

**Contract for Services**  
**Career Services**  
Contract # PY2020.002

**Basic Agreement**

1. Parties of the Contract: This Contract Agreement (hereinafter referred to as the "Agreement") is entered into between the McHenry County Workforce Network Board (hereinafter referred to as MCWN), McHenry County College (hereinafter referred to as the Service Provider) a subrecipient of the MCWN WIOA Title 1 Grant.
2. Contract Amount: The maximum amount payable to the Service Provider under this Contract is \$20,280.00, subject to terms and conditions of this Agreement. MCWN will reimburse the Service Provider for actual costs up to this amount provided those costs are included the Contract Budget. Contract amount may be modified as described in Section 4.5 of this agreement. Subject to funding availability from WIOA Grants 19-681002.
3. Subject to the execution of this Agreement by both parties, the Service Provider is hereby authorized to incur costs against this Agreement from the beginning date of 07/01/2020 through the ending date of 06/30/2021. Both parties to this contract may by mutual written agreement extend this contract for up to two (2) additional years. The Service Provider hereby agrees to use the funds provided under the Agreement for the purposes set forth herein and agrees to comply with all terms of this Agreement.

This Agreement includes the following sections, all of which are incorporated into and made part of this Agreement:

**Part:**

- I. Budget
- II. Special Grant Conditions
- III. Scope of Work
- IV. Program Terms and Conditions
- V. General Provisions
- VI. Requirement Certifications

Under penalties or perjury, the undersigned certifies that the name, taxpayer information number and legal status listed below are correct.

Name: **Clinton Gabbard, President**  
**McHenry County College**  
**8900 U.S. Highway 14, Crystal Lake, IL 60012**  
**815-455-8735, cgabbard@mchenry.edu**

Taxpayer Identification Number: **36-2640702**

Contract for Services

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Legal Status (check one):

- |   |   |
|---|---|
| <input type="checkbox"/> Individual   | <input type="checkbox"/> Government entity                          |
| <input type="checkbox"/> Owner of sole proprietorship   | <input type="checkbox"/> Nonresident alien individual               |
| <input type="checkbox"/> Partnership  | <input type="checkbox"/> Estate of legal trust                      |
| <input type="checkbox"/> Tax-exempt hospital of extended care facility                            | <input type="checkbox"/> Foreign Corporation                        |
| <input type="checkbox"/> Corporation providing or billing medical and/or health care services     | <input type="checkbox"/> partnership estate or trust                |
| <input type="checkbox"/> Corporation NOT providing or billing medical and/or health care services | <input type="checkbox"/> Other – not-for-profit organization: _____ |
| <input checked="" type="checkbox"/> Community College or Other Educational Institution            | _____   |

The Service Provider acknowledges that the individual signing below is authorized to execute this Agreement and that each signature constitutes the acceptance of this Agreement.

Service Provider:

By: \_\_\_\_\_ Date \_\_\_\_\_

Clinton Gabbard, President  
McHenry County College  
8900 U.S. Highway 14,  
Crystal Lake, IL 60012  
815-455-8725  
cgabbard@mchenryc.edu

McHenry County Board

By: \_\_\_\_\_ Date \_\_\_\_\_  
Jack D. Franks, Chairman

McHenry County Workforce Network Board

By: \_\_\_\_\_ Date \_\_\_\_\_  
David Niehus, Chairman

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**PART I**  
**GRANTEE'S APPROVED BUDGET**

PROGRAM: WIOA (Workforce Innovation and Opportunity Act)

NAME OF Service Provider / Subrecipient: **McHenry County College**

APPLICATION GRANT NUMBER: 19-681002

PROJECT DURATION: BEGIN DATE: 07/01/2020 END DATE: 06/30/2021

**SUMMARY OF PROJECT – BY BUDGET/COST CATEGORY**

<b>Cost Category</b>	<b>Description</b>	<b>Current Approved Budget</b>	<b>In-Kind</b>	<b>New Budget Amount</b>
	Employability Training (12 sessions x \$660)	\$7,920.00		
	Job Search Preparedness Bootcamp (4 Sessions x \$2,100)	\$8,400.00		
	Industry Career Opportunities Series (12 Sessions X \$330)	\$3,960.00		
	Total	<b>\$20,280.00</b>		

**PART II**  
**SPECIAL GRANT CONDITIONS**

**2.1 Audit Requirements**

- ☐ The Service Provider is required to have an audit conducted as provided in Part V, Section 5.4B Audit Requirements.
- ☒ The Service provider is not required to have an audit conducted as a condition of this Grant Agreement.

**2.2 Other Special Grant Conditions**

MCWN will review actual certified contract expenditures for all contracts and modifications during the first quarter of the program year on or about the 30<sup>th</sup> day following the end of the first quarter. If the Service Provider has expended eighty-five percent (85%) or more of the planned quarterly expenditures, no action will be taken by the MCWN. In the event that the Service Provider has expended less than eighty-five percent (85%) of the planned quarterly expenditures, the MCWN may deobligate all the remaining portion of the unspent funds for the quarter. Following departmental review, any funds identified by the MCWN as being subject to this policy during the first quarter of the program year may be subject to partial termination for cause, in accordance with Section 5.5A(2) of this agreement, resulting in deobligation of such unspent funds. The modification required by the partial termination will be completed by the MCWN with the Service Provider's assistance in revising the grant budget and, if applicable, the Scope of Work.

**Billing is to be done monthly based on the calendar month. Each monthly invoice is due by the 15<sup>th</sup> of the following month. Any invoice received after the due date may result in payment being reduced by 10% of the invoice amount. An extension may be granted for good cause with prior approval.**

All costs are directly charged to the agreement which benefit said agreement. Staff costs are reimbursed based on documented hours worked for the benefit of the contract.

**Part III**  
**Scope of Work**

The scope of work for this grant shall be in accordance with the attached proposal submitted by McHenry County College, dated 06/08/2020.

For: Career Services

McHenry County College will provide Career Services based off of their full proposal. These services include the following:

Employability Training will include 3 instructional hours and can include the following topics: Basic Computer Skills; Intro to Excel; Critical Thinking and Problem Solving; Communication Skills; Resume Development; Job Search Skills; Interviewing Skills; Professionalism; Accountability and feedback. The board has approved 12 of these trainings for the year. The final topics will be decided between MCC and MCWN.

Job Search Preparedness Bootcamp (Job Club Facilitation) will be a six-week curriculum where participants develop communication skills, professionalism and confidence along with building a network of peer support. This group will meet for 1 hour each week. The board has approved 4 sessions of this six-week course.

Industry-specific networking events provide job seekers a facilitated opportunity to learn about industry-specific career paths and meet professionals in the field. Proposed industry focus areas of manufacturing, healthcare, and IT mirror key employment sectors in McHenry County. Each event will be 1.5 hours. The board has approved 12 of these sessions.

Please see attached proposal for Full Scope of Work

**Part IV**  
**Program Terms and Conditions**

WHEREAS, the Workforce Innovation and Opportunity Act of 2014 (the "Act") authorized the McHenry County Workforce Network Board (MCWN) in cooperation with the Chief Elected Official to develop a workforce investment system that will result in increased employment retention and earnings of participants and increased occupational skill attainment by participants, and as a result, improve the quality of the workforce, reduce welfare dependency, and enhance the productivity and competitiveness of McHenry County.

WHEREAS, McHenry County College (Service Provider) has agreed to provide Network to Success Job Club Series as submitted to the MCWN.

THEREFORE, MCWN makes this contract to the Service Provider subject to the terms and conditions set forth in this Agreement.

Federal Awarding Agency: U.S. Department of Labor / ETA Division of Federal Assistance

Federal Award Number: AA-33227-19-55-A-17

Federal Award Date: Funding Agreement signed by DCEO on 9/4/19

Amount of Federal Funds Obligated by this Contract: \$20,280.00

Total Amount of Federal Funds Obligated to Contract under this Federal Award: \$20,280.00

Total Amount of Federal Award: \$1,626,461.00

Federal Award Project Description: This Contract Agreement applies to funds appropriated for the Adult Funding stream and the Dislocated Worker Funding stream, under Title 1B of the Workforce Innovation and Opportunity Act (WIOA)

Is Award for R&D? No

Funds Provided:

CFDS#17-259 Formula Allocations for PY'19 for the Youth Funding streams under Title 1B of the Workforce Innovation and Opportunity Act (WIOA).

CFDS#17-258 Formula Allocations for PY'19 for the Adult Funding streams under Title 1B of the Workforce Innovation and Opportunity Act (WIOA).

CFDS#17-278 Formula Allocations for PY'19 for the Dislocated Worker Funding streams under Title 1B of the Workforce Innovation and Opportunity Act (WIOA).

Contractor DUNS Number: 07162144

The contract will carry over to the yet to be awarded PY'20 funding.

#### **4.1 Compliance with Program Specific Laws and Regulations**

The Service Provider agrees to comply with the requirements of the Act, and with the regulations and policies promulgated thereunder by the federal government, and State of Illinois, and the MCWN and Chief Elected Official. The Service Provider further agrees that this Agreement is subject to such modifications, which may be required by Federal or State laws, rules or regulations applicable to this Agreement. Any such required modifications shall be incorporated into and be a part of this Agreement as if fully set forth herein in accordance with the provisions of Section 5.7 hereof.

#### **4.2 Compensation to the Grantee**

Payments pursuant to this Agreement are subject to the availability of Federal Workforce Innovation and Opportunity Act funds and their appropriation or authorized expenditure under Illinois state law.

- A. **Method of Compensation.** The method of compensation shall be in accordance with the applicable State laws relative to such compensation by which the Workforce Innovation and Opportunity Act is governed. Service Provider shall comply with direction issued by the MCWN as to procedures to be followed when requesting reimbursement of grant funds. All payment requests submitted by the Service Provider shall be reviewed by the MCWN to ensure that such requests are:
- (i) in accordance with the approved grant budget (Part I hereof);
  - (ii) are in accordance with the Section(s) of the act applicable to Service Provider's program under Title I-B of the Workforce Innovation and Opportunity Act.
- B. **Allowable Costs/Cost Principles:** Service Provider is responsible for ensuring that it and any of its subrecipients follow those Federal cost principles set forth below which are applicable to Service Provider or its sub-recipients;
- (i) Allowable costs are contained in OMB Circular 2 CFR 200 Subpart E-Cost Principles
  - (ii) Allowable costs for state, local and Indian tribal government Organizations are contained in OMB Circular 2 CFR 200 Subpart E §200.416, §200.417;
  - (iii) Allowable costs for institutions of higher education are contained in OMB Circular 2 CFR 200 Subpart E §200.418, §200.419
- C. **Limitations on Compensation**
- (i) The Service Provider cannot be reimbursed for costs incurred in excess of the total approved grant budget. The Service Provider may be reimbursed

- for costs exceeding amounts budgeted by specific cost categories only in accordance with provisions of
- (ii) Section 4.5 hereof;
  - (iii) The Service Provider shall be liable for repayment of any grant funds, which are expended in violation of the terms of this Agreement. Service Provider should obtain approval prior to incurring expenditures, which necessitate a change in the approved contract budget. MCWN reserves the right to withhold funds for such expenditures until a revised Budget and Narratives has been submitted by the Service Provider and approved by the MCWN.
  - (iv) An overpayment of contract funds (unliquidated balance) as of the end date of the contract term specified in the Agreement shall be refunded to the MCWN within 30 days from said end date, accompanied by a final closeout report in the format provided by the MCWN. In addition, the Service Provider agrees to repay the MCWN for any funds that are determined by the MCWN to have been spent improperly in accordance with applicable regulations or rules.

#### **4.3 Accounting/Fiscal Control Requirements**

- A. The Service Provider's financial management system shall be structured to provide for accurate current and complete disclosure of the financial results of the contract program. The Service Provider shall be accountable for all funds received under this Agreement and shall maintain effective control and accountability over all funds, equipment, property, and other assets under the Agreement as required by the MCWN and agrees to maintain a minimum amount of cash on hand necessary to effectively operate the program. The Service Provider shall keep records sufficient to permit the tracing of funds to a level of expenditure adequate to insure that funds have not been spent unlawfully. Fund accounting procedures shall be established as may be necessary to assure the proper expenditure of an accounting for federal funds paid by the MCWN to the Service Provider, or any of its subrecipients, under this program, including procedures for monitoring the assistance provided under this program.
- B. Records Retention: Right of Inspection. The Service Provider is accountable for all funds received under this Agreement and shall maintain for a minimum of three (3) years following the date of submission by the Service Provider of its final expenditure report, all books, records, and supporting documents necessary to verify the expenditure and use of funds provided under this Agreement. This Agreement and all books, records and supporting documents related hereto shall be available for inspection and audit by the MCWN, Department of Commerce and Economic Opportunity Office of Employment and Training, and the Auditor General of the State of Illinois, the Secretary of Labor and the Comptroller General of the United States or any of their duly authorized representatives. Service Provider agrees to provide full access to all relevant materials and to provide copies of same upon request to any of the agencies named herein, or their designees.



In the event that an audit is commenced during the three-year period specified herein, said three (3) year period shall be extended for the duration of the audit and the Service Provider agrees to cooperate fully with any audit conducted by or through said agencies. Failure to maintain books, records and supporting documents as required by this Agreement shall establish a presumption in favor of the MCWN for the recovery of any funds paid by the MCWN under this Agreement for which adequate books, records and supporting documentation are not available to support their purported disbursement.

If any of the services to be performed under this Agreement are subcontracted or sub-granted, the Service Provider shall include in all subcontracts or subgrant agreements covering such services, a provision that the agencies named herein, or any of their duly authorized representatives, will have full access to and the right to examine any pertinent books, documents, papers and records of any such subcontractor or subgrantee involving transactions related to this Agreement for the time period specified herein.

#### **4.4 Travel Regulations**

Costs in accordance with the latest State of Illinois Travel Regulations or such reasonable travel policies approved and adopted by the Service Provider are allowable for expenses for transportation, lodging, subsistence, and related items incurred by Service Provider's employees who are in travel status on official business incident to the Contract program. If State of Illinois Travel Regulations are not followed by the Service Provider, the Service Provider must have on file its approved travel policy for reference by the MCWN, the Comptroller of the State of Illinois, Comptroller General of the United States, or any of their duly authorized representatives. Provided, however, that travel expenses which exceed limitations established by Federal statute or regulation (including OMB circulars, etc.) applicable to this Agreement are not allowable costs under this Agreement. The Grantee must retain receipts on file as source documentation for travel expenses of its employees.

#### **4.5 Modification and Amendment of Grant Agreement**

The following provisions relate solely to modifications of the approved Contract Budget (Part I hereof). Provisions relating to Modifications by Operation of Law or Discretionary Modifications are set forth in Section 5.7 of this Agreement.

Modification in Budget: Modifications in the Budget shall be in accordance with the following provisions:

- (i) If the Service Provider has reason to believe that its operation for the contract period will exceed the total budget authorization, it shall request approval of the MCWN in writing. In no event shall the Service Provider make any change in cost categories, which increases or decreases the total budget without prior approval of the MCWN.

