ITSC PROPOSAL OUTLINE

A. <u>Executive Summary</u>. Include an Executive Summary which describes the proposal and provides an overall concise view of the State's ITSC proposal. It should include sufficient descriptive information of the essential concepts of the ITSC.

B.   <u>Project Management/Organizational Structure.</u>

  1. Proposed organizational structure of the ITSC, including administration and management.

The proposal should document its flexibility and its ability to address the changing needs of the UI program. This section should include a description of the ITSC's ability to obtain necessary staff quickly as needed and to shift or change staffing to meet changing requirements.

  2. Recommended Steering Committee structure, including organization, membership, roles and responsibilities.

The proposal should include a recommended description of how the ITSC will be structured and should indicate how the ITSC will be able to work within the framework and priorities set by the ITSC Steering Committee in conjunction with DOL. (Travel expenses for the ITSC Steering Committee will be funded through the Cooperative Agreement. The lodging and per diem costs will be reimbursed at a rate which is not to exceed the applicable Federal rate for the area in which the ITSC meeting is conducted.)

  3. Qualifications of the proposed key staff.

The proposal should include a description of the key staff qualifications. Descriptions should be sufficient to document the fact that the ITSC will possess expert-level knowledge and experience in the areas of UI program operations and systems, information technology, data processing, telecommunications and related areas. A working knowledge of DOL employment and training program operations and systems should also be included in the description of key staff qualifications for both State staff and proposed contract staff if applicable.

C.   <u>Technical Approach</u>. The proposal should contain a proposed schedule of activities. Activities should be shown in operational work segments with time lines for each segment containing starting and ending dates.

1. Approach to supporting each of the activities and functions described in Section 5 of the UIPL.

A detailed description should be included for all items in Section 5, Group One. If contractor assistance is contemplated, describe the contractor's role and estimated level of effort, and specific anticipated costs.

A general description should be included describing how the State would approach all items in Section 5, Group Two. The general explanation should include a description of the staff qualifications and an anticipated number of staff for each task. A general estimate of cost should be provided for items in Group Two. It is not required that specific cost estimates be provided for each task in Group Two. The division of activities and functions into two groups does not imply that any specific task is of greater importance or has a greater likelihood of inclusion in the ITSC work plan. Activities and functions have been divided to enable proposal writers to focus upon a limited number of specific tasks.

2. Proposed ITSC five-year strategy and first-year work plan, including projects to support implementation of worker profiling and reemployment services systems and other DOL/SESA initiatives.

The proposal should include estimated staffing for the ITSC along with the estimated staffing requested for each project. The first-year work plan should address the continued support for the worker profiling and reemployment services systems. Activities and functions may include providing technical assistance (TA) to States to continue current efforts to design, implement and perfect the claimant identification and feedback components of the worker profiling and reemployment services systems. TA may include analysis of systems, modeling, and programming support and may be accomplished through on-site visits, training seminars, telephone support and/or technical assistance guides.

D.   Proposed costs. Include all estimated costs necessary to establish and operate the ITSC with the exception of travel costs for the ITSC Steering Committee. (Although travel costs for the ITSC Steering Committee will be funded through the ITSC, an estimate of costs is not required as the location of ITSC Steering Committee members has not been determined.) Identify major software required for the implementation of the proposed ITSC. Address any specific hardware purchases that are necessary to implement the ITSC and which are included as a part of the proposal.

Sufficient information should be included to justify the reason for requesting the specific quantity and capacity of equipment proposed. In addition, proposals should include costs for processing the ITSC Steering Committee vouchers and for issuing payments. Estimated costs must include the following categories:

1. Personnel

2. Fringe Benefits

3. Travel

4. Equipment

5. Supplies

6. Contractual

7. Construction, if applicable

8. Other

9. Total Direct Costs (items 1-8)

10. Indirect Costs

11. Total (items 9+10)

E.   Supporting Materials. States should attach supporting materials which assist in describing any aspect of the proposed ITSC. Examples of supporting materials which may be included are: organizational and systems flow charts; project activity charts; key personnel resumes; proposed organizational charter; and similar materials.