**THE SOUTHEAST MICHIGAN CONSORTIUM**

**On behalf of**

**MICHIGAN WORKS! SOUTHEAST**

**1240 Packard Dr.**

**Howell, Michigan 48843**

**Request for Proposal (RFP)**

**Marketing and Branding Services for**

**Michigan Works! Southeast**

**Proposal Due: March 3, at 4:00 pm EDT**

**1. BACKGROUND**

The Southeast Michigan Consortium (SEMC), oversees the workforce development activities of Michigan Works! Southeast. Michigan Works! Southeast provides workforce development services in five counties: Washtenaw, Jackson, Livingston, Lenawee and Hillsdale. Previously, these counties were covered by three separate workforce development agencies. The Southeast Michigan Consortium is seeking a contract with a capable provider to provide marketing and branding services for the new organization. The SEMC is open to a variety of activities that may include media outreach, social media, videos, cable channel outreach and/or other viable tools to promote Michigan Works! Southeast and attract job seekers and employers to the organization to utilize its services.

The purpose of the RFP is for the selection of a marketing agency partner that will support a six-month promotional pilot campaign. This pilot campaign will run from approximately April to October, 2017, and is designed to provide interim marketing coverage prior to the implementation of Michigan Works! SE’s Strategic Plan. This plan is currently under development, and the target implementation is April, 2016.

The objective of the six-month promotional campaign is to generate and maintain awareness of Michigan Works! SE in Hillsdale, Jackson, Lenawee, Livingston and Washtenaw counties and is targeted at the following constituencies:

* Employers
* Jobseekers
* Youth transitioning into the workforce

The campaign will focus on generating general awareness of Michigan Works! SE (Mission and Values) and specific awareness of the following services:

* Employer solutions and services
* Jobseeker services
* Youth services
* The Michigan Works! SE Mobile Career Center

The means of generating awareness is expected to include both digital and traditional tactics with a measurable campaign performance component.

Prior to the launch of the six-month campaign, the marketing agency partner will conduct an assessment of Michigan Works! SE current promotional objectives, strategy and tactics. This will guide the design of the six-month campaign, including the transition to the new marketing objectives that are outlined in the forthcoming Strategic Plan.

**2. PROPOSED SCOPE OF WORK**

Bidding is open to organizations that have an understanding of the workforce system and expertise in promoting and branding newly formed organization. While there has been a presence of Michigan Works! agencies established in the five counties of the Consortium, a wider campaign is desired to showcase the new organization and find a marketing and branding approach that will further attract both job seekers and employers.

Bidders must specifically state how the mentioned intent of this RFP will be accomplished and what metrics they will use to measure success. In submitting a bid, it is understood that SEMC reserves the right to reject any or all bids.

SEMC is looking for a professional marketing and branding campaign for Michigan Works! Southeast that will cover the following counties:

* Hillsdale
* Jackson
* Lenawee
* Livingston
* Washtenaw

The targeting and branding show focus on both job seekers (including those that have technically dropped out of the workforce) and employers. A wide variety of services are available through Michigan Works! Southeast and displaying these services is paramount to a successful campaign.

It is envisioned that a successful marketing and branding campaign will include the following:

* Review and assess current marketing plans and provide strategic recommendations for a multimedia awareness campaign for a six-month period.
* Research on the labor market and employers of the five counties to develop “profiles” of job seekers and organizations that may be most in need of Michigan Works! Southeast’s services
* Provide a detailed work plan from kick-off to launch of media, including time for client reviews.
* Creation and execution of a wide-reaching marketing campaign targeted towards job seekers and employers
* Branding strategies that the organization can use that will be recognizable and convey the support that Michigan Works! Southeast can provide
* Provide a measurement and analytics strategy and report monthly the metrics of the campaign.
* Ideally, a lead-capture system that can be used/administered by internal resources would be useful
* Provider shall create, plan, buy, optimize and report on all media and required creative units
* Guidance to staff on how to represent Michigan Works! Southeast that further promotes the created brand

**3. PROPOSAL DEADLINES**

Proposals are due by March 3, 2017 by 4 P.M.

Submit one original, signed and sealed proposal (including Proposal Certification, Attachments A, B and C) and one electronic copy in PDF format by

**Southeast Michigan Consortium**

**Attn: Maggie Flaherty**

**21 Care Drive**

**Hillsdale, MI 49242**

The electronic version can be submitted via e-mail to mflaherty@mwse.org, or on a thumb drive or CD.

