

Lake County Chamber of Commerce RFP

Pre-Proposal Meeting
December 13th, 2024



Lake County
Workforce Development



Job Center of Lake County

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Agenda: RFP Pre-Proposal

- Lake County Workforce Development- Introductions
- Purpose/Intent of RFP Proposal
- Scope of Work Elements & Key Objectives
- Submittal Requirements & Guidelines
- RFP Timeline & Schedule
- Budget/Award & Terms
- RFP Implementation Plan Template
- Evaluation Criteria
- Questions



Purpose & Intent of RFP Proposal

- This Request for Proposal (RFP) is designed to solicit a local Chambers of Commerce *to **establish an innovative professional services partnership throughout Lake County***, Illinois, that provides advocacy for business communities, promotes economic growth, and serves as a liaison between businesses and workforce development programs.
- The purpose of this RFP is to foster collaboration amongst our Lake County Workforce Development Board & Department to support a unified approach as it pertains to ***business advocacy, networking, community building, economic development, business outreach, promotion of workforce programs/resources***, and Workforce Development Board engagement.
- The collaboration will also provide access to **small businesses** and **minority/woman owned businesses** throughout Lake County that need workforce development assistance.

Scope of Work & Key Objectives

- **Business and Policy Advocacy**

- Advocating for workforce policies that support business growth

- **Networking and Community Building**

- Hosting business luncheons, after hour events that allow businesses to connect and showcase their industry and services

- **Economic Development**

- Attracting new businesses and investments, while promoting workforce initiatives that support skill development

- **Business Outreach and Promotion**

- Promoting local businesses and industries in partnership with workforce development through campaigns, social media, blogs, ribbon cuttings, and video creation

- **Educational Programs and Resources**

- Offer training and professional development workshops in partnership with Workforce Development (**Ex..** Industry Trends, Federal Reserve, Artificial Intelligence, and Associations)

- **Community Events and School Partnerships**

- In partnership with Workforce Development recognize business achievements through awards, banquets, employer spotlight videos
- Support educational systems career pathway initiatives

- **Board Representation and Leadership**

- Encourage businesses to serve on workforce board, committees, or task forces when the opportunity arises

Proposal Guidelines and Supplementary Information

- **Organization Background and Expertise**

- Briefly describe the purpose, activities, and services of your organization
- How this proposal connects to your mission and organizational goals
- Indicate the number of years your organization has been in business
- Explain how many business members are within your Chamber of Commerce, along with how many have 50 or less employees, minority owned, and woman owned businesses.

- **Narrative Description of Project**

- Describe activities, communication plans, and deliverables that align with the scope of work
- Describe how the proposed services and activities will increase business engagement and how this increase and engagement will be measured

- **Staffing Plan and Qualifications**

- List all staff and their role/position with respect to this project
- Identify the organization's project lead
- Provide an organizational chart of the staff to be included in this program
- Include resumes for key staff working on this program. Job descriptions may be substituted for positions not yet filled

- **Financial Management Plan**

- Provide a budget narrative that includes a detailed description of each line item
- Provide a narrative of the organization's financial management plan
- Provide assurance that the organization will submit timely invoices for services rendered monthly

- **Outcomes**

- Describe the outcomes for clients/businesses who will attend activities and events
- Include how outcomes will positively impact Lake County's business community and job seekers

Proposal Requirements

Proposals should be prepared as simple as possible and provide a straightforward, concise description of the proposed products and services to satisfy the requirements of the RFP. Attention should be given to accuracy, completeness, relevance, and clarity of content. The proposal should be organized into the following major sections:

- *Introduction Material and Executive Summary*
- *Company Background*
- *Scope of Services*
- *Implementation Plan*
- *Client References*
- *Exceptions to the RFP*
- *Price Proposal / Value added services*
- *Sustainability Statement*
- *Vendor Disclosure Statement*
- *Vendor Certification Form*
- *Addendum Acknowledgement*

