

**Request for Proposal
(RFP)**

Information Technology Services



TRAINING • CONNECTING • DEVELOPING ILLINOIS' WORKFORCE

Program Years 2026-2028

July 1, 2026-June 30, 2029

West Central Development Council

116 S. Plum St.

Carlinville, IL 62626

(217) 854-9642

www.west-central.org

General Information:

West Central Development Council (WCDC) is a private 501 (c) 3 not for profit corporation. The WCDC serves as the grant recipient and administrative entity of programs under the federal Workforce Innovation and Opportunity Act of 2014 (WIOA). The WCDC serves as the Local Workforce Innovation Area and Fiscal Agent for Greene, Macoupin, Montgomery, Morgan, Scott and Shelby counties. The WCDC is seeking Information Technology services for offices located in Carlinville, Litchfield, Jacksonville and Shelbyville. It is expected the bidder ensures the technology, both hardware and software, runs smoothly and safely in the day-to-day operation. Services include, but are not limited to, network security, remote and on-site repairs, maintenance, off-site backup of data, software updates, equipment evaluation and recommendations. Maintenance and repair shall be provided as needed during regular business hours in a way that minimizes disruption of day-to-day operations. Services may be provided on-site or remotely at the discretion of the firm. It is expected the bidder will respond to services requests, by some means, within a reasonable period of time. The bidder must keep information related to all data for WCDC in strict confidence. The bidder must agree not to publish, reproduce, or otherwise divulge such information in whole or in part, or permit others to do so, taking reasonable measures that are necessary to restrict access to the information. The bidder will agree to immediately notify, in writing, the WCDC authorized representative in the event the bidder has reason to suspect a breach of this requirement.

Statement of Inclusion:

All organizations, including minority or female-owned businesses and community based entities are encouraged to apply. When economically feasible, the WCDC will consider dividing the total requirements and/or establishing flexible delivery schedule which encourage participation. No individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with any services provided under the RFP because of race, color, religion, sex, national origin, age, handicap, or political affiliation or belief.

Procurement Timeline:

April 15, 2026 WCDC releases RFP and publishes required public notices

May 15, 2026 Proposals due to WCDC no later than 4:30 p.m.

May 21, 2026 Evaluation committee selects winning bid

May 22, 2026 Bidders notified of committee recommendations

June 26, 2026 Negotiations are completed and finalized. All preparation to ensure seamless delivery of service is complete.

July 1, 2026 Contract period begins

Proposal Submissions: All bids must contain the following information to be properly evaluated:

1. Detailed description of services provided, as well as method and timing of delivery.
2. Qualifications and experience of the personnel who are to be utilized in service delivery.
3. A statement from bidder indicating an understanding of the services to be performed.
4. A statement from the bidder agreeing to the terms of data confidentiality outlined in the General Information portion of this proposal.
5. Estimated pricing of services to be provided including billing method and frequency. ***(maximum of \$20,000 annually per program year).***
6. Completed Attachment A – Proposal Assurance and Signature Form (Attached)
7. Completed Attachment B – Hold Harmless and Indemnification Agreement (Attached)

Proposal Submission Instructions:

The signed proposal must be submitted electronically to Catherine Williams, WCDC Board Chair, at cwmsfoster@sbcglobal.net. When sending please submit with proposer’s name and “Proposal for Information Technology Services” in the subject line. Submissions will no longer be accepted after 4:30 p.m. Friday May 15th, 2026.

Bid Grading Rubric

Factors	Point Range
Description of services provided including method and timing of delivery.	0-30
Qualifications and Experience of Personnel	0-30
Statements related to understanding of services and confidentiality	0-10
Total Annual Price Estimate For Services	0-30

Conditions:

The WCDC reserves the right to reject any and all proposals in whole or in part, to waive any informalities or irregularities in the proposals received, and to accept any proposal that is deemed most favorable to WCDC at the time and under the conditions stipulated in the specifications of this request. The WCDC reserves the right to request additional information for clarification from proposers or to allow corrections or errors or omissions. All proposals are subject to negotiation by WCDC.