**The submission must include the Proposal Certification, Debarment, Lobbying and Equal Opportunity pages included in this RFP (Pages 9, 10, 12 and 14 of this RFP)**

Bidders may not alter their proposals after the due date. Late proposals will not be received until regular business hours (8:00 a.m. ‑ 5:00 p.m.), the next business day and are received as unsolicited proposals outside the procurement process.

**4. ELIGIBLE BIDDERS**

The Southeast Michigan Consortium will consider only those proposals submitted by organizations which are licensed and/or incorporated in accordance with State statutes and which are authorized to conduct business in the State of Michigan. Such organizations include, but are not limited to, units of local government, educational institutions, private nonprofit, private for profit, and community‑based organizations (CBOs). Organizations should not be debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency.

**5. REQUIREMENTS FOR BIDDERS**

 A. No proposal will be accepted from, or contract awarded to any person, firm, or corporation that is in arrears or is in default to any of the member counties of the Southeast Michigan Consortium, upon any debt or contract, or that is in default as surety or otherwise, or failed to perform faithfully any previous contract with the Counties.

 B. All costs incurred in the preparation, submission, and presentation of this proposal, in any way whatsoever, will be wholly absorbed by the prospective bidder. All supporting documentation will become the property of the Southeast Michigan Consortium unless requested otherwise at the time of submission. Michigan FOIA requires the disclosure, upon request, of all public records that are not exempt from disclosure under section 13 of the Act, which are subject to disclosure under the Act. Therefore, confidentiality of information submitted in response to this Request for Proposals is not assured.

C. The Consortium reserves the right to modify the scope of services during the course of the contract. Such modification may include adding or deleting any tasks this project will encompass and/or any other modifications deemed necessary. Any changes in pricing or payment terms proposed by the consultant resulting from the requested changes are subject to acceptance by the County. Changes may be increases or decreases.

D. Proposer shall note that this Request for Proposal is considered to be under evaluation from the opening date until contract award. The Consortium and Review committee are restricted from giving any information relative to the progress of the evaluation during this time, except as required to administer the evaluation process.

E. This RFP does not commit the Southeast Michigan Consortium Board to award a contract, to pay any cost in the preparation of a proposal in response to this request, or to procure or contract for services or supplies. The Consortium Board reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with all qualified sources, or to cancel in part or in its entirety this RFP, if it is in the best interest of the Southeast Michigan Consortium to do so. Further, all requested amounts are subject to reduction based upon final award selections and availability of funds.

 **F. To insure fairness in the review process, prospective bidders should not discuss their proposal or this Request for Proposals with individuals who sit on the Workforce Development Board, Consortium Board or staff prior to the completion of the procurement process.**

**6. REVIEW PROCESS**

Proposals will undergo the following review:

* *Michigan Works! staff* ‑ Staff will review proposals for technical compliance with the RFP and will prepare a summary of the bidder’s qualifications, scope of work and budget. Staff will confirm that all required signature pages and sections of RFP are completed. Staff will not rate proposals or recommend proposals for funding.
* *Review Committee* ‑ Proposals will be reviewed and rated by a committee of board members in accordance with the published review criteria. Finalists will be interviewed by the Committee and recommendations will be forwarded to the Consortium Board for final approval.

Contracts executed as a result of the review process will be between the Southeast Michigan Consortium and the proposing agency. The review and decision process generally takes about four weeks. Work will begin immediately upon award and execution of a contract and contracted services will be for a period beginning with contract execution until June 30, 2017.

**7. WRITTEN NARRATIVE**

SEMC is requesting a 3-5 page document that:

1. Describes your previous experience with providing services to similar organization. Describe the staff and/or personnel that will be involved in the project. List any references from similar organizations. Firms Years in Business. Specify how many years working in the state of Michigan, if any.
2. Provide a summary of Overall Competencies and Services provided by your firm
3. Describe your marketing and branding plan. Include how research will be conducted to identify the “type” of job seekers and employers in the five county organization and how to best reach and market to them.
4. Provide any other additional information about your organization that may help create a successful project.
5. What is your proposed cost to fulfill all requirements listed in this RFP?