- (ii) Failure of the Service Provider to either request approval of the MCWN for anticipated budget variations or to formally request approval for variation of the total contract amount, except as provided under Section 4.5(B)(i), herein, shall be deemed sufficient reason for the MCWN to disallow costs incurred in excess of specific cost category amounts or total contract amount as set forth in the Contract Budget even if the total costs incurred are within the legislated limitations of the cost categories.
- (iii) If the MCWN grants a budget revision, a Contract Agreement Modification shall be issued by the MCWN incorporating a revised Contract Budget.

#### **4.6 Publication, Reproduction and Use of Material**

No material produced in whole or in part with funds provided under this Agreement shall be subject to copyright in the United States or in any other country. All documents, including reports, studies and other materials developed, produced or generated by the Service Provider or its sub-grantees or subcontractors as part of the performance required under this Agreement are referred to herein as the "Grant Documents". Service Provider and the MCWN shall have the mutual right to publish, distribute, and use all Contract Documents without permission of or payment to the other Party. The Service Provider will not publish or permit any other person to publish any Contract Documents without advance notice to the MCWN. The Service Provider shall acknowledge MCWN as providing funds for any such publication, and shall accede to any request by MCWN that appropriate disclaimer language be incorporated into the publication.

#### **4.7 Reports Required**

The Service Provider shall submit programmatic and expenditure reports as required pursuant to written direction issued by MCWN to the Service Provider.

#### **4.8 Monitoring and Evaluation**

MCWN will periodically monitor and evaluate programmatic activities and the financial records pursuant to this Contract Agreement. The Service Provider will be monitored for compliance with all applicable Federal and State, laws, regulations, and rules applicable to this Agreement. The Service Provider's performance will be assessed to gauge its impact upon the target population and for the effective and efficient utilization of the Workforce Investment Act funds. Assessments will occur both during the operation of the program and upon its completion.

#### **4.9 Ownership of Nonexpendable Personal Property**

It is understood that nonexpendable personal property purchased by the Service Provider agency with funds provided under this Contract Agreement and nonexpendable personal property received from MCWN shall not be the property of the

Service Provider agency but shall be held by it in trust for the benefit of the People of the State of Illinois. Upon the termination of this Contract and upon the election of the MCWN, the Service Provider shall surrender possession of such property to MCWN or, ship same to any designated location.

#### **4.10 Property Management**

The Service Provider may not purchase nonexpendable personal property items without MCWN's prior written approval. The Service Provider agrees to comply with 2 CFR 200 Subpart D, Property Standards §200.310- 316

#### **4.11 Service Provider's Oversight of Subrecipients**

The Service Provider shall provide oversight and monitoring of subrecipients on a frequency which ensures that the financial systems of its subrecipients are in accordance with WIOA Regulations Parts 683.400(c)(1) and 683.410(a).

#### **4.12 Program Income**

Program Income, as defined under 2 CFR 200, §200.80 and is regulated by WIOA sec. 194(7)(A), 20 C.F.R. § 683.200, and the applicable rules in 2 C.F.R. §§ 200.307 and 2900.

#### **4.13 Bonding**

The Service Provider shall provide bonding for every officer, director, agent or employee who handles funds (cash, checks or other instruments of payment for program costs) under this Agreement. The amount of coverage shall be the higher of (1) the highest cash draw down planned during the term of this agreement, or (2) \$100,000.

#### **4.14 Procurement**

The Service Provider, if a unit of local government, shall follow the procurement standards as established in 2 CFR 200, §§200.317-200.326

#### **4.15 Interest Income**

All interest earned on funds advanced under this Agreement shall be treated as program income in accordance with Section 194(7)(B)(iii) or the Act.

#### **4.16 Equal Opportunity/Nondiscrimination**

As a condition to the award of financial assistance under WIOA from the Department of Labor, the grantee assures, with respect to operation of the WIOA-funded program or activity, that it will comply fully with the nondiscrimination and equal opportunity provisions in SEC. 188 of the Workforce Innovation and Opportunity Act of 2015, U.S.

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DOL Regulations at 29 CFR parts 31 and 32, including the Nontraditional Employment for Women Act of 1991; Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Title IX of the Education Amendments of 1972, as amended; the Age Discrimination Act of 1975, as amended; The Civil Rights Restoration Act of 1987; Executive Order 12250; Age discrimination in Employment Act of 1967; Equal Pay Act of 1963; U.S. Department of Labor Regulations at 28 CFR Part 42, Subparts F & H; Title VII of the Civil Rights Act of 1964, as amended; and the Victims Economic Security and Safety Act.

#### **4.17 Complaint Process**

The Service Provider shall comply with a grievance procedure in accordance with section 181(c) of the Workforce Innovation and Opportunity Act.

#### **4.18 Conflict of Interest**

In addition to any other conflict of interest provisions set forth in this Agreement, the Service Provider and its employees are subject to the provisions of Section 107(h) of WIOA.

#### **4.19 Assurances**

The provision by the Grantee of the following assurances and certifications in no way affects the Grantee's obligation to comply with every provision of this Agreement, even if not specifically mentioned in this Section. The Grantee hereby assures and certifies compliance with each of the requirements applicable to its Program:

- A. It will comply with Program Requirements as provided for under Sections 181, 183, 184, 186, 187, 189 and 194 of the Act.
- B. It will comply with WIOA Regulations Part 683.250(a)(2) prohibiting utilization of funds to carry out public service employment programs under Title I of the Act.
- C. It will comply with the limitations on the use of funds as provided for under WIOA Regulations Part 683.250 (a) and (b).
- D. It will comply with Section 189(h) of the Act, by assuring that each individual participating in any program established under the Act, or receiving any assistance under the Act, has not violated Section 3 of the Military Selective Service Act (50 U.S.C. appl. 453).
- E. It will permit and cooperate with federal investigations undertaken in accordance with Section 185 of the Act.
- F. It will comply with Section 134(e) (3) of the Act and WIOA Regulations Parts 680.930, 680.940, 680.950, 680.960 and 680.970 in making needs-based payments to individuals participating in a training program.

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- G. It will comply with the record retention requirements contained in 2 CFR 200 Sections 200.333 – 200.337.
- H. It agrees to comply with WIOA Regulations Part 683.270 which prohibits replacing a currently employed worker with any WIOA participant.
- I. It will only serve non-economically disadvantaged participants in accordance with Section 129 (a)(3)(A)(ii) of the Act.
- J. It agrees to comply with WIOA Regulations Part 683.245, prohibiting funds to be used for employment generating activities, economic development and other similar activities unless they are directly related to training for eligible individuals.
- K. It will comply with the policy on debarment and suspension regulations as established in accordance with 29 CFR Part 98. No contract shall be made to parties listed on the General Services Administration's System for Award Management from Federal Procurement or Nonprocurement Programs in accordance with E.O.'s 12549 and 12689, Debarment and Suspension. This list contains the names of parties debarred, suspended, or otherwise excluded by agencies, and contractors declared ineligible under statutory or regulatory authority other than E.O. 12549. Contractors with awards that exceed the small purchase threshold shall provide the required certification regarding its exclusion status and that of its principal employees
- L. It will require all of its subrecipients that fall within the definition of "Non-Federal Entity" at 2 C.F.R. §2900.2 and which expend more than the minimum level specified at 2 CFR 200.501 have either an organization-wide audit conducted or a program specific financial and compliance audit in accordance with 2 CFR 200.501 (b) or (c).
- M. It will comply with WIOA Sections 134 (c)(3)(F)(iii) and 134(c)(3)(G).
- N. Equal Employment Opportunity. All contracts shall contain a provision requiring compliance with E.O. 11246, Equal Employment Opportunity, as amended by E.O. 11375, Amending Executive Order 11246 Relating to Equal Employment Opportunity, and as supplemented by regulations at 41 CFR Part 60, Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.
- O. Veteran's Priority Provisions. The Jobs for Veterans Act (Public Law 107-288) requires recipients to provide priority of service to veterans and spouses of certain veterans for the receipt of employment, training, and placement services in any job training program directly funded, in whole or in part, by USDOL. The regulations implementing this priority of service can be found at 20 CFR Part 1010. In circumstances where a contract recipient must choose between two qualified candidates for a service, one of whom is a veteran or eligible spouse, the veterans priority of service provisions require that the contract recipient give the veteran or eligible spouse priority of service by first providing him or her that

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service. To obtain priority of service, a veteran or spouse must meet the program's eligibility requirements. Recipients must comply with USDOL guidance on veterans' priority. ETA's Training and Employment Guidance Letter (TEGL) 10-09 (issued November 10, 2009) provides guidance on implementing priority of service for veterans and eligible spouses in all qualified job training programs funded in whole or in part by USDOL.

- P. Where applicable, Grantee shall comply with the Copeland Anti-Kickback Act (18 U.S.C. 874) as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public works, to give up any part of the compensation to which one is otherwise entitled. The recipient shall report all suspected or reported violations to the Federal awarding agency.
- Q. Where applicable, the Grantee shall comply with the Davis-Bacon Act, as supplemented by Department of Labor regulations (29 CFR Part 5, Labor Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted Construction). Under this Act, contractors shall be required to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. In addition, contractors shall be required to pay wages not less than once a week. The recipient shall place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation and the award of a contract shall be conditioned upon the acceptance of the wage determination. The recipient shall report all suspected or reported violations to the Federal awarding agency.
- R. Where applicable, Grantee shall comply with Sections 102 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), as supplemented by Department of Labor regulations (29 CFR Part 5). Under Section 102 of the Act, each contractor shall be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than 1½ times the basic rate of pay for all hours worked in excess of 40 hours in the work week. Section 107 of the Act is applicable to construction work and provides that no laborer or mechanic shall be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.
- S. Where applicable, Grantee shall comply with all requirements relating to the performance of experimental, developmental, or research work including providing for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR Part 401, Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government

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Grants, Contracts and Cooperative Agreements, and any implementing regulations issued by the awarding agency.

- T. Where applicable, the Grantee shall comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 *et seq.*) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 *et seq.*). Violations shall be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
- U. Where applicable, Grantee shall comply with the provisions of the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). Contractors who apply or bid for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient.
- V. Grantee must ensure that it has the necessary processes and systems in place to comply with the reporting requirements of the Federal Funding Accountability and Transparency Act of 2006, Pub. L. 109-282, as amended by Section 6202 of Pub. L. 110-252. See Training and Employment Guidance Letter No. 11-10 (issued November 15, 2010), available at <http://wdr.doleta.gov/directives/attach/TEGL/TEGL11-10.pdf>
- W. Grantee shall comply with any applicable assurances contained on U.S. Office of Management and Budget Standard Form 424b (SF-424b), Standard Assurances for Non-Construction Programs.
- X. Grantee shall comply with the US Department of Labor exceptions to the Uniform Guidance as specified at 2 CFR Part 2900.
- Y. All organizations receiving grants from any federal agency are required to comply with the Drug-Free Workplace Act of 1988, 41 U.S.C. 702 *et seq.*, and 2 C.F.R. § 182. Grantee must notify the awarding office if an employee of the Grantee is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for suspension or debarment by USDOL.

**Part V**  
**General Provisions**

**5.1 Service Provider Authority: Independence of Service Provider Personnel; Grantor Authority; Governing Law**

- A. **Service Provider Authority.** The Service Provider warrants that it is the real party in interest to this Agreement, that it is not acting for or on behalf of an undisclosed party, and that it possesses legal authority to apply for this contract and to execute the proposed program or project described in Part III hereof. Service Provider's execution of this Agreement shall serve as its attestation that Service Provider has read, understands and agrees to all provisions of this Agreement and to be bound thereby.
- B. **Independence of Service Provider Personnel.** All technical, clerical, and other personnel necessary for the performance required by this Agreement shall be employed, or contracted with, by Service Provider, and shall in all respects be subject to the rules and regulations of Service Provider governing its employees. Neither Service provider nor its personnel shall be considered to be the agents or employees of MCWN or Illinois Department of Commerce and Economic Opportunity Office of Employment and Training.
- C. **Grantor Authority.** MCWN and its payroll employees, when acting pursuant to this Agreement are acting as Grant Subrecipient designed by the Chief Elected Official for Workforce Development Area #2.
- D. **Governing Law.** This Agreement is awarded in the State of Illinois for execution within the State of Illinois. This Agreement shall be governed by and construed according to Illinois law, as that law would be interpreted by an Illinois Court. Where there is no Illinois law on a particular subject or issue, then the applicable law will be applied, as it would be if interpreted and applied by an Illinois court.

**5.2 Scope of Services**

In consideration for the agreement funds to be provided by MCWN and Chief Elected Official, the Service Provider agrees to perform the services, provide the materials and to prepare and submit to MCWN the reports, studies and other deliverables as described in attached proposal. Such services, materials, reports, studies and other deliverables are referred to herein as the "Program" or "Project".

**5.3 Fiscal Responsibilities**

- A. **Non-Appropriation Clause.** Payments pursuant to his Agreement are subject to the availability of applicable Federal and State funding from the Illinois Department of Commerce and Economic Opportunity, Office of Employment and Training as allocated to the MCWN and their appropriation and authorized expenditure under state laws. Obligations of the MCWN will cease immediately without penalty or liability of further payment being required if in any fiscal year that this Agreement is



in effect the Illinois General Assembly or Federal funding source fails to appropriate or otherwise make available sufficient funds for this grant.

The Service Provider hereby is given actual knowledge of the fact that pursuant to the State Finance Act, 30 ILCS 105/30, payments under this agreement are contingent upon there existing a valid appropriation therefore and that no officer shall contract any indebtedness on behalf of the MCWN or assume to bind the MCWN in an amount in excess of the money appropriated, unless expressly authorized by law. If this is a multi-year grant, it is void by operation of law if the MCWN fails to obtain the requisite appropriation to pay the grant in any year in which this Agreement is in effect.

- B. **Total Amount of Agreement Limited.** The Service Provider expressly understands and agrees that the total financial obligation of the MCWN under this Agreement shall not exceed the total amount set forth on the Notice of Agreement Award and the Service Provider agrees expressly to fully complete the Scope of Services specified in this Agreement and all other obligations under this Agreement within the stated total consideration.
- C. **Delivery of Service Provider Payments.** Payment to the Service Provider under this Agreement shall be made payable to the name of the Service provider and sent to the person and place specified in the Notice of Agreement Award. The Service Provider may change the person to whom payments are sent, or the place to which payments are sent by written notice to the MCWN signed by the Service Provider. No such change or payment notice shall be binding upon the MCWN until ten (10) business days after actual receipt.

