**THE SOUTHEAST MICHIGAN CONSORTIUM AND MICHIGAN WORKS! SOUTHEAST**

**REQUEST FOR QUOTATION (RFQ)**

**for**

# Compensation System Development

**To provide compensation structure development and analysis services for the Southeast Michigan Consortium and Michigan Works! Southeast**

**Michigan Works! Southeast**
**21 Care Dr.**
**Hillsdale, MI 49242**

## BACKGROUND AND PURPOSE

The Southeast Michigan Consortium is seeking an individual or organization to provide a classification and compensation study for Michigan Works! Southeast. The winning bidder will develop a pay grade structure based on a comprehensive job evaluation process and thorough evaluation of the established labor market.

In August, 2015, the Counties of Hillsdale, Jackson, Lenawee, Livingston and Washtenaw executed a P.A. 7 agreement to consolidate three Michigan Works! agencies into a single organization. This merger was legally effective on October 1, 2015 and the organizations administratively and programmatically consolidated on July 1, 2016.

The Southeast Michigan Consortium Board (CB) serves as grant recipient for the consortium and consists of ten elected county commissioners — two from each of the five counties. The Consortium Board is responsible for safeguarding Federal/State Workforce Development funds as well as meeting all required administrative and programmatic rules. The Southeast Michigan Consortium Board appoints members to The Michigan Works Southeast Workforce Development Board (WDB). This Board is charged by the Governor with implementing the Michigan Works! "One Stop" system and provides policy guidance and oversight for all federal Workforce Innovation and Opportunity Act programs, Wagner-Peyser Act - Employment Services, Partnership, Accountability, Training and Hope (PATH) Program and other workforce development programs in the Consortium's five counties. The WDB is responsible for the day-to-day and strategic oversight of the Workforce Development Services and programs.

The CB and the WDB would like to obtain services from an individual or organization to complete this compensation analysis to ensure the integrity of our compensation and pay structure and to serve as a foundation to rationalize future pay decisions. We expect the project to be complete within 90 days of the day on which work begins.

Any individual or organization, with the proper credentials and with the experience and skills is welcome to bid on this contract.

## PROJECT SCOPE

The selected bidder will be responsible for:

A. Developing a solid understanding of the specific duties and responsibilities of each position included in the study.
B. Establishing a competitive labor market and conduct a market survey of wages.
C. Developing a pay grade structure based on a comprehensive job evaluation plan and process and a thorough evaluation of the established labor market.
D. Developing and include methodologies for evaluating current pay status and the impact of modifying current pay levels and moving employees through the pay ranges over time.
E. Recommending procedures for ongoing system maintenance including pay system administration and compensation system upkeep.
F. Providing the tools necessary for ongoing position reclassification processes and other pay system procedures.

## RESPONSE DEADLINES AND INSTRUCTIONS FOR SUBMISSION

A. Responses must be complete and fully signed by an authorized organization official in order to be accepted. Members of the Southeast Michigan Consortium Board, The Southeast Michigan Workforce Development Board, or others with administrative or oversight responsibilities for the programs administered by the Southeast Michigan Consortium may not sign the proposal.

B. Sign all signature pages attached to this RFQ and submit with the hard copy of the quotation. (**Proposal Certification, Attachments A, B and C**)

Proposals are due by **4:00 p.m. April 10, 2017**

Submit one original signed and sealed proposal and one electronic copy in PDF format to

**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.**

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.

## QUESTIONS AND TECHNICAL ASSISTANCE

Prospective Bidders may submit written questions concerning this RFQ prior to 5 p.m., March 31st to mflaherty@mwse.org. All answers to questions submitted will be posted to the Michigan Works! Southeast website www.mwse.org or MITN website. Answers will also be emailed upon request. No other technical assistance will be provided.

## 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 Quotation 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 RFQ 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 RFQ, 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 ensure 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.**

## BID RESPONSE REQUIREMENTS

The Bidder will provide the following required information in order to demonstrate that the bidder has the experience and knowledge needed to successfully complete the project. Please limit your total narrative response to 5 pages (not including Resume or org. chart). The required submittals are:

A. Cover Letter: Provide a cover letter introducing your organization.

B. Experience indicating development of a comprehensive compensation system. Describe up to 2 examples of the entity providing this type of service to public agencies.

C. Key Project Personnel / Project Organization:

C.1. Key Personnel: Provide a detailed resume for the staff that will be assigned to this project as well as any supporting staff that will be part of this contract. Resumes should include years of experience, summary relevant experience, education, professional registrations and certifications.

C.2. (If applicable) Contract Organization: Provide an organization chart. Identify roles and responsibilities of the project team, reporting relationships and use of subcontractors if applicable. Identify whether services will be self-performed or utilize subcontractors. Identify each sub-contractor.

D. Project Approach: Present your approach to developing a compensation system that MWSE can use to serve as a foundation to rationalize future pay decisions. Describe why your organization is best for this project.

E. Fees: Provide a detailed budget (and budget narrative, if necessary) detailing costs for the project. It is estimated that the cost will not exceed $20,000.

## REVIEW PROCESS

Proposals will undergo the following review:

- *Michigan Works! staff* - Staff will review proposals for technical compliance with the RFQ. Staff will confirm that all required signature pages and sections of RFQ 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 may be interviewed by the Committee and recommendations will be forwarded to the full Board for final approval.

## REVIEW CRITERIA

### A. Experience and Personnel (50%)

The successful bidder must show expertise in developing a comprehensive compensation structure for a public agency. Familiarity with Michigan's workforce development system is highly preferred, but not required. Specific knowledge of programs in the five-county region is also helpful, including awareness of the challenges and within constraints of workforce development programs. The resumes of those assigned to the project should reflect expertise in compensation and employment. The quality and relevance of references will also be a factor.

### B. Project Approach (30%)

The successful bidder must propose a service design and approach that will demonstrate that they will provide a comprehensive compensation system for MWSE that can serve as a foundation for justification of future pay decisions.

### C. Proposed fees (20%)

The successful bidder will provide a budget and total proposed cost.

## 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 (MCL 423.231 et. seq., State Contracts with Certain Employers Prohibited).

i. The Michigan Elliott-Larsen 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 Persons With Disabilities 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. Workforce Opportunity Wage Act, Act 138 of 2014 (MCL 408.411).

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 1969, and Administrative Rules, as amended.

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

s. The Americans with Disabilities Act.

t. 2 CFR 200.

u. All other applicable Federal and State legislation.

v. 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 (System Plan available upon request).

The Contractor assures full compliance with any and all Equal Employment Opportunity (EEO) and Affirmative Action (AA) policies.

## 2. Administrative Entity/WDC Held Harmless

If awarded a contract, the bidder shall defend, indemnify and hold harmless the Southeast Michigan Consortium Board, Michigan Works! Southeast Workforce Development Board, its officers, agents, member 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. Attachment A.

**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. Attachment B.

**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 Talent Investment Agency's 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 Talent Investment Agency 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.

**Proposal Certification**

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 _____

*Michigan Works! Southeast is an Equal Opportunity Employer/Program. Auxiliary aids and other accommodations are available upon request to individuals with disabilities. Supported by the State of Michigan. Michigan Relay dial 7-1-1. Toll-free telephone number 1-800-285-WORKS (9675).*

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**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 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 C**

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