



**REQUEST FOR LETTER OF INTEREST (LOI)**

**WRITER OF REQUEST FOR PROPOSAL (RFP)  
FOR WIA YOUTH SERVICES IN WAUKESHA, OZAUKEE, AND  
WASHINGTON COUNTIES**

**Issued: January 29, 2012**

**DUE DATE: February 9, 2012**

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## **I. Purpose**

On behalf of the Waukesha-Ozaukee-Washington Workforce Development Board (WOW WDB), Waukesha-Ozaukee-Washington Workforce Development, Inc. (WDI) is soliciting Letter of Interest (LOI) for a Request for Proposal (RFP) writer. The RFP is for a two year contract to deliver case management, core and intensive services to WIA youth in Waukesha, Ozaukee, and Washington counties through the Workforce Development Centers. WDI is searching for a writer with experience writing RFP's for WIA specific youth services and evaluating proposals.

## **II. Background**

WDI is the administrative and fiscal agent for the Waukesha-Ozaukee-Washington Workforce Development Board. The WOW WDB is a twenty-seven member, private sector-led group comprised of business, education, labor, and community leaders. It is one of eleven workforce development boards established in Wisconsin through the Workforce Investment Act (WIA) of 1998.

WDI is a private, non-profit 501(c)(3) corporation, in existence since 1998. WDI is committed to increasing the employment, retention, earnings, and occupational skill of the regional workforce. WDI administers WIA Title 1B programs for adults, youth, and dislocated workers in Waukesha, Ozaukee, and Washington counties. Services to WIA program participants are designed to help them find and keep employment that provide for economic self-sufficiency. Free and low-cost services for employers and jobseekers are provided in a One-Stop environment at the Workforce Development Centers in Pewaukee, West Bend, and Mequon. WDI is dedicated to providing the highest quality, most effective workforce development services possible to residents and businesses within its three-county workforce development area.

## **III. Letter of Interest Deadline, Timetable, and Selection Process**

### **A. Deadline and Questions**

Submit the LOI electronically no later than 4:30pm on Thursday, February 9, 2012. In addition, mail four hard copies postmarked no later than February 9, 2012. Late LOIs will not be accepted. Send to:

Greg Fischer, Planner  
W-O-W Workforce Development, Inc.  
892 Main Street, Suite A  
Pewaukee WI, 53072  
[gfischer7@wctc.edu](mailto:gfischer7@wctc.edu)

Questions should be submitted by 12:00 pm February 8, 2012 via e-mail to Greg Fischer [gfischer7@wctc.edu](mailto:gfischer7@wctc.edu).

### **B. Timetable**

Distribution of Request for LOI .....	1/29/12
LOI Submission Deadline.....	2/09/12
Notification of selection.....	2/23/12
Collect RFP specifications and develop RFP.....	2/24/12 - 3/09/12
Develop evaluation criteria.....	2/24/12-4/16/12
Submit Final RFP and Public Notice .....	3/14/12
Collect Proposals.....	3/18/12 – 4/16/12

Deliver Proposals and Evaluation Criteria to WDI .....	4/20/12
Appear before Selection and Oversight Committee.....	TBD
Appear before Board .....	5/31/12

**C. Selection Process**

Public, private, and community organizations, agencies, or individuals shall compete on an equal basis. The evaluation team will review LOIs based on the evaluation criteria and make recommendations to the W-O-W Workforce Development Selection and Oversight Committee, who will make the final selection decision. W-O-W Workforce Development Inc. reserves the right to republish this solicitation or decline selection of any LOI.

The ranked scores will serve as the primary basis for selection, in conjunction with other factors when considering benefits to the project. The evaluation results are advisory in nature and are not binding on the W-O-W Workforce Development Board.

**IV. Deliverables**

- Develop RFP for WIA Youth Services in Waukesha, Ozaukee and Washington Counties
- Develop Public Notice
- Develop evaluation criteria for proposals
- Evaluate RFP submissions
- Respond to questions submitted by proposers
- Attend Committee, Board and other potential meetings to discuss selection recommendation

**V. Letter of Interest Content**

The maximum LOI length is two pages, double-spaced, Arial font size 12, 1" Margins (all sides).

**A. Experience/Qualifications**

- Understanding of WIA Youth programs.
- Personal experience composing RFPs.
- Describe creating evaluating criteria process in proposals for funding.

**B. Fee Requirements**

- Provide Budget of services

**VI. Evaluation Criteria**

**A. Experience/Qualifications**

- Demonstrates understanding of WIA Youth programs.
- Revealed experience composing RFPs.
- Demonstrated ability creating evaluation criteria, focused on achieving the overall project goals.

**B. Fee Requirements**

- Provided a reasonable budget for services provided