li data-bbox="475 951 1422 1150">1. <b>Service Integration Action Plans.</b> The MOU Template is updated to acknowledge that local Service Integration Action Plans are to be updated regularly and incorporated annually into the MOU and future amendments.</li> <li data-bbox="475 1150 1422 1514">2. <b>Conflict resolution.</b> The MOU Template is updated so that partners outline in the MOU narrative a process and roles for conflict resolution in operations at any time, not just during the annual MOU negotiation period. The new content should specify roles and authority of each entity in decision-making when conflicts arise (e.g., leaseholders, one-stop operators, local workforce board, state program administrators and local program administrators).</li> <li data-bbox="475 1514 1422 1675">3. <b>MOU Template clarifications.</b> The MOU Template is updated to streamline and clarify the narrative that complements the Career Service Matrices and Referral Matrices.</li> <li data-bbox="475 1675 1422 1864">4. <b>Commitments to assess the customer experience.</b> The MOU Template includes a new item of required content to describe specific human and financial commitments to coordinate the customer experience through a physical or virtual front door (e.g., investing in career navigators and customer advocates, cross-</li> </ol>

	<p>training program staff, participating in professional development, investing in more accessible technology).</p> <ul style="list-style-type: none"> <li>a) The narrative can acknowledge that while the commitment is made in the PY 2023 MOU, the implementation of those commitments will take multiple years and may need additional technical support or professional development to fully implement.</li> <li>b) This content is subject to feedback to consider in future MOU guidance and the Regional and Local Plan guidance.</li> </ul>
<p><b>PY 2023 MOU and Budget Timeline Guidance</b></p>	<p>5. <b>Current One-Stop Operator Agreement Attachment.</b> The MOU Template now requires the LWIA’s current one-stop operator (OSO) agreement to be attached to the final MOU submittal. Submitting the actual OSO agreement will help expediate the State-level review process of final MOUs and one-stop operating budget, both of which reference the OSO agreement.</p> <p>6. <b>Final MOU and Budget Submittal Due Date Changes to May 31.</b> Local board chairs and CEOs must submit a signed MOU and one-stop operating budget by May 31, 2023 (formerly June 30 each year). This updated timeline is necessary to comply with signature requirements by the Illinois Office of the Comptroller (IOC) and to ensure issues are addressed prior to the effective date of July 1, 2023.</p>
<p><b>PY 2023 Signature Guidance</b></p>	<p>7. <b>Requirements for using electronic signatures.</b> The Illinois Office of the Comptroller (IOC) has modified its procedures to allow for the submission of contract and grant obligation related documents containing electronic signatures as defined by the Electronic Commerce Security Act (5 ILCS 175). The Interagency Technical Assistance Team, which review and approve MOUs, recommend that local workforce areas and required program partners continue to provide physical wet signatures in PY 2022. The submission of physical wet signatures ensures that processes and payments will not be delayed.</p> <p>Requirements for using electronic signatures:</p> <ul style="list-style-type: none"> <li>a) Complete and submit a new SCO-470 Contract Signature Authorization Form which has been updated to include an electronic signature sample on the Specimen Signature (field #5). <ul style="list-style-type: none"> <li>i. The Agency Head approval signature on the Contract Signature Authorization Form (line 8), must be in</li> </ul> </li> </ul>

	<p>wet ink, regardless of the type of signature supplied on the specimen signature line (line 5).</p> <ul style="list-style-type: none"> <li>b) Check the box next to “Specimen signature is electronic.”</li> <li>c) Designees must also submit a new Contract Signature authorization Form to use for the documents.                             <ul style="list-style-type: none"> <li>i. The electronic designee signature must incorporate both the Agency Head signature and his/her authorized designee signature</li> </ul> </li> </ul> <p>8. The IOC does not require a specific electronic signature format. The selection and format of electronic signatures is the agency’s decision but must comply with the requirements of the Electronic Commerce Security Act. By submitting an agency-approved Contract Signature Authorization Form, the agency is certifying that it has adequate processes and written procedures governing its use of electronic signatures, ensuring compliance with the Act.</p> <p>9. This guidance is effective on April 1, 2021, for documents executed on or after April 1, 2021, provided the agency’s new Contract Authorization Form is on file with the IOC. Documents electronically signed prior to April 1 will require email approval in accordance with Accounting Bulletin 235 and Accounting Bulletin 236.</p> <p>10. IOC encourages agencies to utilize electronic submission for contracts, grants, and obligations-related documents signed electronically. Prior to electronic submission of documents, agencies must sign a Memorandum of Understanding with IOC and submit test documents to IOC to verify that the documents submitted are in an acceptable format. Electronic document requirements include the following:</p> <ul style="list-style-type: none"> <li>a) Optical character recognition (OCR)</li> <li>b) Maximum file size of 25 MB</li> <li>c) 200 dpi minimum</li> </ul>	
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<b>Summary Timeline for PY 2023 MOU Submittals</b>	December 31, 2022	Deadline to submit the “Pre-Program Year Planning Form” to outline work plans for PY 2023 negotiations
	January 2023	PY 2023 MOU negotiations begin
	April 15, 2023	Deadline to submit the “Report of Outcomes” and a draft one-stop operating budget as a status report to the WIOA Interagency TA Team

	May 31, 2023	Deadline to submit final, agreed-upon MOUs
	July 1, 2023	PY 2023 MOUs take effect
<b>Effective date</b>	This guidance is effective as of the date of issuance. This guidance will be updated as needed.	
<b>Contact Information</b>	Any questions about this Supplemental Guidance should be directed to the WIOA Interagency Technical Assistance (TA) Team or the primary contact for each required program partner. Questions may be emailed to <a href="mailto:wioaplan@illinoisworknet.com">wioaplan@illinoisworknet.com</a> .	
<b>Attachments</b>	<p>In conjunction with this PY 2023 MOU guidance, the following documents are available for download on the <a href="#">WIOA Implementation Portal</a> and the <a href="#">WIOA ePolicy Manual</a> and specific to PY 2023.</p> <ol style="list-style-type: none"> <li>1. Appendix J – MOU Template for PY 2023</li> <li>2. Appendix K – One-Stop Operating Budget Spreadsheet for PY 2023 (unchanged for PY 2023)</li> </ol> <p>All other forms issued as part of the Governor’s Guidelines – Revision 4 remain unchanged and active and <a href="#">available for download</a>. Examples include:</p> <ul style="list-style-type: none"> <li>• Appendix I – Required Checklist for Local Partner Service Delivery via Direct Linkage</li> <li>• Appendix L – Local Board Revision Response Letter Template</li> <li>• Signature Pages for Submittal of MOUs and One-stop Operating Budgets</li> </ul>	