**8. PROPOSAL REVIEW CRITERIA**

**A. Experience and Personnel (40%)**

 The successful bidder must show expertise in creating marketing strategies and branding an organization. Personnel assigned to the contract will be experienced and/or well-educated in such endeavors. Strong references will be available.

**B. Project Approach (40%)**

 The successful bidder must propose a branding and marketing approach that will be demonstrate that they have a thorough understanding of the parameters and goals of this project. The approach should impact all five counties of Michigan Works! Southeast.

**C. Proposed fees (20%)**

 The successful bidder will provide proposed fees and an estimated time commitment which are competitive and reasonable.

SEMC anticipates the cost to be no more than $**75,000** for the entire contract.

**ASSURANCES AND PROPOSAL CERTIFICATION**

 **1. General Assurances**

The bidder assures that, if awarded funding based on this proposal, all activities will comply with:

a. The Workforce Innovation and Opportunity Act and all applicable State and Federal rules and regulations governing programs under the Act

b. The Age Discrimination Act of 1975, as amended

c. Section 504 of the Rehabilitation Act of 1978, as amended

d. Title IX of the Education Amendments of 1972, as amended

e. Title VI of the Civil Rights Act of 1964, as amended

f. Section 3 of the Military Selective Service Act

g. The Michigan Occupational Safety and Health Act (MIOSHA) #154, of 1974 as amended

h. Public Act 278 of 1980, as amended

i. The Michigan Civil Rights Act, P.A. 453 of 1976, as amended

j. Grove City Civil Rights Bill, S557‑PL‑100‑259, as amended

k. The Michigan Handicappers Civil Rights Act, P.A. 220 of 1976 as amended.

l. Equal Employment Opportunity requirements expressed in

i. Executive Directive 1975‑3 (signed 6/20/75)

ii. Executive Directive 1975‑6 (signed 12/2/75)

iii. Executive Directive 1979‑4 (signed 9/7/79)

m. Executive Order 1259, Debarment and Suspension, 29 CFR Part 98, Section 98.510

n. Michigan Minimum Wage Law of 1964, Act 154, as amended.

o. Michigan Department of Labor, Employment Standards, Overtime Compensation Rules R 408.721‑408.735.

p. Michigan Payment of Wages and Fringe Benefits Act 390 of 1978, as amended

q. Michigan Workers Disability Compensation Act of 1968, and Administrative Rules, as amended

r. Michigan Open Meetings Act 15.261 et. seq., as amended

s. Michigan Contracts with Employers Engaging in Unfair Practices Public Act 1989 No. 278, as amended

t. The Americans with Disabilities Act.

1. All other applicable Federal and State legislation
2. Any other laws, regulations and stipulations listed in the Southeast Michigan Consortium’s Michigan Works! System Plan and in effect between the Talent Investment Agency and the local Counties.

Further, the bidder, if awarded WIOA funding, assures that full compliance with any and all Equal Employment Opportunity (EEO) and Affirmative Action (AA) policy is assured if funding is awarded based upon this proposal

 **2.** **Administrative Entity/SEMC Held Harmless**

If awarded a contract, the bidder shall defend, indemnify and hold harmless the Southeast Michigan Consortium, its officers, agents, members counties and employees from any and all claims and losses incurred by or resulting to any person, firm, or corporation who may be damaged or injured by the bidder in the performance of said contract.

The bidder, if awarded a contract, shall maintain at its expense during the term of the contract the following insurance:

 a. Workers' Compensation Insurance with the Michigan statutory limits and an employers liability insurance with a minimum limit of $500,000 each accident.

b. Comprehensive General Liability Insurance with a combined single limit of $1,000,000 each occurrence for bodily injury and property damage. Policy shall include contractual liability coverage, and personal injury coverage.

c. If there is to be transportation of participants during the course of the program, Automobile Liability Insurance covering all owned, hired and non‑owned vehicles with personal protection insurance and property protection insurance to comply with the provisions of the Michigan No Fault Insurance Law, including residual liability insurance with a minimum combined single limit of $1,000,000 each accident for bodily injury and property damage.

 **3.** **Certification Regarding Debarment and Suspension**

A prospective recipient of federal assistance funds, in accordance with Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, and Executive Order 12689, 2 CFR 215 Appendix A8, page 26297 is required to certify with an official signature on the Debarment and Suspension form that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in a transaction with any federal department or agency.