#### 5.4 **Access To Records; Project Closeout; Accounting; and Audit Requirements**

- A. **Agreement Closeout.** In addition to any other reporting requirements specified in this Agreement, the Service Provider shall complete and submit a final Service Provider Closeout Report on forms provided by the MCWN, within time limits established by the MCWN after the expiration of termination of this Agreement. The Service Provider must report on the expenditure of funds provided by the State, and if applicable, the Service Provider's required matching funds. The Service Provider is responsible for taking the necessary steps to correct any deficiencies disclosed by such Closeout Report, including such action as the MCWN based on its review of the Closeout Report, may direct.
- B. **Audit Requirements.** If required by Part II of this Agreement, the Service provider shall be required to have an audit conducted in accordance with the following terms:
- a. **Federal Funded Grants**
- i. **Applicable Federal Requirements.** If the Service Provider is required to have an audit conducted pursuant to the Single Audit Act of 1984, as amended in 1996 ("Single Audit Act") and by the Office of Management

and Budget Circular A-133 ("OMB Circular A-133"), the audit shall be performance in accordance with these provisions.

- ii. Service Provider shall furnish MCWN with copy of Audit. When the Service Provider has an audit conducted pursuant to the requirements of the Single Audit Act and OMB Circular A-133, and an audit report is produced pursuant to such federal requirements, the Service Provider shall provide the MCWN with a copy of such audit report, except in cases where the Service Provider is not required by the Single Audit Act of OMB Circular A-133 to distribute copy of such audit report to the MCWN.
- iii. Service Provider to send MCWN copy of Audit Report or Report Tracking within specified time period. The Service Provider shall send a copy of the audit report, the data collection and the appropriate reporting package, as provided for in the Single Audit Act and OMB Circular A-133, to the MCWN within 30 days of the Service Provider's receipt of such audit report, but in no event later than nine months following the end of the period for which the audit was performed. The Service Provider shall send the audit report to the MCWN at the following address:

McHenry County Workforce Network Board  
500 Russel Ct.  
Woodstock IL 60098

**b. State Funded Grants**

**i. State Audit Requirements:**

- 1. An audit shall be conducted by a certified public accountant that is licensed by the State of Illinois to conduct an audit in accordance with Generally Accepted Auditing Standards.
- 2. Agreement funds shall be included in the Service Provider's annual audit, unless the MCWN authorizes the Service Provider to have a agreement-specific audit conducted.
- 3. Upon completion of an audit, an audit report shall be issued and the Service Provider shall provide the MCWN with a copy of such audit report.
- 4. The Service Provider shall provide the MCWN with a copy of an audit report within 30 days of the Service Provider's receipt of such audit report, but in no event later than nine months following the end of the period for which the audit was performed. The Service Provider shall send the audit report to the MCWN at the following address:

McHenry County Workforce Network Board  
500 Russel Ct.  
Woodstock IL 60098

- C. **Worker's Compensation Insurance, Social Security, Retirement and Health Insurance Benefits, and Taxes.** The Service Provider shall provide Worker's Compensation insurance where the same is required and shall accept full responsibility for the payment of unemployment insurance, premiums for Worker's Compensation, Social Security and retirement and health insurance benefits, as well as all income tax deduction and any other taxes or payroll deductions required by law for its employees who are performing services specified by this Agreement.

## **5.5 Termination; Suspension**

### **A. This Agreement may be terminated as follows:**

1. Due to Loss of Funding. Obligations of the MCWN will cease immediately without penalty of further payment being required if in any fiscal year the General Assembly or Federal funding source fails to appropriate or otherwise make available sufficient funds for this Agreement. In the event the MCWN suffers such a loss of funding in full or in part, the MCWN shall give the Service Provider written notice which shall set forth the effective date of full or partial termination, or if a change in funding is required, setting forth change in funding and the changes in the approved budget.
2. For Cause. If the MCWN determines that the Service Provider has failed to comply with any of the terms, conditions or provisions of this Agreement, including any applicable rules or regulations, MCWN may terminate this Agreement in whole or in part at any time before the expiration date of this Agreement. MCWN shall notify the Service Provider in writing of the reasons for the termination and the effective date of the termination. Service Provider shall not incur any costs after the effective date of the termination. Payments made to the Service Provider or recovery by the MCWN shall be in accord with the legal rights and liabilities of the parties. In the event of termination for cause, Service Provider shall also be subject to any other applicable provisions specified elsewhere in this Agreement.

Termination for cause may render the Service Provider ineligible for consideration for future grants from the MCWN.

3. For Convenience. MCWN or the Service Provider may terminate this Agreement in whole or in part when MCWN and the Service Provider agree that the continuation of the program objectives would not produce beneficial results commensurate with the further expenditure of funds. MCWN and the Service Provider shall agree upon termination conditions including the effective date and in the case of partial termination, the portion to be terminated. The Service Provider shall not incur new obligations for the terminated portion after the effective date, and shall cancel as many

outstanding obligations as possible. MCWN shall allow full credit to the Service Provider for the MCWN share of the non-cancelled obligations, if properly incurred by the Service Provider prior to termination.

- B. **Suspension.** If the Service Provider fails to comply with the specific conditions and/or general terms and conditions of this Agreement, MCWN may, after written notice to the Service Provider, suspend this Agreement, withhold further payments and prohibit the Service Provider from incurring additional obligations of funds, pending corrective action by the Service Provider or a decision to terminate this Agreement. MCWN may determine to allow such necessary and proper costs which the Service Provider could not reasonably avoid during the period of suspension provided that MCWN agrees that such costs were necessary and reasonable and incurred in accordance with the provisions of this Agreement.

## 5.6 **Indemnification**

- A. **Non-governmental entities.** The Service Provider agrees to indemnify and hold MCWN, Chief Elected Official and/or the State of Illinois, and its officers, agents, or employees harmless from and against any and all claims, and actions, including but not limited to, attorneys' fees, costs and interest, based upon and arising out of any services performed under this Agreement, or disbursements of grant funds provided hereunder by the Service Provider and its officers, employees, agents, independent contractors, subcontractors, subrecipients, volunteers, or other associates. The Service Provider shall further indemnify and hold the McHenry County Workforce Network Board, the Chief Elected Official, and/or the State of Illinois and/or its officers, agents and employees harmless from and against any and all liabilities, demands, claims, damages, suits costs, fees and expenses incident thereto, for injuries or death to persons and for loss or damage to or destruction of property because of negligence, intentional acts or omissions on the part of Service Provider, its officers, employees, agents, independent contractors, subcontractors, subrecipients, volunteers or other associates, arising out of any services performed under this Agreement.

The Service Provider further agrees to indemnify, same and hold harmless the MCWN, Chief Elected Official, and its officers, agents and employees against any liability, including costs and expenses associated with the violation of general, proprietary rights, copyrights or rights of privacy of third parties arising out of the publication, translation, reproduction, delivery, performance, use or disposition of any data developed or furnished under this Agreement or any libelous or any unlawful matter contained therein.

- B. **Governmental Entities.** In the event that the Service Provider is a Governmental Entity, it will indemnify and hold harmless the MCWN as set out herein to the extent authorized by federal and/or state constitution(s) and/or laws.
- C. **Notice.** In the event that any demand or claim relating to the transactions or activities pursuant to this Agreement is made known to either party, MCWN and/or

the Service Provider will notify the other party to this Agreement in writing in an expedient manner.

**5.7 Modification By Operation Of Law; Discretionary Modifications; Budget Modifications**

- A. **Modifications by Operation of Law.** This Agreement is subject to such modifications as MCWN determines may be required by Federal or State law or regulations applicable to this Agreement. Any such required modification shall be incorporated into and be part of this Agreement as if fully set forth herein. MCWN shall timely notify the Service Provider of any pending implementation of or proposed amendment to such regulations of which it has notice.
- B. **Budget Modifications.** Budget modifications shall be made in accordance with any applicable provisions as specified elsewhere in this Agreement.
- C. **Discretionary Modifications.** If either MCWN or the Service Provider wishes to modify the terms of this Agreement other than as set forth in Sections A and B above, written notice of the proposed modification must be given to the other party. No modification will take effect until it is agreed to in writing by both MCWN and the Service Provider, except that if MCWN notifies the Service Provider in writing of a proposed modification without the prior written approval of the Service Provider, and the Service Provider fails to object in writing, specifying the reasons for the objections, within thirty (30) calendar days from the date of MCWN notice to the Service Provider of such proposed modification, the modification will be deemed to be approved by the Service Provider. The MCWN notice to the Service Provider shall contain the Service Provider name, Agreement number, modification number, purpose of the revision and signature of MCWN's director.

**5.8 Conflict of Interest; Interest of Public Officials/Employees; Bonus/Commission Prohibited; Hiring of State Employees Prohibited**

- A. **Conflict of Interest.** The Service Provider shall establish safeguards to prohibit officers, directors, agents and employees from using positions of employment for a purpose that is, or gives the appearance of, being motivated by a desire for a private gain for themselves or others, particularly those with whom they have family business or other ties.
- B. **Interest of Public Officials/Employees.** If the Service Provider is a local government, the Service Provider certifies that no officer or employee of the Service Provider and no member of its governing body and no other public official of the locality in which the program objectives will be carried out who exercises any functions or responsibilities in the review or approval of the undertaking or carrying out of such objectives shall participate in any decision relating to any agreement negotiated under a program grant which affects his/her personal interest or the interest of any corporation, partnership or association in which s/he is directly or indirectly interested, or has any financial interest, direct or indirect, in such agreement or in the work to be performed under such agreement.

If the Service Provider is a nongovernmental entity, such a financial interest is permissible provided full disclosure of said interest is made to MCWN in advance of any decisions relative to the award of an agreement giving rise to such interest and further provided that the officer, employee, or member of the governing body so affected shall remove himself or herself from the room during any discussion, deliberation and voting in connection with the awarding of such an agreement.

- C. **Bonus or Commission Prohibited.** The Service Provider shall not pay any bonus or commission for the purpose of obtaining approval of the application for the financial assistance provided for herein, or any other approval by MCWN which may be necessary in connection with carrying out the project objectives.
- D. **Hiring State Employees Prohibited.** No state officer or employee may be hired or paid with funds derived directly or indirectly through this agreement without the written approval of MCWN.

## 5.9 Applicable Statutes

- A. **Service Provider Responsibility.** All applicable federal, state and local laws, rules and regulations govern the performance required by Service Provider shall apply to this Agreement and will be deemed to be included in this Agreement the same as though written herein in full. Service Provider is responsible for ensuring compliance with all applicable laws, rules and regulations, including but not limited to those specifically referenced herein. Except where expressly required by applicable laws and regulations, MCWN shall not be responsible for monitoring Service Provider's compliance.
- B. **Land Trust/Beneficial Disclosure Act (765 ILCS 405/2.1).** No agreement award funds shall be paid to any trustee of a land trust, or any beneficiary or beneficiaries of a land trust, for any purpose relating to the land which is the subject of such trust, any interest in such land, improvements to such land or use of such land unless an affidavit is first filed with MCWN identifying each beneficiary of the land trust by name and address and defining such interest therein.
- C. **Historic Preservation Act (20 ILCS 3420/1 et.seq.).** The Service Provider will not expend funds under this Agreement which result in the destruction, alteration, renovation, transfer or sale, or utilization of a historic property, structure or structures, or in the introduction of visual, audible or atmospheric elements to a historic property, structure or structures, which will result in the change in the character or use of any historic property.
- D. **State of Illinois Discrimination Laws (775 ILCS 5/1-101, et.seq.).** In carrying out the performance required under this Agreement, the Service Provider shall comply with all applicable provisions of the Illinois Human Rights Act, and rules and regulations promulgated by the Illinois Department of Human Rights, prohibiting unlawful discrimination in employment. Service Provider's failure to comply with all applicable provisions of the Illinois Human Rights Act, or applicable rules and

regulations promulgated thereunder, may result in a determination that Service Provider is ineligible for future agreements with MCWN and this Agreement may be cancelled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation.

- E. **Drugfree Workplace Act (30 ILCS 580/1, et.seq.).** Service Provider will make the certification required by this Agreement and will comply with all of the provisions of the Drugfree Workplace Act, which are applicable to the Service Provider. False certification or violation of the requirements of the Drugfree Workplace Act may result in sanctions including, but not limited to, suspension of grant payments, termination of this Agreement and debarment of contracting or grant opportunities with MCWN for at least one (1) year but not more than five (5) years.
- F. **Freedom of Information Act (5 ILCS 140/1 et.seq.).** Applications, programmatic reports, and other information obtained by MCWN under this Agreement shall be administered pursuant to the Freedom of Information Act. MCWN shall give Service Provider timely notice in the event it receives a request for information submitted by Service Provider relative to this Agreement.
- G. **Unemployment Insurance Act (820 ILCS 405/1900).** In the context of performance under this Agreement, the Service Provider will or may have access to documents, files, records or other information that is confidential within the meaning of Section 1900 of the Unemployment Insurance Act and agrees to comply with all provisions set forth in Section 1900 of said Act regarding nondisclosure of any such information, including penalties for noncompliance.

#### 5.10 Miscellaneous Provisions

- A. **Waivers.** A waiver of any condition of this Agreement must be requested in writing. No waiver of any condition of this Agreement may be effective unless in writing from the Director of MCWN.
- B. **Assignment.** The benefits of this Agreement and the rights, duties and responsibilities of the Service Provider under this Agreement may not be assigned (in whole or in part) except with the express written approval of MCWN acting through its Director. Any assignment by the Service Provider in violation of this provision renders this Agreement voidable by MCWN.
- C. **Severability Clause.** If any provision under this Agreement or its application to any person or circumstances is held invalid by any court of competent jurisdiction, this invalidity does not affect any other provision or its application of this Agreement which can be given effect without the invalid provision or application.
- D. **Integration Clause.** This Agreement, with attachments, as written, is the full and complete agreement between the parties and there are no oral agreements or understandings between the parties other than what has been reduced to writing herein.

- E. **DCEO Availability.** The Service Provider expressly understands that whenever applicable, a copy of this Agreement and any modification, cancellation or renewal will be made available to DCEO upon request.
- F. **Subcontract and Grants.** The Service Provider's services, duties and responsibilities specified herein shall not be subcontracted or subgranted by the Service Provider without prior written approval of MCWN unless such subcontracts or subgrants are provided for elsewhere in this Agreement. Any subcontracts or subgrants shall be subject to, and conform with all applicable State and Federal laws, and shall specifically provide that subcontractors or subgrantees are subject to all of the terms and conditions of this Agreement.

Draft



**Attachment A**  
Lobbying Certification

**CERTIFICATION REGARDING LOBBYING**

*Certification for Contracts, Grants, Loans, and Cooperative Agreements*

By accepting this grant, the signee hereby certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit the attached Standard Form – LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions.
3. The signer shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S.C. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$ 10,000 and not more than \$ 100,000 for each such failure.

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Service Provider/Contractor Organization

---

Contract Number

---

Name of Certifying Official

---

Date

---

Signature

# Contract for Services

Career Services  
Contract #: PY2020.002

## DISCLOSURE OF LOBBYING ACTIVITY

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

Approved by OMB  
0348-0046

(See reverse for public burden disclosure.)

