



**Hillsdale Service Center**

21 Care Drive  
Hillsdale, MI 49224  
P (517) 437-3381  
F (517) 437-3098

**Jackson Service Center**

Commonwealth Commerce  
Center  
209 E. Washington Avenue  
Suite 100  
Jackson, MI 49201  
P (517) 841-5627  
F (517) 796-8390

**Lenawee Service Center**

Human Services Building  
Suite 1014  
1040 S. Winter Street  
Adrian, MI 49221  
P (517) 266-5427  
F (517) 266-2745

**Livingston Service Center**

Mott Community College  
Livingston Center  
1240 Packard Drive  
Howell, MI 48843  
P (517) 546-7450  
F (517) 522-2145

**Washtenaw Service Center**

304 Harriet Street  
Ypsilanti, MI 48197  
P (734) 714-9814  
F (734) 481-2516

April 6, 2017

**FY 2017 RFP for One-Stop Operator**

**MICHIGAN WORKS! SOUTHEAST  
Program Year (PY) 2017 Request for Proposal (RFP)  
Bidders Conference**

**One-Stop Operator  
Michigan Works! Southeast- Jackson office  
April 6, 2017 10:00 p.m.**

**Bidders Present:** Ron Rose, Michigan Human Resource Development Inc.

Jacqui Mieksztyn, Thomas P. Miller and Assoc.

**Staff Present:** Bill Sleight, Director  
Justin Al-Igoe, Policy and Planning Manager

Introductions were made by all those in attendance. Bill stated that this would be the main opportunity to ask questions about the RFP and receive technical assistance.

**The RFP Document**

Justin and Bill reviewed the RFP document. Main points made during overview include:

- The intent of the RFP: to procure a One-Stop Operator to cover all five Service Centers in Michigan Works! Southeast.
- Funding levels for all 5 counties is estimated to be \$25,000 was discussed in detail.



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- Required signature pages: Proposal certification, debarment cert and lobbying was discussed.
- Scope of Work: Main focus is on partnership coordination. Additional duties to include Service Center Certification monitoring and presentations to the Workforce Development Board and Consortium Board. Assistance with policy development, MOU implementation and program development may be requested.
- Review criteria of the proposals was discussed.

Questions were asked throughout the meeting and most centered around the scope of work and what contractor items can be charged to the budget.

#### Questions submitted prior to Bidder's conference:

- 1.) Will the One Stop Operator be responsible for the building expenses? (i.e., Utilities, rent, building maintenance, equipment, janitorial services, security, snow removal)

**No, these operations items of the Service Center would be covered by Michigan Works!**

- 2.) Does SEMC want one person for each Center or fewer staff that would be split between the 5 centers?

**It is not envisioned to be a full time job so we believe a single staff person could provide the needed services for all five Centers. The focus of the role is on coordination with outside, partner agencies and monitoring/implementation of Memorandums of Understanding (MOUs)**

- 3.) Are the MOUs developed by the Workforce Development board or by the One-Stop operator?

**MOUs with "required partners" will largely be in place by the 7/1 start date. Additional MOUs with other partners can and should be developed as needed. It is likely the One-Stop Operator would be involved in this process as coordinating partners and**



MOUs is the bulk of their responsibilities.

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4.) #7 Written Narrative- Does the 3-5 pages include the budget or is that separate?

No, the budget does not count in the 3-5 page requested limit.

5.) Please explain the proposed fees (#7 Section C). Is the total RFP for \$25,000 or are those admin fees? Or facility maintenance fees? What does the \$25,000 cover?

The \$25,000 is the estimated annual budget available to pay the selected bidder. Items such as facility maintenance, One-Stop management and other related services will be covered by Michigan Works!