**4.** **Certification Regarding Lobbying**

Prospective recipients of federal assistance funds must certify with an official signature on the Certification Regarding Lobbying form that no federally appropriated funds have been used or will be used by the prospective recipient for the purpose of lobbying.

 **5. Reporting**

If awarded funding, the bidder shall:

a. Provide access and the rights to examine, transcribe and audit all records, books, papers, tapes or documents related to contract performance.

b. Record all costs incurred, and report these costs in the manner and format prescribed by and in conformance with applicable Federal/State requirements.

c. Retain all records pertinent to the program, including financial, participant and statistical records and supporting documents, for at least five (5) years from the date of expiration of any contract awarded as a result of this proposal.

 **6. Supplemental Nepotism Clause**

The bidder must assure that during the time period of the proposed program, no individuals who are members of the immediate family of the bidder's staff or governing board will be enrolled as program participants in the offered program. Immediate family member is defined as: father, mother, sister, brother, child, aunt, uncle, nephew, niece, grandmother or grandfather.

 **7. Prevention of Fraud and Program Abuse**

To ensure the integrity of the Workforce Development Agency, State of Michigan programs, special efforts are necessary to prevent fraud and other program abuses. Fraud includes deceitful practices and intentional misconduct, such as willful misrepresentation in accounting for the use of program funds. "Abuse" is a general term which encompasses improper conduct which may or may not be fraudulent in nature. While the Workforce Development Agency, State of Michigan law and regulations are specific, possible problem areas could include the following: conflict of interest, kickbacks, commingling of funds, charging fees to participants and employers, nepotism and child labor, political patronage, political activities, sectarian activities, unionization and anti-unionization activities/work stoppages and maintenance of effort. Bidders who receive contracts will be required to report immediately any violations in these areas or in problem areas which may later be defined.

 **8. Monitoring**

Staff from the Southeast Michigan Consortium, Workforce Development Board, and/or local Michigan Works! offices will be monitoring, auditing, and evaluating services provided under this Request for Proposals throughout the contract period. Contractors must allow Agency staff or its agent full access to all files and records relating directly to Agency funds, participant case files, accounting files and records, and to any related files and records associated with proper accounting of such funds and participants.

 **9. Proposal Certifications**

I hereby certify:

 a. that all information contained in this proposal in response to questions concerning the applicant organization, its operation, and its proposed program, is true and accurate; and

 b. that completion of this proposal is an application for funding and does not ensure that the proposed program will be funded; and

 c. that if selected for funding, the applicant organization will be bound by the information contained herein as well as by the terms and conditions of the resultant contract or agreement.

 **d. that to the best of its knowledge and belief, the cost data are accurate, complete, and current at the time of agreement on price. This price shall be valid for a minimum of six months after submission.**

Signature: Date:

 Name: Title:

 Organization

**ATTACHMENT A**

**Certification Regarding Debarment**

**, Suspension, Ineligibility and Voluntary Exclusion**

**Lower Tier Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, participants' responsibilities and Executive Order 12689, 2 CFR 215 Appendix A8, page 26297. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160‑19222).

(1) The prospective recipient of federal assistance funds certifies, by submission of this certification, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

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

 Agency/Organization Authorized Signature Date

**Attachment A - Instructions for Certification Regarding Debarment and Suspension**

1. By signing and submitting this proposal, the prospective recipient of Federal assistant funds is providing the certification as set out below.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.

3. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. 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 rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective recipient of Federal assistance funds 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.

6. The prospective recipient of Federal assistance funds 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," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded for 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 Excluded from Procurement or Nonprocurement Programs.

8. 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.

9. Except for transactions authorized under paragraph 5 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 voluntary excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may pursue available remedies, including suspension and/or debarment.

**ATTACHMENT B**

**CERTIFICATION REGARDING LOBBYING**

Certification for Contracts, Grants, Loans and Cooperative Agreements

The undersigned certifies, to be 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, any 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 any employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form‑LLL, "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 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 1325, 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 for such failure.