<b>1. Type of Federal Action:</b>  <input type="checkbox"/> a. contract b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	<b>2. Status of Federal Action:</b>  <input type="checkbox"/> a. bid/offer/application b. initial award c. post-award	<b>3. Report Type:</b>  <input type="checkbox"/> a. initial filing b. material change  <b>For Material Change Only:</b> year _____ quarter _____ date of last report _____
<b>4. Name and Address of Reporting Entity:</b>  <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known:  <b>Congressional District</b> , if known: 4c	<b>5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:</b>   <b>Congressional District</b> , if known:	
<b>6. Federal Department/Agency:</b>	<b>7. Federal Program Name/Description:</b>  CFDA Number, if applicable: _____	
<b>8. Federal Action Number</b> , if known:	<b>9. Award Amount</b> , if known:  \$	
<b>10. a. Name and Address of Lobbying Registrant</b> (if individual, last name, first name, MI):	<b>10. b. Individuals Performing Services</b> (including address if different from No. 10a) ( last name, first name, MI):	
<b>11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than not more than \$10,000 and not more than \$100,000 for each such failure.</b>	Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____	
<b>Federal Use Only:</b>		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

## Contract for Services

Career Services  
Contract #: PY2020.002

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### INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

The disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.  
  
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.

McHenry County Workforce Network  
Career Services  
RFP # PY2020.001

ATTACHMENT A


PROPOSAL COVER SHEET WITH VENDOR INFORMATION

Name of Organization:	McHenry County College
Address:	8900 U.S. Highway 14
City, State, Zip Code:	Crystal Lake, Illinois 60012-2761
Phone:	815-455-3700
Fax:	815-455-0638
Organization FEIN:	36-2640702
Project Contact Person and Title:	Catherine Jones, Associate Vice President of Workforce Development
Contact's Phone:	815-479-7751
Contact's email:	Cjones60@mchenry.edu
Name/Title of Person Authorized to Negotiate Contract:	Jennifer Jones, Director of Business Services
Phone and email:	815-455-8770 / jjones@mchenry.edu
Name/Title of Person Authorized to Sign Contract:	Clinton Gabbard, President
Phone and email:	815-455-8725 / cgabbard@mchenry.edu

Business Organization Identification

- |   |  |
|---|--|
| <input type="checkbox"/> Individual or Sole Proprietorship  | <input type="checkbox"/> Medical and Health Care Trust or Estate |
| <input type="checkbox"/> Partnership (list Names, Titles, Addresses of Principals/Partners as attachment) | <input checked="" type="checkbox"/> Nonprofit Corporation        |
| <input type="checkbox"/> Corporation  | <input type="checkbox"/> 501c3 – US Internal Revenue Code        |
| <input type="checkbox"/> Government Entity  | <input type="checkbox"/> Services Provider Corporation           |
| <input type="checkbox"/> Real Estate Agent  |  |

I hereby certify that, to the best of my knowledge, this proposal is complete and complies with the requirements of the Request for Qualifications (RFP). The submission of this proposal has been authorized by the governing body of this organization. Under penalties of perjury, I certify that is my correct Federal Taxpayer Identification Number. I am doing business as a (Please check one):

Authorized Signature:  Date: 6/8/2020

Enter your taxpayer identification number in the appropriate space. For individuals and sole proprietors, this is your social security number. For other entities, it is your employer identification number. Federal Employer Identification Numbers (FEINs) must not be used for sole proprietorships.

If you do not have a TIN, apply for one immediately. To apply, get form SS-5, Application for a Social Security Number Card (for individuals) from your local Social Security Administration, or form SS-4, Application for Employer Identification Number (for businesses and all other entities), from your local Internal Revenue office.

To complete the certification if you do not have a TIN, fill out the certification indicating that a TIN has been applied for, sign and date the form, and return it to this agency. As soon as you receive your TIN, sign and date the form, and give it to this agency.

If you fail to furnish your correct TIN to this agency, you are subject to an IRS penalty of \$50.00 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

WILLFULLY FALSIFYING CERTIFICATIONS OR AFFIRMATIONS MAY SUBJECT YOU TO CRIMINAL PENALTIES INCLUDING FINES AND/OR IMPRISONMENT. 31

McHenry County Workforce Network  
Career Services  
RFP # PY2020.001

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### **C. Executive Summary**

McHenry County College (MCC) will provide curriculum development, training, and facilitation of Career Services on behalf of the McHenry County Workforce Network (MCWN). These offerings are designed to meet the emerging needs of job seeker customers and will help to prepare customers to move directly into employment or prepare for participation in MCWN workforce programs. To accommodate the rapidly changing economic conditions facing McHenry County, MCC will provide a suite of available career services from which MCWN can select the services required to accommodate both job seekers and budget constraints. The Budget Worksheet provides detailed cost information and recommended duration for each service. To further enhance flexibility, all proposed services can be delivered via multiple modes: fully online, face-to-face, or in a blended fashion that includes both remote and face-to-face delivery. This high degree of flexibility will reduce customers' barriers to access and allow MCWN to quickly align with local and state guidance on social distancing in response to the COVID-19 pandemic.

Services detailed in this proposal include:

- Employability training
- Job club facilitation
- Guided career exploration
- Industry-specific networking events
- Industry-specific bootcamp training

The proposed costs fully encompass curriculum development, instruction and service delivery, course materials, technology platforms, and program management. Suggested group sizes for each offering have been identified in order to provide supportive learning environments.

#### **D. Information on Bidder**

**1. Provide an explanation of the bidder's experience and background which demonstrates that it has the necessary expertise to successfully carry out the objectives and achieve the goals of the proposed project. Additionally, indicate any experience or the extent to which the organization is familiar with the WIOA program and related regulations.**

McHenry County College is the county's only public institution of higher education. As a two-year community college, MCC provides high-quality learning opportunities, enabling students to meet their educational, career, and personal goals close to home at an affordable price. MCC offers seven associate's degrees, 30 associate of applied science degrees, 69 certificate programs, and a wide range of workforce and community development courses.

MCC's Shah Center for Corporate Training specializes in corporate training and workforce and business development. The Workforce Training program housed at the Shah Center partners with industry-experienced trainers and consultants who facilitate comprehensive training or tailor sessions to meet specific company needs. As a result of extensive experience with providing customized training, the Workforce Training program is very well qualified to carry out program objectives and achieve shared project goals.

As an approved training provider for MCWN since 1999, MCC is familiar with WIOA programs and related regulations. MCC is an active partner in the One-Stop Operator consortium and is a member of the LWIA 2 Business Resource Team.

MCC is the previous recipient of several grants from the MCWN Board, including the Out-of-School Young Adults Program (July 2015 – June 2017), which provided sector-based occupational training to individuals aged 16-24, and the Young Adult GED High School Equivalency Bootcamp (May – December 2016), which helped prepare students between the ages of 17-24 to obtain their high school equivalency degree and encouraged them to continue with post-secondary training. In addition, in 2018 MCC received the Young Adult Digital Literacy Skills grant and the Young Adult Math Skills grant. Both

programs provided access to all WIOA-mandated support services for eligible youth aged 16-24 in addition to providing instruction to increase students' academic and technical skills.

**2. Provide information as to the organization's size and structure as well as the length of time in business. If applicable, indicate if organization is a minority or female owned and operated business**

MCC has been offering occupational training programs since its establishment in 1967. In academic year 2019-2020, total duplicated student enrollment was 17,807. MCC has three credit-based academic divisions: Arts & Humanities and Math & Science, both of which include general education courses intended to transfer to a four-year institution, and Career and Technical Education Division, which includes occupational training certificate and degree programs. Non-credit continuing education offerings, including career training programs, are housed in the Workforce Development division. MCC's Adult Education department offers classes in Adult Basic Education, Adult Secondary Education, High School Equivalency, English as a Second Language, and citizenship preparation, as well as tutoring designed to help students succeed in career training programs.

The growth of workforce development, including the provision of career services and work-based learning opportunities represent areas of strategic focus for MCC. In 2018, MCC restructured to support this focus, putting dedicated program staff in place and creating a new position of Associate Vice President of Workforce Development, held by Catherine Jones. Ms. Jones oversees and coordinates all workforce and professional development programs, including MCC's Office of Career Services, and the Shah Center, located in McHenry since 2006 and home to the Workforce Training program, which also houses an Illinois Small Business Development Center and the county's Court-Mandated Traffic Safety School and Focus on the Kids parenting program.

**3. Provide brief resumes indicating qualifications of staff members to be assigned to perform services requested. Identify the individual to serve as project liaison.**

Ms. Jones will oversee all project operations and have ultimate responsibility for the success of the project. Her resume is attached on page 9. Pat Kallaus, Coordinator of Shah Center Operations, will



serve as the project liaison. Her resume is attached on page 12. Ms. Kallaus has nearly 20 years of experience in coordinating or supporting workforce skills training programs. In her current role, she oversees all aspects of the Workforce Training program, both open enrollment and customized training. In this capacity she conducts employer needs analysis, hires presenters/facilitators, oversees curriculum development, schedules workshops, and coordinates marketing, budgeting, and material ordering. She will serve as the primary point of contact for the MCWN and the Career Services instructional and facilitation team:

- James Jamrozek (resume, page 15)
- Christine Johnson (resume, page 17)
- Audrey Minkalis (resume, page 20)
- Jennifer Rainey (resume, page 22)
- Ruth Soskin (resume, page 26)

MCC anticipates that these members will comprise the core of the MCWN Career Services team.

Additional facilitation or instructional resources will be identified as required by project needs.

**4. Indicate the number of hours each staff assigned to the project will devote to the project.**

As liaison, Ms. Kallaus will devote approximately 5-7% of her weekly scheduled hours to oversight of the project, or approximately 130 hours over the next year. Instructors and facilitators will be compensated for the hours of project-related work as required by the quarterly selection of services to be offered.

**5. Identify references who can be contacted regarding the organization's quality of work on similar projects and capabilities in general.**

Please see Attachment B on page 33.

**6. Provide a timeline demonstrating the planning, implementation and completion of the project.**

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To accommodate rapidly changing conditions, MCC and MCWN will meet on a quarterly basis to determine the programming needs for the upcoming quarter and allocation of resources.

Suggested timeline:

Grant award – July 15, 2020	Conduct MCWN needs analysis. Determine Q1 offerings, development, scheduling, promotion
July 15 – September 30, 2020	Instructional delivery and facilitation followed by assessment
September 1, 2020	Determine Q2 offerings, development, scheduling, promotion
October 1 – December 31, 2020	Instructional delivery and facilitation followed by assessment
December 1, 2020	Determine Q3 offerings, development, scheduling, promotion
January 1 – March 31, 2021	Instructional delivery and facilitation followed by assessment
March 1, 2021	Determine Q4 offerings, development, scheduling, promotion
April 1 – June 30, 2021	Instructional delivery and facilitation followed by assessment

**7. Past Demonstrated Effectiveness: This should include descriptions of similar projects and or requirements that contribute to your past demonstrated effectiveness.**

MCC's Workforce Training program has demonstrated the expertise to provide high quality workforce development training. From basic employability skills for entry-level employees to technical and leadership offerings designed for middle to senior leaders, MCC works closely with the local employer community to determine need and tailor offerings to fit. Available training covers a wide range of topics, ranging from human resource management to computer skills to project management certification. Every year the Shah Center trains over 11,000 participants – 9,000 through Court-Mandated programs (in-classroom and online training for Traffic Safety and Focus on the Kids parenting)

and another 2,000 via open enrollment and contracted training. The Illinois Small Business Development Center assists another 350+ community members and business owners. In response to the COVID-19 pandemic, all MCC noncredit programs transitioned to online delivery, providing synchronous and asynchronous instruction guided by the College's Center for Teaching and Learning, using technology platforms that include Zoom and Canvas, MCC's Learning Management System.

MCC is the past recipient of multiple grants from the McHenry County Workforce Network Board. In 2015, MCC was awarded a two-year grant for Out-of-School Young Adults that provided sector-based training in manufacturing or health care to participants aged 17-24. Program participants also received instruction in employability skills designed to prepare them for success in the workplace. Thirty-four young adults enrolled and 31 completed their training program (91%). All completers (31, or 100%) earned at least one certification to prepare them for employment.

In 2016, MCC received the WIOA Young Adult GED High School Equivalency Bootcamp grant, which provided participants aged 17-24 with HSE instruction and coaching to help them transition to post-secondary training or the workforce. Over the past three years, MCC has enrolled 72 program participants in Adult Basic Education (ABE) and Adult Secondary Education (ASE) courses. Thirty-five students have taken ASE courses, 18 of whom (51%) have earned their HSE diploma thus far.

In 2018, MCC was selected to present Basic Computer Skills Workshops for clients of the MCWN. The four-hour, hands-on workshops were designed to introduce job seekers to the basics of computer usage. Participants gained the necessary skills to prepare them to seek and find gainful employment.

MCC and MWCN have collaborated to provide services since 1999, when MCC was added to MWCN's list of approved trainers. Both are core partners in McHenry County's One-Stop Center, with a long history of partnering to ensure eligible clients receive all services for which they qualify. MCC will rely upon their current robust referral process to provide program participants with the supportive services they need for success.

# Catherine A. Jones

424 Fremont St ♦ Woodstock, IL 60098 ♦ (815) 451-4892 ♦ cjones424@gmail.com

## Professional Experience

### **McHenry County College (Crystal Lake, IL)**

#### **Associate Vice President of Workforce Development (2018-present)**

Provide executive leadership in creating innovative, strategic initiatives responsive to the market-driven needs of business and industry in McHenry County and the surrounding region. Design and develop innovative workforce training programs. Identify and build new creative outreach and partnerships with other higher education institutions, school districts, business and industry, government agencies and other entities to best serve the community.

### **Pivot Learning Strategies (Woodstock, IL) Founder and President (2016-2018)**

Responsible for the day to day management of Pivot Learning Strategies, a full-service consulting firm serving the needs of the higher education sector with specialized expertise in leadership development and organizational effectiveness. Based on the entrepreneurial concept of executing a strategic pivot, keeping one foot firmly in place as the other is shifted to a new direction, Pivot Learning Strategies designs unique engagements by gathering learnings from an organization's past successes and failures and applying these insights in new and innovative ways.

Client services include:

- Comprehensive strategic plan development and implementation of strategic initiatives
- Feasibility studies and market research to support program innovation
- Accreditation support - self-study development, site visit prep, document review
- Institutional change management implementation from assessment to transformation
- Continuous process improvement for efficiency and effectiveness
- Leadership development from front line to senior leaders
- Team effectiveness assessment and development
- One-on-one executive coaching

### **Loyola University Chicago (Chicago, IL)**

#### **Director of Executive Education, Quinlan School of Business (2013-2016)**

Provided the vision, planning, and tactical implementation necessary to support the growth of executive and professional non-degree programs within the Quinlan School of Business.