RFP Timeline and Schedule

Action Item	Schedule
Release RFP	<i>November 20, 2024</i>
Pre-Proposal Meeting (In-Person)	<i>December 13, 2024, at 2:00PM CST</i>
Deadline for submission of questions	<i>December 27th, 2024, by 11:00am CST</i>
RFP Opening & Due Date	<i>January 3rd, 2025, by 11:00am CST</i>
Evaluators Review Period	<i>January 3, 2025 – January 9th, 2025</i>
Shortlist Meeting	<i>January 10nd, 2025, at 10:00am CST</i>
Shortlist Presentation (if necessary)	<i>Week of January 13, 2025 – January 16, 2025</i>
Board Approval	<i>March 2025</i>
Awarded Entity Begins Contract	<i>March 2025</i>

Budget, Award and Contract Terms

Budget/Award

- Lake County reserves the right to award this contract based on the evaluation criteria set forth herein. Award shall be made by the Lake County Board to the responsible Proposer(s) determined to be the most qualified and advantageous to the County. Lake County reserves the right to award this Contract in whole or in part if determined to be in the best interests of the County. Workforce Innovation and Opportunity grant funds budgeted for this RFP will not exceed **\$150,000** with the intent to award no less than two local Chamber of Commerce in the amounts of **\$75,000 each**. If the total amount of successful proposals exceeds the amount of funding available, successful proposals will be asked to negotiate their proposed budgets.

Contract Term

- This contract shall be in effect for a one **(1) year period and will begin no later than March 31, 2025, through June 30, 2026**. Lake County reserves the right to renew this contract for four **(4) additional one (1) year period(s)**, subject to acceptable performance by the contractor and available funding. At the end of any contract term, Lake County reserves the right to extend this contract for a period of sixty (60) days for the purpose of getting a new contract in place. For any year beyond the initial year, this contract is **contingent on the appropriation of sufficient funds**; no charges shall be assessed for failure of the County to appropriate funds in future contract years.

Implementation Plan Template

Project Timeline

List the major project activities in the first column. In the second column, indicate the timelines for project completion. Timeliness may be specified by the month of the project (e.g., such as month 1, month 3, etc.) or by specific dates. In the third column, indicate the staff by name and title responsible for performing the activities and the organization of each staff person listed. The fourth column must describe the deliverable associated with the project activity.

[illegible]

Evaluation Criteria

The County will conduct a fair and impartial evaluation of proposals, focusing on how well they meet the stated needs rather than strict adherence to terminology and design concepts. Proposals will be assessed by the RFP review committee, which will independently rate and score each proposal using a standard review instrument. The committee will then make funding recommendations to the Lake County Workforce Development Board, and all contracts will be forwarded to the Lake County Board for approval.

Organization Background and Experience - *experience of the Organization in providing the same or similar services or ability to replicate a successful model provided.*

Program Description - *completeness of program overview and incorporation of Chamber of Commerce activities.*

Outcomes - *the likelihood of obtaining outcomes identified and how the program will positively affect the business community, job seekers, and the local economy.*

Staffing Plan and Qualifications - *the experience and qualifications of staff identified to provide services, and the reasonableness of the staffing plan.*

Financial Management Plan and Budget

- *Cost of services - overall cost and how the activities support the budget/cost*
- *Fiscal Capacity - evidenced fiscal capacity, experience with budgets*

Contact and Questions

Contact Information

All contact and questions regarding the Request for Proposal shall be with the Purchasing Division. Should the proposer require additional information about this RFP, please submit questions on our website at <http://lakecountypurchasingportal.com> by selecting the RFP number and addendum link.

Questions may also be submitted via email to purchasing@lakecountyil.gov . All questions shall be submitted no **less than seven (7) days prior to the RFP opening date**.

Link to Chamber of Commerce RFP

<https://www.lakecountyil.gov/DocumentCenter/View/78487/2024-11-20-RFP24384-Workforce-Innovation-Opportunity-Act-Chamber-of-Commerce-Initiative---Final>