Agency/Organization Authorized Signature Date

**ATTACHMENT B (Continued)**

***DISCLOSURE OF LOBBYING ACTIVITIES***

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

|  |  |  |
| --- | --- | --- |
| 1. Type of Federal Action:a. contractb. grantc. cooperative agreementd. loane. loan guarantee | 2. Status of Federal Action:a. bid/offer/applicationb. initial awardc. post-award | 3. Report Type:a. initial filingb. material changeFor Material Change Only:year\_\_\_\_\_ quarter\_\_\_\_\_\_date of last report \_\_\_\_\_\_ |
| 4. Name and Address of Reporting Entity:\_\_\_\_ Prime \_\_\_\_SubawardeeTier\_\_\_, if known:Congressional District, if known: | 5. If Reporting Entity in No. 4 is Subawardee EnterName and Address of Prime:Congressional District, if known: |
| 6. Federal Department/ Agency: | 7. Federal Program Name/DescriptionCFDA Number, if applicable: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 8. Federal Action Number, if known: | 9. Award Amount, if know:$ |
| 10. a. Name and Address of Lobbying Entity | b. Individuals Performing Services (including address if different from N. 10a)(last name, first name, MI): |

|  |  |
| --- | --- |
| 11. Amount of Payment (check all that apply):$ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_actual \_\_planned | 13. Type of Payment (check all that apply):\_\_ a. retainer \_\_ b. one-time fee\_\_ c. commission \_\_ d. contingent fee\_\_ e. deferred \_\_ f. other specify\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 14. Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or Member(s) contacted, for Payment Indicated in Item 11:(attach Continuation Sheet(s) SF-LLL-A if necessary |
| 15. Continuation Sheet(s) SF-LLL-A attached: \_\_ Yes \_\_ No |
| 16. Information required through this form is authorized by Title 31 U.S>C> Section 1352. The 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 reported to the Congress semi annually and will be available for public inspection. Any person who fails to file the required disclosure shall subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure. | Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Telephone No: \_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_ |

ATTACHMENT C

SOUTHEAST MICHIGAN CONSORTIUM

EQUAL OPPORTUNITY (EO) POLICY STATEMENT

**EQUAL OPPORTUNITY IS THE LAW**

THE SOUTHEAST MICHIGAN CONSORTIUM/MICHIGAN WORKS! SOUTHEAST

EQUAL OPPORTUNITY (EO) POLICY STATEMENT

**EQUAL OPPORTUNITY IS THE LAW**

This policy applies to all organizations in receipt of federally funded employees, contracts, and services of the Southeast Michigan Consortium (SEMC) programs. It is against the law for this recipient of Federal financial assistance to discriminate on the following bases:

* Against any individual in the United States, on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, political affiliation or belief; and
* Against any beneficiary of programs financially assisted under the Title I of the Workforce Investment Act of 1998 (WIA) or the Workforce Innovation and Opportunity Act (WIOA), on the basis of the beneficiary’s citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or his or her participation in any WIA/WIOA Title I-financially assisted program or activity.

The recipient must not discriminate in any of the following areas:

* Deciding who will be admitted, or have access, to any WIA/WIOA Title I-financially assisted program or activity;
* Deciding who will be admitted, or have access, to any Federal or State funded workforce development program or activity
* Providing opportunities in, or treating any person with regard to, such a program or activity; or
* Making employment decisions in the administration of, or in connection with, such a program or activity.

If you think that you have been subjected to discrimination under a WIA/WIOA Title I-financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with the recipient's Equal Opportunity Officer:

***State Equal Opportunity Officer***

*Talent Investment Agency*

*201 N. Washington Square*

*Lansing, MI 48913*

*517 – 335-5858 (voice), or 1- 888-605-6722 (TTY)*

**Or**

***Director, Civil Rights Center (CRC)***

*U.S. Department of Labor*

*200 Constitution Avenue, NW, Room N-4123*

*Washington, D.C. 20210*

If you file your complaint with the recipient, you must wait either until the recipient issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner), before filing with Civil Rights Center (see address above).

If the recipient does not give you a written Notice of Final Action within 90 days of the day on which you filed your complaint, you do not have to wait for the recipient to issue that Notice before filing a complaint with CRC. However, you must file your CRC complaint within 30 days of the 90-day deadline (in other words, within 120 days after the day on which you filed your complaint with the recipient).

If the recipient does give you a written Notice of Final Action on your complaint, but you are dissatisfied with the decision or resolution, you may file a complaint with CRC. You must file your complaint within 30 days of the date on which you received the Notice of Final Action.

If you have any questions regarding the EO Policy Statement, please discuss them with your assigned staff person.

I have received the EO Policy Statement on

 (Date)

Employer Representative’s Name (Printed) Employer Representative’s Signature