Developed programs uniquely designed to address the ongoing educational requirements of entry, middle and senior-level business professionals. Expanded corporate relationships, developed responsive programs with strong revenue potential, recruited students, managed staff, and identified faculty and business practitioners equipped to teach discerning adult learners.

- Increased revenue by 62%, improved client retention rate
- Expanded online program delivery via Adobe Connect virtual classroom
- Introduced "flipped classroom" pedagogy using Loyola's Learning Management System
- Recruited qualified faculty to support program growth

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- Established cross-disciplinary partnerships within Loyola
- Implemented a detailed project management process
- Redesigned digital and print marketing efforts to enhance student recruitment
- Member of Quinlan Steering Committee, Strategic Planning Committee, Design Thinking Challenge Coordinating Team, and Association to Advance Collegiate Schools of Business (AACSB) Accreditation Team
- Chief Learning Officer Learning in Practice Silver Award (2015)

## **McHenry County College (McHenry, IL)**

### **Executive Director of Workforce, Community, and Business Programs (2009-2013)**

#### **Director of Corporate Training and Business Development (2006-2009)**

Provided strategic direction and leadership for the economic, community, and workforce development programs housed at the Shah Center facility. Managed the Shah Center training facility and provided supervision for program personnel. Identified, attained, and administered state and federal grant funds. Served as liaison to state and county service providers.

Established and maintained community and corporate relationships on behalf of MCC. Developed and executed a comprehensive marketing plan in collaboration with the Office of Marketing and Public Relations.

- Shifted focus from on-demand training delivery to integrated business solution model
- Restructured open enrollment training into a corporate university for small to midsize companies and expanded custom program offerings
- Five-year client retention rate 98%; five-year open enrollment growth 65%
- Successful award and management of 1.3M in competitive grant funds to support workforce training, community programming and business development
- Increased operational efficiency by establishing formalized work processes
- Served on ERP implementation team; non-credit registration team lead
- Member of the MCC AQIP Strategy Forum Team, AQIP Peer Review Committee, service on multiple AQIP Action Teams, and Chair of AQIP action team charged with developing and implementing college wide Key Performance Indicators
- Member of countywide business retention and attraction taskforce

## **McHenry County College (McHenry, IL)**

### **Illinois Small Business Development Center Coordinator (2005-2006)**

Responsible for day to day operation of the Illinois Small Business Development Center, hosted by McHenry County College. Provided ongoing business development counseling and training to existing and emerging small businesses. Recruited, scheduled, and supervised volunteer and contractual consultants. Administered SBDC grant and insured full grant compliance. Built stakeholder awareness through publicity and community involvement. Developed and implemented a local strategic plan in accordance with long term strategies of the Small Business Administration, Illinois Department of Commerce and Economic Opportunity and McHenry County College.

### **Sunday Best (Woodstock, IL) Owner (1993-2003)**

Managed all aspects of direct market clothing manufacturing business. Responsible for product design and development, supply chain management, and production. Maximized efficiency and profitability through use of contract workforce and application of lean manufacturing principles.

Created and implemented sales and marketing strategy. Managed accounting and tax reporting. Set and achieved yearly sales goals.

## **Education**

### **Loyola University Chicago, Quinlan School of Business**

Masters of Business Administration

### **University of Chicago, Booth School of Business**

Executive Education Program - New Product Innovation, Development, and Implementation

### **Olivet Nazarene University**

Bachelor of Science - Fashion Merchandising Minor -  
Business Administration

## **Community Service**

### **McHenry County Historical Society**

Board of Directors (2018)

### **Volunteer Center of McHenry County**

Board of Directors (2018)

### **Public Action to Deliver Shelter (PADS)**

Shelter Volunteer (2017-current)

### **Woodstock High School**

INCubator Board of Advisors (2016-2017), INCubator Mentor (2018)

### **McHenry County Economic Development Corporation (MCEDC)**

MCEDC Business Champion Awards Reviewer (2013-2017)

### **Loyola Family Business Center (FBC)**

FBC Family Business of the Year Reviewer (2016)

### **Woodstock Chamber of Commerce**

Board of Directors (2011-2013)

## Patricia A. Kallaus

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### Accomplishments

- Developed trusted business relationships with customers, vendors and community leaders
- Turned struggling Open Enrollment Training Program into a revenue producing and sustainable program that supports McHenry County businesses
- Manage departmental marketing to increase program registration, revenue and awareness, including the production of the quarterly “Catalyst” schedule and “E-blast” communications
- Selected and served on College Continuous Improvement “AQIP” Steering Committees
- Selected and serves on College Staff Council Union Executive Board
- Leadership Greater McHenry County (LGMC) Graduate 2013-Servant Leadership Program
- LGMC Curriculum Committee, Education Day Leader
- Seven plus years of grant administration experience for business and industry in education, including securing over \$1 million dollars in training grants from the State of Illinois

### Work Philosophy

Model the way - lead by example and work to the greater good of the organization. Success is attainable with the right people, enabled and engaged, with shared values and goals.

- ☐ **Integrity, the foundation** - Honest practices, unwavering no matter the situation
- ☐ **Accountability** - Full responsibility for actions and results
- ☐ **Loyalty** - Duty to the organization, employees and stakeholders
- ☐ **Strong work ethic** - Hard work, diligence and positive can-do attitude
- **Community** – Positive associations with internal and external stakeholders

### Professional Experience

**Coordinator of Shah Center Operations** - McHenry County College Shah Center, McHenry, IL ▪ 2007-Present

- Community outreach and representation on behalf of MCC
- Coordination of open enrollment workforce development training program, includes hiring of facilitators, material ordering, scheduling, marketing, budgeting
- Business consulting and student advising
- Business presentations
- Project Management
- Quarterly Catalyst training publication and program marketing coordination

**Interim Executive Director Workforce Community & Business Programs** – McHenry County College Shah Center ▪ August 2013--December 2014

- Oversee daily operations at MCC Shah Center
- Represent MCC Workforce Community & Business programs at meetings and events
- Liaison from administration to Workforce Community & Business program staff

**Grants and Customer Service Assistant** - McHenry County College, Crystal Lake, IL ▪ 2000 – 2007

- Secured and administered training grants
- Coordinated marketing for events, Open Enrollment, and Contract Training programs
- Managed accounts payable/receivable and budget compliance for department
- Generated monthly and annual state required financial and performance reports

**Customer Service Representative** - Midwest Swiss Embroideries, Chicago, IL ▪ 1991-1994

- Developed customer ordering database
- Assisted customers with ordering of embroidered emblems & order tracking

**Head Cashier/Mgr. Cash Office - Computer Terminal Operator** ▪ Butera Foods, Chicago, IL ▪ 1977-1991

## Community

**Curriculum Committee** – Leadership Greater McHenry County (LGMC) - Present

- Develop and coordinate Education Day for current LGMC participants
- Provide input and feedback to program day committee members
- Provide input and feedback to LGMC participants on Challenge Day projects

**Community Outreach Director** – Stateline SHRM ▪ Jan 2013- present

- Coordinate community outreach opportunities for area Society of Human Resource Management organization
- Attend and participate in Executive Board meetings
- Previous Stateline SHRM Executive Board positions: Asst. Secretary 2009-2010, Secretary 2011-2012

**Volunteer (Present/Past)**

- Northern Illinois Special Recreation (NISRA) Foundation
- Lakeside Legacy Foundation
- Pioneer Center
- Developmental Disabilities Task Force
- Crystal Lake Central High School Booster Club
- Crystal Lake Central Choir Chaperone/Events
- Boy and Girl Scouts of America

## Skills and Abilities

- Servant Leader
- Strong verbal and written communication skills
- Microsoft Office proficiency
- Effective continuous improvement strategies
- Strong organizational skills to manage multiple priorities
- Solid work ethic
- Demonstrated ability to work independently and with teams
- Research & Internet navigation



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***Education- Phi Theta Kappa***

Leadership Greater McHenry County, Class of 2013

A.A.S. Degree – McHenry County College, Crystal Lake, IL

Administrative Office Management Certificate – McHenry County College, Crystal Lake, IL

## JAMES E. JAMROZEK

### OBJECTIVE

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A contract position with an organization seeking to develop the skills and abilities of their employees in order to improve organizational performance and satisfy their customers' expectations.

### SUMMARY OF QUALIFICATIONS

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A proven leader with demonstrated achievements in training and development of staff at all organizational levels..

- Twenty years of management experience in the automotive industry.
- Extensive knowledge in Lean Manufacturing and the Toyota Production System.
- Hold a Master's Degree in Organizational Development.
- Skilled at analyzing training needs; developing, executing, and facilitating plans and programs to meet needs; monitoring and measuring post training performance.
- Proven ability to present complex topics in an easily understandable format.

### WORK EXPERIENCE

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**NORTH AMERICAN LIGHTING, INC.** - Paris, IL

2002 to 2018

A \$1.5 billion Tier 1 manufacturer of automotive lighting for Toyota, Honda, Nissan and Ford with over 5,500 employees in 8 facilities in Alabama, Illinois, Indiana and Michigan.

#### Training and Development Manager

- Managed a Training Department with 26 staff members across all NAL facilities.
  - Muscle Shoals training group received the Nissan North America 2017 Supplier Best Practice Award for their New Hire Orientation system.
- Developed and facilitated training programs and sessions on various production topics including lean manufacturing and 5S, Labor Relations, Process Control, and Observation and Analyzation Skills, in addition to team building, interpersonal skills and management/leadership skills.
- Developed the training sessions and materials to support the implementation of the PLEX ERP manufacturing system and the SuccessFactors Performance Management and Development Module throughout the organization
- Implemented a 5-year apprenticeship program through the German American Chamber of Commerce for production technicians at each of our manufacturing facilities in conjunction with several government agencies.
  - Recognized by the National Fund for Workforce Solutions in 2017 for developing sustainable apprenticeships.
  - Added 5 new apprentices in 2018.

**JAMROZEK & ASSOCIATES** - Carpentersville, IL

2000 to 2002

#### Owner, Senior Consultant

- Analyzed training needs; developed the programs and materials to meet needs and presented training programs for local businesses in conjunction with several Community College Business Education Departments.

### SIGNIFICANT EARLY CAREER ACCOMPLISHMENTS

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- Completed the Human Performance Improvement (HPI) process from ASTD (now TD.org)
- Facilitated Achieve Global (Zenger-Miller) Frontline Leadership interpersonal relationships for over 200 managers and supervisors at a metal fabrication company in Bartlett, IL.
- Facilitated Continuous Improvement sessions for over 300 unionized production employees at a small motor manufacturing company in Chicago, IL.
- Created training video's on installing motor controls for use by the Sales department to train distributors

**EDUCATION**

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**M.S. Organizational Development with emphasis on Management & Organization Behavior**, Benedictine University, Lisle, IL.

**B.S. Marketing**, Northern Illinois University, DeKalb, IL.

**COMPUTER SKILLS**

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Microsoft Office 360 SAP

**Adobe**

Captivate

PhotoShop

**CHRISTINE JOHNSON, SHRM-SCP, SPHR, CMS**

3207 Park Meadow Road, Prairie Grove, IL 60050

**Cell:** 815-403-5847 **Email:** [christine@cuedforward.com](mailto:christine@cuedforward.com)

**LinkedIn:** <http://www.linkedin.com/pub/christine-johnson-sphr/1a/a15/6b6>

**Website:** [www.cuedforward.com](http://www.cuedforward.com)

**PROFESSIONAL EXPERIENCE:**

**President/People & Workplace Consultant**

**Cued Forward, LLC** April 2016 – Present

Provide HR consulting services to small businesses with an emphasis on talent development, learning and development and retention. Manage online directory for small learning providers to promote their training programs. Pro bono work with professionals looking for employment and nonprofits in need of basic HR assistance.

*Key Achievements:*

- Successfully hiring for start-up tech company as well as setting up HR processes and benefits. This project continues to date.
- Asked to develop a four one-hour modules for an online training program on confidentiality and ethics in the workplace. Program to be rolled out in 2017 as part of a larger certification program for administrative assistants and other office staff.
- Recruiting and enrolling small and unique training providers in proprietary online directory.
- Published an article in The Business Ledger of the Daily Herald on executive coaching (July 2016).

**HR & Development Manager (Human Resources Consulting)**

**2Innov8, LLC** June 2013 – Present

HR Consultant for Midwest Salt, family-owned salt distributor named #298 on Inc Magazine's fastest growing companies 2015 list. Manage HR-needed projects and trainings and assist organizations with employee relations and compliance issues.

*Key Achievements:*

- Completed HR project work including handbook development and 401k plan installation.
- Guide organizations through various human resources topics and employee issues.

**Manager of Human Resources (Technology Manufacturer, multi-state employer)**

**MBX Systems** December 2010 – June 2013

Successfully created and implemented HR function at MBX. Strategic player on the leadership team responsible for business operations and short and long term planning. Managed day-to-day HR operations including payroll processing for nearly 100 employees, worker's compensation and leave of absence programs administration, recruiting assistance, and effective communication with employee and managers.

*Key Achievements:*

- Working with the executive team, established the groundwork for developing policies and processes, writing and revising the employee handbook, creating job descriptions, and ensuring legal compliance. Responsible EEO-1 report, VETS 100 report, and 401k non-discrimination testing.

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- Incorporated organization goals and values into the newly created human resources function.
- Benchmarked, refined, presented, and managed benefits programs. Coordinated and managed open enrollment. Conducted new broker search and switched to a value-added broker. Operational lead of the 401k plan. Counseled managers on employee communications and employee development.
- The “go to” person for employee relations issues, resolving potentially explosive situations.
- Developed and implemented performance review process. Established the use of the 9-block employee rating system to identify “A” players and developed potential in-house talent bench.
- Responsible for managing employee training and development. Created and presented in-house training sessions including sexual harassment, performance appraisals for managers, safety, and a three-part new leader training program. Coordinated external vendor training.
- Created and implemented the employee survey, utilizing the data to make changes in targeted areas such as employee engagement and management interaction.

### Consultant/President (Human Resources Consulting)

**Constant Change HR Consulting, LLC** October 2000 – November 2010

Provided HR consulting services to small to mid-size businesses with emphasis on benefits administration, employee relations, recruiting, training, and legal compliance.

#### *Key Achievements:*

- Directed HR and business teams during mergers, acquisitions, and reductions in force by developing manageable project plans, comprehensive communication and implementation strategies, and structured follow up processes. Worked directly with human resources, executive teams, internal and external counsel, and international counterparts to ensure a seamless transition of HR processes, benefits and welfare plans, and maintain state and federal compliance guidelines.
- Constructed, implemented, and managed benefit plans. Found vendors, provided recommendations on types of plans and cost savings opportunities, constructed employee communication plans, managed enrollment processes, and solved issues.
- Managed writing and/or re-writing employee handbooks from policy creation to roll out.
- Owned talent management process from job development through job offer. Developed and implemented processes for recruiting and interviewing. Successfully filled positions in difficult to fill markets.
- Chosen to lead training programs on manager leadership, HIPAA, worker’s compensation, and interviewing skills. Presented interactive training programs on-site and remotely.
- Solution person for compliance issues regarding HIPAA, employee benefits, employment law, leave of absence guidelines, and state-specific HR laws.

Clients included: Midwest Salt, Batavia, Illinois (9 employees), Coyote Logistics (formerly Integra Logistics), Alpharetta, Georgia (200+ employees, multi-state employer), Integra Logistics, LLC, Alpharetta, Georgia (60+ employees, multi-state employer), T-Systems North America Inc., Downers Grove, Illinois (400+ employees, multi-state and international employer), Hub Group, Inc., Lombard, Illinois (100+ employees)

### ***HR Generalist and Benefits Manager (Call Center, multi-state employer) Advanced***

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**Services, Inc. (ASI)**, Memphis, TN (Subsidiary of General Electric Appliances) February 1998 to October 2000

**Benefits Manager (2/00 – 10/00)**

Promotion from HR Generalist. Worked remotely and was responsible for managing benefits administration for 1,000+ employees at 4 centers across the U.S. and supervision of 4 benefits specialists.

**Human Resources Generalist (2/98 – 2/00)**

Responsible for daily human resources administration, including hiring, employee relations, and benefits for 5 business units totaling 500 + employees. Partnered with business unit directors to determine HR needs and develop action plans. Served as HR lead during downsizing, coordinating employee placement, handling employee issues, and making recommendations to executive staff in regarding union avoidance, new department configurations, and pay structure.

**EDUCATION:**

Culver-Stockton College, Canton, MO

Bachelor of Science Degree

Double Major: Business Administration and

Psychology PHR certification, December 2000

SPHR certification, January 2011; recertification approved

CMS (Compensation Management Specialist) sub-certification through

CEBS, 2014 SHRM-SCP certification, January 2015

**AFFILIATIONS:** SHRM, Stateline SHRM, ATD

**VOLUNTEER EXPERIENCE:**

Stateline SHRM- Volunteer

Board Member President,

January 2017 - Current

President-Elect, January 2016 – December 2016

Government Advisory Director, March 2014 – December 2015

Garden Quarters Neighborhood Resource Center, Nonprofit

in McHenry Advisory Board Member, June 2016 – Current

Board Member, January 2015 – December 2015

McHenry County Workforce Development Network Summer Youth

Internship Program Presenter, 2016

Mock interviews, 2014

**PASSIONS:** Ongoing learning advocacy, improving employee communications and training, historical fiction reading, blog writing, travelling, and attending live music and theater performances.

AUDREY A. MINKALIS

[aamink@hotmail.com](mailto:aamink@hotmail.com)

28668 W. HIGH ROAD

(815) 260-3309

INGLESIDE, IL 60041

## SUMMARY

Demonstrated ability in managing several projects at one time and in applying knowledge and experience in meeting organization's objectives. Excellent oral and written communication skills allowing for constructive dialogue within departments, between organizations, and with suppliers. Strong organizational skills allowing multiple and diverse tasks to be accomplished simultaneously.

## COMPUTER KNOWLEDGE AND TRAINING EXPERIENCE

Windows, Microsoft Excel, Microsoft Access, Microsoft Word, Microsoft PowerPoint, Microsoft Internet Explorer, Microsoft Outlook, Microsoft FrontPage, Microsoft Visio, Microsoft Publisher, Microsoft Project, and Microsoft Sharepoint.

## WORK EXPERIENCE

Aug 07 - Present **Software Training Consultant**, McHenry County College, McHenry, IL

- ♦ Trained public classes on how to use computer software.
- ♦ Conducted One on One Tutoring Sessions.
- ♦ Performed training assessments and recommended training plan.

Jan 02 - Present **Senior Training Consultant**, Computer Concepts, Lake Bluff, IL

- ♦ Trained individuals at companies on how to use computer software.
- ♦ Conducted One on One Tutoring Sessions.
- ♦ Consulted on Access Databases, suggesting on how to improve the database design.
- ♦ Created and designed Excel Macros to automate processes.
- ♦ Lead training sessions via a Web Meeting for trainees across the country.
- ♦ Certified other trainers on software before their first teach on products.

Mar 05 – May 06 **Oracle 11i Implementation Training Coordinator**, Motorola, Arlington Heights, IL

- ♦ Scheduled required Technical Training courses with Oracle.
- ♦ Tracked training needs and completion of required training.
- ♦ Provided reports on training completion.
- ♦ Developed training plan to train 3000 employees on Oracle business processes over a 3 week timeframe, across United States, Latin America, United Kingdom, and Asia

Oct 01 – Dec 04 **Training Coordinator & Curriculum Administrator**, Motorola, Schaumburg, IL

- ♦ Coordinated training schedules for multiple vendors and approximately 150 classes per quarter.
- ♦ Evaluated training companies to select vendor and negotiate pricing.

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- ♦ Coordinated Training Rollouts for HR, Finance, IT, and Labs training.
- ♦ Determined training needs based on forecast reports and introduction of new technologies.
- ♦ Communicated training technologies and course schedules to general public for enrollment.
- ♦ Recommended and published training paths for technical certifications and career positions.
- ♦ Compiled data from LMS to show training trends over a 3-year period.

Oct 01 – Dec 04 **Meeting and Event Planner**, Motorola, Schaumburg, IL

- ♦ Planned and managed internal and external meetings and events.
- ♦ Performed external meeting site selection and contract negotiation, program content, food and beverage management, and audiovisual arrangement.
- ♦ Planned and developed programs, agendas, budgets and services to meet customer requirements.
- ♦ Performed on-site management and coordination of services for events, including accommodations and transportation for participants, facilities, catering, registration, special needs requirements, printed materials, instructor schedules and audiovisual equipment.
- ♦ Prepared, maintained, and distributed records of all event aspects, including financial details.
- ♦ Conducted post-event evaluations to determine how future events could be improved.

June 96 - Oct 01 **Senior Training Consultant**, Productivity Point International, Deerfield, IL

- ♦ Evaluated trainer performance in the classroom and recommended areas of improvement.
- ♦ Coordinated project to assess skill levels for over 300 employees and recommend training needs.
- ♦ Trained individuals, companies, and public on how to use computer software.
- ♦ Presented at a conference for over 200 attendees on Tips & Tricks of using Office 97.
- ♦ Certified trainers to teach new products.
- ♦ Coordinated client projects/rollouts.
- ♦ Reviewed client courseware and recommended trainer preparation times.
- ♦ Volunteered at Taveirne Middle School to organize library for sharing of books with schools across the state of Illinois.

**EDUCATION**

**Bachelor of Business Administration Degree, May 1996**

University of Wisconsin-Whitewater, Major: Office Systems (Computer Software Training)



## JENNIFER RAINEY

### CONTACT

847-322-1818

 [Jennifer.Rainey@outlook.com](mailto:Jennifer.Rainey@outlook.com)

in [www.linkedin.com/in/jenniferrainey](https://www.linkedin.com/in/jenniferrainey)

 McHenry, IL

## PROFILE

As an educator and champion of all students and their potential, I understand the challenges of today and how to prepare students to overcome them in order to meet the needs of tomorrow. My experience is broad and deep and aligned to develop the leadership and behavioral skills needed in the workforce. My success in planning and implementing complex initiatives and programs has created leadership, team alignment and more inclusive cultures. My direct leadership and collaborative approach have resulted in providing outcomes that exceed expectations.

My focus is serving others, in my community and those I lead. I do this with confidence in my ability lead, to share knowledge that educates and to connect today's student with the resources for tomorrow's success.

## EDUCATION

### MASTER OF ARTS (MA)

Human Resource Development / Management of Information Systems  
*Webster University | St. Louis, MO*

### BACHELOR OF ARTS (BA)

Media Arts / English  
*Lyons College | Batesville, AR*

## PROFESSIONAL EXPERIENCE

### COLLEGE INSTRUCTOR

*McHenry County College | Virtual, Crystal Lake, IL | 2020 – Present*

Instructor for Professional Development dual credit course as part of a pilot program with McHenry County College and Woodstock High School. Delivery of course included redesign for updated content and a fully virtual delivery using Zoom delivery platform and Canvas Learning Management System.

### PERFORMANCE CONSULTANT

*McHenry, IL | 2017 - Present*

Coach, consultant, trainer and speaker on leadership, team, individual and interpersonal effectiveness and career development. Clients include individual executives, small businesses, not-for-profit organizations and local community college workforce development clients and students.

Solutions provided include:

#### Training/Facilitating

- Facilitating "Off the shelf" leadership development workshops via McHenry County College Shah Center for Workforce Development
- Delivering customized professional development workshops

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**Curriculum/Course Design**

- Design and deliver multiple webinars on various topics
- Research and design draft pre-apprentice programs for entry-level jobs in Information Technology and Healthcare.

**Coaching**

- Executive coaching and biography writing
- Career and resume coaching

**MANAGER, ORGANIZATIONAL CHANGE MANAGEMENT**

*Baxter International | Round Lake, IL | 2014-2016*

Managed the design and execution of organizational change management solutions supporting strategic cultural change initiatives. This included coaching leaders, stakeholder engagement and vendor negotiation and management.

- Directed organizational change management plan development and execution facilitating a more successful organization integration.
- Consulted with global business leaders and internal partners to assess needs to design and deliver leadership tools and resources.
- Negotiated and managed the Master Service Agreement and project budget with key external vendor partners.
- Architected the delivery of global learning solution through virtual collaboration with colleagues, business leaders and vendor partner, increasing cross-cultural alignment and agility.
- Enhanced change leadership agility by developing workshops for executive leaders and their teams.
- 

**EDUCATION WORKSTREAM LEADER - VOLUNTEER POSITION**

*Baxter Women Leaders, Business Resource Group | 2015*

Managed education workstream for Baxter Women Leaders (BWL) Business Resource Group. Selected, scheduled, and hosted events in support of developing leadership skills and business acumen for BWL advocates.

- Negotiated the scheduling and delivery of leadership development and keynote events with key vendor partners.
- Managed the coordination of company resources to offer learning events virtually resulting in increased global participation.
- Sponsored, marketed, and partnered with internal training partners to deliver the *Communicating with Impact* workshop to over 30 local participants.
- 

**SENIOR CONSULTANT, ORGANIZATIONAL CHANGE MANAGEMENT/ ORGANIZATIONAL EFFECTIVENESS**

*Allstate Insurance | Northbrook, IL | 2012-2013*

Oversaw learning and development and change management consulting, solution design and delivery for department level and large-scale enterprise-level technology and leadership development projects and programs.

- Mentored new and emerging leaders building leadership capabilities for motivating, engaging, and developing team members, resulting in successful outcomes that included promotion of individuals.
- Led a collaborative team and designed, coordinated, and facilitated multi-day leadership development conference for the Emerging Leader program, resulting in a comprehensive talent development experience.

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- Coached leaders to build their leadership and management capabilities to motivate, engage, and develop team members; manage poor performance with clear goals and expectations, and guide employee problem resolution.

### **ALLSTATE EMERGING LEADER PROGRAM** Core team member and leadership development session leader *Northbrook, IL/2012 - 2013*

- Developed communication and marketing strategies and plans, clearly defining deliverables, providing client sponsors with clear roadmap of organizational change management expectations, detailed plans and weekly status updates.
- Managed change agent network, delivering communication to business areas soliciting input and feedback regarding change management efforts and deliverables, enhancing communication transparency and change acceptance.
- Collaborated across multiple business units to scope and design learning solutions for technology organizational change initiatives ensuring all stakeholder needs were addressed.
- Managed the organizational change initiatives in support of enterprise-level Microsoft Windows 10 upgrade ensuring key stakeholders were aware and ready for the new system.

### **SENIOR CONSULTANT, ORGANIZATIONAL EFFECTIVENESS**

*Allstate Insurance | Northbrook, IL | 2008-2012*

Provided talent performance consulting for Information Technology leadership development, team effectiveness, and leadership strategy sessions. Collaborated with senior leaders leveraging innovative and engaging facilitation resources and techniques. Evaluated organization and program needs providing improved processes and deliverables for increased effectiveness.

- Consulted, designed, and facilitated strategy meetings and team interventions accelerating team cohesiveness and organization clarity through clearly defined purpose and goals.
- Facilitated the development and implementation of an informal mentoring program for technology Project Management Organization (PMO) resulting in a more structured approach for mentoring within the function.
- Designed and facilitated talent and leadership team development sessions leveraging the Gallup StrengthsFinder Assessment and the Marcus Buckingham StandOut assessment, enhancing personal, career and team development.
- Partnered with the corporate Customer Experience team to coordinate the delivery workshops to over 3000 technology employees increasing awareness and understanding of the role of technology in the customer experience.
- Assisted with the proposal review, selection and implementation of two Learning Management Systems (LMS).
- Managed Learning Management System content and workshop schedules to include learner registrations and completions.

## **MILITARY EXPERIENCE**

### **UNITED STATES NAVY**

#### **Electronics Technician Second Class**

*1990-2001*

#### **Primary Responsibility:**

Trouble-shoot, repair, and maintain U.S. Naval communication and radar equipment.

#### **Additional Roles:**

#### **NAVAL LEGAL DISCIPLINE PETTY OFFICER**

*Service School Command (SSC)*

Prepared and processed SSC students and staff for military legal due process and disciplinary action as per the Uniform Code of Military Justice (UCMJ), including discharge from the U.S. Navy for severe legal infractions.

Coached students going through disciplinary action often resulting in a more positive experience and outcome.

Developed and documented a step-by-step process for facilitating final package review and sign-off with students and staff enhancing and expediting the process for SSC Legal Investigators.

#### **NAVAL LEGAL INVESTIGATOR**

*Service School Command (SSC)*

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Investigated and documented military legal infractions committed by SSC students in preparation for disciplinary action and ensured legal rights were clearly understood in accordance with the UCMJ.

**WORKCENTER SUPERVISOR**

*Sigonella, Sicily, Italy*

Managed the maintenance work schedule and performance of team members in a technical workcenter.

**TRAINING PETTY OFFICER**

*Various Global Commands*

Scheduled and managed resources for Electronic Technician professional development.

**NON-PROFIT**

**WOODSTOCK DOLPHINS SWIM TEAM**

USA Swimming Administrative Official

Illinois Swimming Meet Director,

Database & Communication Manager

*Woodstock, IL/2019 - Present*

*USA Swimming and Northcentral Illinois Swim Conference competitive swim team for school-age swimmers.*

**MCHENRY MARLINS AQUATIC CLUB**

USA Swimming Administrative Official

Database & Communication Manager

Team Website Administrator

*McHenry, IL/2013 - 2019*

*USA Swimming and Northern Illinois Swim Conference competitive swim team for school-age swimmers.*

**VOLUNTEER**

**BAXTER WOMEN LEADERS (BWL)**

*Business Resource Group*

Workstream leader/Leadership team member. Volunteer event participant

*Round Lake, IL/Deerfield, IL/2015*

**BAXTER VETERANS (BAXVETS)**

*Business Resource Group*

Veteran mentor and volunteer event participant

*Round Lake, IL/2015*

**ADDITIONAL PROFESSIONAL EXPERIENCE**

**Human Resources Learning & Development Consultant**

*Allstate Insurance | 2002-2008*

**Learning & Development Professional**

*Allstate Insurance | 2002-2005*

**Communication Provisioning Project Manager**

*Allstate Insurance | 2001-2002*

**RUTH SOSKIN**

Evanston, IL 60202

O: 847.866.8604

C: 847.636.0851

rsoskin@trainology.com

**Summary of Qualifications**

Experience in course design, materials development, instruction, facilitation, technical writing  
Uncommon ability to develop user-friendly content for technical or soft skills  
Excellent communication, organizational, problem solving and people management skills  
Ability to quickly grasp and apply new concepts and technology  
Skills transferable to any industry

**Trainology, Inc. – Independent Training Consultant, 2004 - Present**

***NIPSTA (Northeastern Illinois Public Safety Training Academy) – Instructional Designer***

- Collaborate with subject-matter-experts to design learning solutions for various first responder situations
- Develop instructor guide, participant guide and assessment checklists

***Walgreens, Inc. - Facilitator/Instructor***

- Facilitate management training program for future Walgreens store managers
- Coach employees on project management, recruiting, interviewing and providing employee feedback

***Motorola, Inc. - Instructional Designer***

- Identify learning gaps and required performances
- Collaborate with subject-matter-experts to design learning solutions for various Six Sigma topics
- Create easy to understand content for immediate use
- Develop on-line survey using web survey software
- Lead team to establish communication process between client and outside counsel for identifying Intellectual Property Guidelines

***Hewitt Associates, Inc. – Facilitator/Coach***

- Facilitate new hire training for Benefits Center employees on benefit concepts (defined contributions, pensions, health benefits), proprietary computer system and Lotus Notes
- In-class coach for junior facilitators.
- Remediation of employees during the curriculum

***Sentinel Technologies, Inc. - Instructor***

- Deliver telephone, voicemail and call center training on Voice-over-Internet-Protocol communications systems for end users

***Kraft, Inc., NTN Bearing Corporation, Chicago Botanic Garden - Instructor***

- Instructor for various computer applications

***Oakton Community College Business & Professional Institute – Course Developer and Facilitator***

- Facilitate program leading to nationally recognized customer service certification covering customer service and basic sales skills, communication skills, team building, goal setting and building self-esteem
- Customize and deliver end user training for proprietary software applications and MS Office suite
- Identify client business needs and develop training and performance support materials to achieve them

***WorkNet Northern Cook County - Instructor***

- Deliver proprietary job-search program on networking, writing resumes and cover letters, interviewing techniques, communication skills and maintaining self-esteem

### **Pactiv Corporation - Senior Training Specialist, 1995 - 2004**

- Write user manuals and job aids for technically related content for non-technical audiences increasing productivity and reducing technical intimidation
- Design and deliver basic workshops on team building, communication skills, presentation skills, dealing with conflict, customer service skills, with immediate results within and across departments
- Design and deliver end-user training for company proprietary software systems (intranet administrator, expense reports) and end-user telephone and voicemail training

### **Additional Accomplishments**

- Ghost writer on various topics: job search, teaching technical subjects to non-technical audiences, training overseas
- Volunteer Judge for Public Speaking Competition for Future Business Leaders of America- Phi Beta Lambda (FBLA-PBL)
- Certified Yoga Instructor – Lotus Yoga Teachers Association

### **Education & Certifications**

**BA**, Liberal Arts, University of Michigan, Ann Arbor, MI

**MA**, Counseling Psychology, Adler School of Professional Psychology, Chicago, IL

Fundamentals of Technical Writing - Alliance for Lifelong Learning, Oakton

Community College Certified Customer Service Instructor – National Retail Association

Certified Myers-Briggs Type Indicator

Administrator Development Dimensions International

(DDI) Facilitator Certification

Managing Personal Growth (MPG), Helping Others Succeed (HOS) – Blessing White

### **Training Topics**

#### *Computer and Technical*

Outlook

Lotus Notes

Excel, all Levels

Word, all Levels

PowerPoint, all levels

MS Project, Level 1 Only

QuickBooks, Basic

Telecommunications, end user systems

Various proprietary software packages

Currently learning Adobe Captivate, Visio

#### *Soft Skills*

Customer Service

Communication, verbal and written

Team Building

Conflict Management

Time Management

Job Search: Resumes, Networking, Interviewing

Management Skills

Presentation Skills

Facilitation Skills

#### **E. Narrative Description**

McHenry County College (MCC) will provide curriculum development, training, and facilitation of Career Services on behalf of the McHenry County Workforce Network (MCWN). These offerings will meet the emerging needs of job seekers and prepare clients to participate in MCWN workforce programs or move directly into employment.

The dramatic increase in unemployment due to the COVID-19 pandemic will create a much larger pool of candidates in need of career services. While employers will benefit from having more available applicants, job seekers served by the MCWN will be facing increased competition and the need to clearly differentiate themselves. Some newly unemployed individuals may need support to create resumes and freshen interview skills. Others may see this as a time to step back and reevaluate their career direction. Individuals who were unemployed or underemployed prior to this recent and continuing economic downturn now face even larger barriers to employment. Because so many people will now be looking for work, individuals without a steady employment history or employability skills may now have an even harder time finding work. Therefore, the need for job seekers to achieve a higher degree of work readiness, based on employer-driven criteria, will be even greater.

To provide MCWN with the highest degree of flexibility in serving the evolving needs of McHenry County job seekers, an a la carte menu of services is proposed. Per the timeline in section D of the proposal, MCC and MCWN will meet on a quarterly basis to review current job seeker needs and identify a suite of services to be delivered by skilled subject-matter experts. Flexible delivery modes are needed to accommodate safety measures resulting from the COVID-19 pandemic and to reduce the barrier presented when job seekers lack access to transportation. MCC recognizes that access to technology may become a barrier to participation and, if conditions permit, MCC will be able to provide access to technology resources at MCC campus locations. If conditions do not permit access to campus

facilities during the performance period of this project, MCC will provide loaner equipment with direction to internet hot spots available in campus parking lots, libraries, and municipal buildings.

### **Employability Training Menu**

Each Employability Training workshop consists of 3 instructional hours and can accommodate class sizes of 12-15 participants. Topics, frequency, and delivery mode may be determined by the MCWN on a quarterly basis. If needed, additional training topics may be identified and added to the menu of offerings during the quarterly review process. Instruction can be provided in a face-to-face setting at the Workforce Center, online utilizing Zoom classroom technology, or in a blended mode that combines in-person with online instruction.

- **Basic Computer Skills.** Students will learn everyday computer skills needed for work and life. This seminar covers a variety of topics for those new to computers or in need of a refresher including email, web browsing, and word processing.
- **Intro to Excel.** Participants will use Microsoft Excel 2016 to learn to create, save, share, and print spreadsheets using a variety of common calculations and formatting in use in the workplace.
- **Critical Thinking and Problem Solving.** Participants will learn problem solving and decision-making frameworks that can be applied to common workplace situations; leverage right and left-brain thinking to analyze problems, identify creative ideas, and implement solutions.
- **Communication Skills.** Managers and employees rely on sound communication practices to build effective working relationships. Students will practice active listening and learn how to share information clearly and concisely. They will also explore the importance of nonverbal skills and cross-cultural understanding.
- **Resume Development.** Studies show that recruiters and hiring managers spend an average of 6 seconds per resume when reviewing applications. This workshop will focus on learning how to



create an easy to read resume and cover letter package that clearly communicates past experience and stands apart from others.

- **Job Search Skills.** Whether searching for a first job, advancing a career, or changing career direction, the process of searching for jobs can be overwhelming. This workshop will teach students how to identify what employers are looking for, navigate online job boards, build applicant profiles, and upload resume materials while providing communication tips for building employer relationships and conducting follow up.
- **Interviewing Skills.** Participants will learn how to make a positive impression on a future employer by clearly articulating skills and abilities. They will learn and practice virtual and in-person interviewing techniques that increase comfort and effectiveness. Participants will be provided with access to Interview Stream technology to continue self-directed practice following the workshop.
- **Professionalism.** Participants will explore defining and adopting a personal code of conduct that will support future career growth. This workshop will include learning how to identify and align with employer expectations and explore ways to maintain professionalism in the face of workplace and personal challenges.
- **Accountability and Feedback.** Accountability is essential in the workplace. This workshop will focus on developing a mindset of internal accountability that helps participants accept challenges and face adversity with a positive attitude. It will include identifying ways that participants can seek developmental and performance feedback that will support their continued growth.

### **Job Club Facilitation**

Job clubs are structured to encourage job seekers to assist one another with their employment search under the guidance of a trained facilitator. Through a six-week curriculum, participants develop communication skills, professionalism, and confidence along with building a network of peer support

designed to maintain motivation during the job search process. Depending on demand, clubs can be structured to serve general audiences or may be designed to focus on specialized groups. MCC recommends 10-12 participants per club with each club meeting weekly for one hour per week; clubs may meet face-to-face or virtually via Zoom technology. In addition to scheduled meetings, each job club member is provided with a set of tools delivered via Canvas, MCC's Learning Management System (LMS). This platform will encourage social connectivity outside of scheduled meeting times, moderated and supported by the facilitator.

### **Guided Career Exploration**

Participants will be guided through a process of self-assessment, industry exploration, and labor market data using Career Coach tools powered by Emsi labor data. During small group sessions of 1.5 hours, each job seeker will receive their personal assessment results and complete an individualized career exploration plan. These sessions may be provided in-person or via Zoom technology; 10-12 participants per session is recommended.

### **Industry-Specific Networking Events**

Job seekers interested in changing careers benefit from developing a deeper understanding of career opportunities that exist within an industry and those looking to advance within a field benefit from expanding their network of industry contacts. Industry-specific networking events provide job seekers a facilitated opportunity to learn about industry-specific career paths and meet professionals in the field. Proposed industry focus areas of manufacturing, healthcare, and IT mirror key employment sectors in McHenry County. Other industry areas may be considered during the MCWN quarterly review. Each event can accommodate 15-20 participants and can be delivered in a face-to-face format or virtually via Zoom technology utilizing the scheduled break-out room functionality.

**Industry-Specific Bootcamp Training Programs**

Based on curriculum designed to build both employability skills and technical skills, industry specific bootcamps will provide cohorts of 10-12 job seekers with the entry-level skills employers require while developing a deeper awareness of career potential within an industry. Each 180-hour program will devote approximately 60 hours to employability skills while the remaining time is spent developing technical skills in manufacturing, healthcare, or IT. Although in-person delivery is preferred, given the hands-on nature of the technical training, MCC is prepared to offer these programs virtually using a combination of Zoom classroom technology, industry simulations, and Canvas LMS.

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*ATTACHMENT B*

REFERENCES

Organization Name	Aptar		
Address	1160 Silver Lake Rd		
City, State, Zip Code	Cary, IL 60013		
Telephone Number	847-639-2124		
Contact person & email	Christine Bauman		
Dates of Service	ongoing	# of Employees	
Organization Name	Werner/Knaack		
Address	420 E Terra Cotta Ave		
City, State, Zip Code	Crystal Lake, IL 60014		
Telephone Number	815-356-4537		
Contact person & email	Claudia Donahue		
Dates of Service	ongoing	# of Employees	
Organization Name	General Kinematics		
Address	5050 Rickert Rd		
City, State, Zip Code	Crystal Lake, IL 60014		
Telephone Number	815-444-3505		
Contact person & email	Emily McGran		
Dates of Service	ongoing	# of Employees	
Organization Name			
Address			
City, State, Zip Code			
Telephone Number			
Contact person & email			
Dates of Service		# of Employees	
Organization Name			
Address			
City, State, Zip Code			
Telephone Number			
Contact person & email			
Dates of Service		# of Employees	

ATTACHMENT C

## CONDITIONS/ASSURANCES

In submitting this proposal, the respondent must agree to follow and abide by the conditions/assurances stated below. Please read each item carefully and sign where indicated.

*Include this section in your submission.*

- 1) MCWN Board reserves the right to reject any and all proposals which are not complete or not prepared in accordance with RFP guidelines.
- 2) MCWN Board retains the right to accept or reject any or all proposals received in whole or in part, to negotiate with any qualified sources, or to conceal in whole or in part proposals if it is in the best interest of MCWN Board to do so. MCWN Board will require selected respondents to participate in contract negotiations should they be necessary.
- 3) The submission of a proposal does not commit MCWN Board to award a contract or to pay any costs incurred in the preparation of a proposal, or to procure or contract for services or supplies prior to the issuance of a signed contract.
- 4) The contents of proposals submitted will become part of any contract award.
- 5) Proprietary rights to all products, data, materials, and documentation originated and prepared pursuant to a contract shall belong exclusively to MCWN Board.
- 6) Contractors will be prohibited from disseminating products developed under contract with MCWN Board without prior written consent.
- 7) Contractors must participate in project reporting, evaluation, and monitoring required or conducted by MCWN Board.
- 8) Contractors will be required to adopt the MCWN Board Grievance Procedures.
- 9) The Contractor shall operate and comply with the project described in the proposal, which will be included as a part of the contract. Any deviation from the project as defined in this proposal must be approved in writing by MCWN Board. Failure to gain such written approval shall constitute breach of contract. In the event of breach of contract, MCWN Board reserves the right to impose sanctions as deemed appropriate.
- 10) All funds received pursuant to this contract must be used exclusively for the proposed project. Any expenditures or performances that exceed those agreed to in the contract are the sole responsibility of the contractor and shall not entitle him/her to additional payments or benefits.
- 11) The Contractor shall inform MCWN Board in writing regarding the receipt of additional funding that may have an effect upon the provision, quality, or costs of providing services under this contract. MCWN Board retains the right to disapprove or renegotiate project costs based upon receipt of this information.
- 12) The Contractor agrees to permit MCWN Board or any of its authorized agents full access to and the right to examine any pertinent books, documents, papers, and records involving transactions related to the funding of this project as often as deemed necessary.
- 13) The Contractor must agree to hold MCWN Board and the Federal and State Governments harmless from

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liabilities arising from bodily injury, illness or damage of losses to person or property, or claims arising out of any activity under a WIOA contract.

14) The Contractor agrees to maintain record confidentiality as required. The Contractor also agrees to retain until pending matters of litigation, audit, or other related claims are resolved. This includes but is not limited to financial, statistical and participant records and supporting documentation.

15) The Contractor must be able to maintain control over the accountability for all WIOA funds received. The Contractor's financial management system must be able to provide for accurate, current, and complete disclosure of all project costs/expenditures.

16) The Contractor certifies that it possesses the legal authority to apply for WIOA funds, enter into any contract awarded and execute the proposed project.

17) The contracting organization agrees to comply with all Federal and State non-discrimination provisions. Specifically, upon receiving funding under the WIOA program, the contractor agrees that it will not discriminate on the basis of race, color, creed, religion, age, sex, physical or mental ability, marital status, arrest or conviction records (whenever appropriate), national origin, political affiliation, veteran status, or for persons with AIDS or HIV infection.

18) The Contractor agrees to meet all of the requirements or Section 504 of the Rehabilitation Act of 1973.

19) The Contractor agrees to meet all applicable labor laws, including Child Labor Law standards.

20) The Contractor affirms that it is not on any Federal, State of Illinois or local Debarment List.

21) This program is subject to the provisions of the "Jobs for Veterans Act", Public Law 107-288, which provides priority of service to veterans and spouses of certain veterans for the receipt of employment, training, and placement services in any job-training program directly funded, in whole, or in part by the Department of Labor. Please note that, to obtain priority service, a veteran must meet the program's eligibility requirements. ETA Training and Employment Guidance Letter (TEGL) No. 5-03 (September 16, 2003) provides general guidance on the scope of veterans priority statute and its effect on current employment and training programs.

22) Any non-expendable personal property (equipment and other personal property of a tangible nature having a useful life of more than one (1) year and having an acquisition cost of \$300.00 or more) to be purchased with funds from this grant must be approved by MCWN Board prior to purchase. The item(s) remains the property of MCWN Board and is subject to MCWN Board inventory controls. This includes items such as computers, software, printers, and furniture. Upon completion of the grant, this equipment will be retrieved by MCWN Board.



Signature

6-8-2020

Date

Clinton Gabbard, McHenry County College President

Name of Authorized Representative

Title

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INSTRUCTIONS FOR CERTIFICATION

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1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the Department of Labor=s (DOL) determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the DOL determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the DOL may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the DOL if at any time the prospective primary participant learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms “covered transaction”, “debarred”, “suspended”, “ineligible”, “lower tier covered transaction”, “participant”, “person”, “primary covered transaction”, “principal”, “proposal”, and “voluntarily excluded”, as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the DOL for assistance in obtaining a copy of those regulations.
6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transactions,” provided by the DOL, without modification, in all lower tier-covered transactions and in all solicitations for lower tier-covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties From Procurement or Non-procurement Programs.
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier-covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may terminate this transaction for cause of default.

ATTACHMENT D

STATE OF ILLINOIS REQUIRED CERTIFICATIONS

The Grantee makes the following certifications as a condition of this Agreement. These certifications are required by State statute and are in addition to any certifications required by any federal funding source as set forth in this Agreement. Grantee's execution of this Agreement shall serve as its attestation that the certification made herein are true and correct.

**6.1 Compliance with Applicable Law.** The Grantee certifies that it shall comply with all applicable provisions of Federal, State and local law in the performance of its obligations pursuant to this Agreement.

**6.2 Unemployment Insurance.** Grantee certifies that:

  X   It has an Illinois Unemployment Insurance Account Number and that said number is **808816** or

       It does not have an Illinois Unemployment Insurance Account Number for the following reason(s):

If the Grantee has an Illinois Unemployment Insurance Account Number, it certifies that it is not delinquent in the payment of Unemployment Insurance contributions, payments in lieu of contributions, penalties and/or interest, nor does it owe any sums to the Department of Employment Security because of overpaid unemployment insurance benefits. Grantee further certifies that Grantee's Federal Employer Identification Number (FEIN) set forth in the Notice of Grant Award is the same number that Grantee has supplied to IDES for unemployment insurance purposes. If, for any reason, the FEIN the Grantee has supplied for unemployment insurance purposes changes, the Grantee will immediately notify the Department of Employment Security of the new FEIN, in writing, by tele-facsimile sent in care of the Office of Legal Counsel at (312) 793-2164, with such notice to include reference to the Grant number assigned to this Grant Agreement; upon receipt of such notice, all further payments under this grant shall be processed under the new FEIN. Grantee hereby acknowledges that to the extent allowable by applicable federal laws and regulation, the State shall have the right and the Grantee authorizes the State to withhold from any sum or sums due otherwise payable pursuant to this Grant Agreement the overpaid benefits under the Unemployment Insurance Act, and may apply the amount so withheld toward satisfaction of any such past due contributions, payments in lieu of contributions, penalties and/or interest or overpaid benefits.

**6.3 Bid-Rigging/Bid-Rotating.** The Grantee certifies that it has not been barred from contracting with a unit of State or local government as a result of a violation of Section 33E-3 or 33E-4 of the Criminal Code of 1961 (720ILCS 5/33 E-3 and 5/33 E-4).

**6.4 Default on Educational Loan.** The grantee certifies that this Agreement is not in violation of the Educational Loan Default Act (5 ILCS 385/3) prohibiting certain contracts to individuals who are in default on an educational loan. 25

**6.5 Americans with Disabilities Act.** The Americans with Disabilities Act (ADA) (42 U.S.C. 12101 et. seq.) and the regulations thereunder (2 CFR Part 200 and 2900) prohibit discrimination against persons with disabilities by the State, whether directly or through contractual arrangements, in the provision of any aid, benefit or service. As a condition of receiving this grant, the Grantee certifies that services, programs and activities provided under this Agreement are, and will continue to be, in compliance with the ADA.

**6.6 Drugfree Workplace Act.** The Grantee certifies that:

A)        It is a Corporation, Partnership, or other entity (other than an individual) with 24 or fewer employees at the time of execution of this Agreement.

B)        That the purpose of this grant is to fund solid waste reduction.

C)   X   It is a Corporation, Partnership, or other entity (other than an individual) with 25 or more employees at the time of execution of this Agreement, or

D)        That it is an individual.

If Option "A" or "B" is checked, this Agreement is not subject to the requirements of the Act.

If Option "C" or "D" is checked and the amount of this grant is five thousand dollars (\$5,000.00) or more, the Grantee is notified that the Drugfree Workplace Act (30 ILCS 580/1 et. seq.) is applicable to this Agreement, and the Grantee must comply with the terms of said Act, as set forth below:



Grantee will provide a drugfree workplace by:

(a) Publishing a statement:

- (i) Notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, including cannabis, is prohibited in the Grantee's workplace.
- (ii) Specifying the actions that will be taken against employees for violations of such prohibition.
- (iii) Notifying the employee that, as a condition of employment on such grant, the employee will:
  - (A) abide by the terms of the statement; and
  - (B) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

(b) Establishing a drugfree awareness program to inform employees about:

- (i) the dangers of drug abuse in the workplace; 26
- (ii) the Grantee's policy of maintaining a drugfree workplace;
- (iii) any available drug counseling, rehabilitation and employee assistance programs; and
- (iv) the penalties that may be imposed upon an employee for drug violations.

(c) Providing a copy of the statement required by subparagraph (a) to each employee engaged in the performance of the grant and to post the statement in a prominent place in the workplace.

(d) Notifying the granting agency within ten (10) days after receiving notice, under Part (B) of paragraph (iii) of subsection (a) above, from an employee or otherwise receiving actual notice of such conviction.

(e) Imposing a sanction on, or requiring the satisfactory participation in, a drug abuse assistance or rehabilitation program by any employee who is so convicted, as required by Section 5 of the Drugfree Workplace Act, 30 ILCS 580/5.

(f) Assisting employees in selecting a course of action in the event drug counseling, treatment and rehabilitation are required and indicating that a trained referral team is in place.

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of the Drug-free Workplace Act, 30 ILCS 580/5.

If Grantee is an individual, it certifies that it will not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the performance of this Agreement.

6.7 Anti-Bribery. The Grantee certifies that neither it nor its employees have been convicted of bribing or attempting to bribe an officer or employee of the State of Illinois, nor has Grantee or any of its employees made an admission of guilt of such conduct which is a matter of record as defined in the Illinois Procurement Code (30 ILCS 500 et. seq.).

6.8 Discrimination/Illinois Human Rights Act. The Grantee certifies (i) that it will not commit unlawful discrimination in employment in Illinois as that term is defined in Article 2 of said Act; (ii) that it will comply with the provisions of Article 5 of the Act regarding equal employment opportunities and affirmative action; and, (iii) that it will comply with policies and procedures established by the Department of Human Rights under Article 7 of the Act regarding equal employment opportunities and affirmative action. The Grantee further certifies that, if applicable, it will comply with "An act to prohibit discrimination and intimidation on account of race, creed, color, sex, religion, physical or mental handicap unrelated to ability or national origin in employment under contracts for public buildings or public works." (775 ILCS 10/0.01 et. seq.).

6.9 Sexual Harassment. The Grantee certifies that it has written sexual harassment policies that shall include,

at a minimum, the following information: (i) the illegality of sexual harassment; (ii) the definition of sexual harassment under State law; (iii) a description of sexual harassment, utilizing examples; (iv) the Grantee's internal complaint process including penalties; (v) the legal recourse, investigative and complaint process available through the Department of Human Rights and the Human 27 Rights Commission; (vi) directions on how to contact the Department and Commission and, (vii) protection against retaliation as provided by Section 6-101 of the Illinois Human Rights Act (775 ILCS 5/2-105 (B)(5)). A copy of the policies shall be provided to the Department upon request.

6.10 International Anti-Boycott Certification. The Grantee hereby certifies that neither the Grantee nor any substantially owned affiliate company of the Grantee is participating or will participate in an international boycott, as defined by the provisions of the U.S. Export Administration Act of 1979, or as defined by the regulations of the U.S. Department of Commerce, promulgated pursuant to that Act (30 ILCS 582/1 et. seq.). 28

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ATTACHMENT E

CERTIFICATION REGARDING LOBBYING CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND  
COOPERATIVE AGREEMENTS

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, A Disclosure Form to Report Lobbying@, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all\* sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all\* sub-recipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000.00 for each such failure.

McHenry County College

Grantee/Contractor Organization

Clinton Gabbard, President, McHenry County College



Signature

6-8-2020  
Date

\*Note: In these instances, "All", in the Final Rule is expected to be clarified to show that it applies to covered contract/grant transactions over \$100,000.00 (per OMB).

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ATTACHMENT F

CERTIFICATION REGARDING  
DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS PRIMARY  
COVERED TRANSACTIONS

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 2 CFR Part 200 and 2900, Participants responsibilities. The regulations were published as part of the Federal Register published on December 26, 2013.

(BEFORE SIGNING CERTIFICATION, READ ATTACHED INSTRUCTIONS WHICH ARE AN INTEGRAL PART OF THE CERTIFICATION)

(1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

- (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) have not within a three-year period preceding this proposal been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) contract or subcontract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and
- (d) have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

(2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.


(3)

Clinton Gabbard, President, McHenry County College

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Name and Title of Authorized Representative

6-8-2020

  
Signature

Date

ATTACHMENT G

## BUDGET INFORMATION & WORKSHEETS

Please include the completed Fiscal Questionnaire and all Budget Worksheets with your proposal. Specific instructions are provided on appropriate forms.

### FISCAL QUESTIONNAIRE

1. Name/Title of person(s) responsible for bookkeeping, billing, record-keeping and reporting relative to this project:

Name: Lynn Cowlin

Title: Assistant Vice President of Finance

Name: Ellen Benson

Title: Accountant II

2. Are all persons responsible for fiscal matters bonded? ☒ Yes ☐ No

If "yes", name of bond carrier: Liberty Mutual

3. Has any officer of your agency ever been convicted of fraud or embezzlement? ☐ Yes ☒ No

If "yes", please explain: \_\_\_\_\_

4. Does your agency have written guidelines for fiscal management? ☒ Yes ☐ No

5. List the control ledgers/journals and any subsidiary registers or books of accounts used by your agency:  
Colleague Accounts Receivable, Colleague Accounts Payable, Colleague Payroll,  
Colleague General Ledger, Colleague Fixed Assets

6. Does your agency maintain a general liability or other type of insurance policy that will hold MCWN Board harmless from liabilities arising from bodily injury, illness, or other damages or losses of person or property, or any claims arising out of any activity under a WIA contract or agreement?

☒ Yes ☐ No

7. Does your organization have a financial management system in place to track and record the grant expenditures? (Example: QuickBooks, Sage MIP etc....)

☒ Yes ☐ No

How long has this system been used at your organization? Eight years

8. Does the accounting system segregate receipts and expenditures separately for each grant/award provide for the recording of expenditures by budget cost categories?

☒ Yes ☐ No

9. Does your organization have a cost allocation plan that complies with the OMB Uniform Guidance 2 CFR 200.27?

☒ Yes ☐ No

10. Were there findings/violations in your organizations most recent monitoring /single audit?

X Yes

☐ No

If yes, please attach your response to those findings and your corrective actions.

### **Summary of Audit Findings and Corrective Actions**

Sikich LLP conducted a single audit of McHenry County College for fiscal year 2019. On October 9, 2019, they issued an overall unmodified opinion with no material weaknesses or significant deficiencies identified. However, there were several audit findings relating to the College's financial aid processes.

#### **Findings:**

- Pell Grants were incorrectly disbursed to some students.
- Subsidized and unsubsidized direct loans were incorrectly disbursed to some students.

#### **Corrective actions:**

- The College created a new report allowing financial aid employees to carefully monitor changes in student enrollment status to ensure that any changes in eligibility are addressed prior to disbursement of federal funds or loan amounts. An additional quality control review has been added prior to disbursing loans or grants to students.
- Policy and procedure manuals have been updated. Financial aid employees will complete training to ensure they are familiar with these new reports and additional controls on financial aid disbursements.

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BUDGET WORKSHEET

PRICE QUOTE

The quote will consider all costs (labor, material, overhead, administration, profit, travel, etc.) associated with providing the services listed in this RFP. (Please attach additional sheets if necessary)

Action Item	Proposed Price	Number of Hours
Employability training	\$660 per session	3 hours per session
Job Club facilitation (6 weekly one-hour meetings plus 6 hours online moderation by the facilitator)	\$2,100 per club	12 hours per club
Guided career exploration	\$330 per session	1.5 hours per session
Industry-specific networking	\$330 per event	1.5 hours per event
Industry-specific bootcamp training	\$42,000 per bootcamp	180 hours/bootcamp
TOTAL:	Varies depending on selection	Varies depending on selection

Please indicate any hourly rates for services that may not be included in the original scope of the RFP. (Please indicate below the positions and hourly rates.)

Position	Rate for Service

Please delineate any services out of scope for the preparation of a WIOA Four-Year Plan that may not be included in the original scope of the RFP.

Service	Proposed Price
Not applicable	

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1. MCC has developed a flexible, a la carte budget that allows the MCWN to choose the services needed by job seekers each quarter. Proposed prices for each type of career services opportunity are detailed on the budget worksheet above (page 44).

2. MCC will prepare and submit monthly invoices in accordance with the services selected for each associated quarter. Estimated expenditures per quarter will depend upon the services selected. Once the services for each quarter have been chosen, MCC will provide an cost estimate for approval by the MCWN.