

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD**

**PROGRAM YEAR 2018  
July 1, 2018 through June 30, 2019  
REQUEST FOR PROPOSALS (RFP)**

**INSTRUCTIONS FOR**

**Provision of Specialized WIOA Youth Services**

**Michigan Works! Southeast  
1240 Packard Drive  
Howell, MI 48843  
Phone (517) 546-7450**

## **BACKGROUND**

### **A. OVERVIEW AND BACKGROUND**

#### **1. PURPOSE**

The Request for Proposal (RFP) process is designed to secure Specialized Workforce Innovation and Opportunity Act (WIOA) Youth services as authorized by the Workforce Development programs implemented by the Southeast Michigan Consortium and Michigan Works! Southeast. An in-school setting or services provided at a youth-serving organization are preferred. Funding will be available under the Workforce Innovation and Opportunity Act (WIOA) and other programs to supplement these services. Programs in the five counties of the Southeast Michigan Consortium are administered by the Michigan Works! Southeast, a Michigan Works! Agency. The Michigan Works! Southeast Workforce Development Board provides policy guidance and oversight for all programs. The Board is responsible for the review and approval of all contracted programs and services. Michigan Works! Southeast covers the counties of Washtenaw, Livingston, Jackson, Lenawee and Hillsdale.

#### ***PROPOSAL DEADLINES***

Proposals for **Specialized WIOA Youth Services** must be submitted to Maggie Flaherty, Michigan Works! Southeast, ([mflaherty@mwse.org](mailto:mflaherty@mwse.org)) at 21 Care Dr. Hillsdale, MI 49242 by **4:00 p.m. April 26 2018.**

**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.**

#### ***REVIEW PROCESS***

Proposals will undergo the following review:

- *Michigan Works! Staff* - Review for technical compliance with the RFP, and analysis of program design and budget.
- *Southeast Michigan Works! Workforce Development Board* - Review in accordance with the published review criteria.

Contracts executed as a result of the review process will be between the Southeast Michigan Consortium and the proposing organization. The review and decision process generally takes about four weeks.

#### ***BIDDERS CONFERENCE***

A **Bidders Conferences** will be held on Thursday, March 29, 2018 at 11:00 a.m. for those interested in providing Specialized WIOA Youth Services. It will be held at the

Michigan Works! Jackson Service Center located 209 E. Washington in Jackson, MI. The Bidders Conference will provide prospective bidders the opportunity to ask questions and seek technical assistance with proposals covered by this RFP. Technical assistance will not be provided outside of this conference. Prospective bidders who are not able to attend the conference may submit their questions in writing to Maggie Flaherty ([mflaherty@mwse.org](mailto:mflaherty@mwse.org)) by 5:00 p.m. on March 23. These questions will be answered at the Bidders Conference. A summary of the conference will be made available to all interested parties. Although attendance at the bidder's conference is not required, it is strongly recommended.

An RFP does not commit the Workforce Development Board (WDB) 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 WDB 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 Board to do so. Further, all requested amounts are subject to reduction based upon final award selections and availability of funds.

Contracted Services will be for a 12 month period beginning July 1 2018. The WDB reserves the right to extend contracts to June 30, 2019 in accordance with the terms the original contract if the contractor meets contracted performance goals and objectives. The budget for the extension will be negotiated in accordance with the terms of the original contract, with appropriate adjustments for inflation and fund availability.

Michigan Works! Southeast reserves the right to issue a new Request for Proposals at any time during the contract period for the services described in this procurement should changes in federal law and regulations make it necessary to do so. To insure fairness in the review process, prospective bidders should not discuss their proposal with individual Workforce Development Board members prior to the completion of the procurement (RFP) process. The procurement process ends upon execution of a contract with the successful bidder.

## **2. PROGRAM GOALS AND OBJECTIVES**

Bidders may choose to offer services in all five counties of Michigan Works! Southeast, but this is not a requirement. Bidders are encouraged to consider the capacity of their organization to staff and manage personnel when selecting how many and which counties to select. The five counties of Michigan Works! Southeast are:

Washtenaw  
Livingston  
Jackson  
Lenawee  
Hillsdale

“Specialized youth services” are envisioned to be services provided to eligible youth off-

site, away from the Michigan Works! Service Centers. Michigan Works! Is looking to partner with in-school programs and youth-serving organizations to provide more robust workforce development services to these participants. High School completion and enrollment in post-secondary training leading to in-demand occupational credentials are a main focus. The goals of the Workforce Development Board for this RFP are to:

- Provide WIOA approved Youth services in an in-school setting
- Provide WIOA approved Youth services in locations where eligible youth are gathered (with a youth-serving organization)
- Assist with WIOA approved workforce development services for both in-school and out-of-school Youth
- Work with the other programs, staff and contractors of Michigan Works! Southeast to offer well-rounded services to all participants

Priority will be given to innovative and/or evidence based programs and activities that enhance the choices available to eligible youth and encourage youth to re-enter and complete secondary education, enroll in post-secondary education (including apprenticeship and pre-apprenticeship training), progress through a career pathway and enter into unsubsidized employment that leads to self-sufficiency. A minimum of 20% of all contract expenses must be for paid and unpaid work experiences which may include summer employment, pre-apprenticeship programs, internships and job shadowing, and on-the-job training.

### **3. ELIGIBLE CONTRACTORS**

The WDB will consider proposals submitted by Public, Non-profit and for profit organizations. Any organization capable of effectively serving these populations will be considered.

Organizations proposing programs through this RFP are required to document their experience in providing the proposed services.

### **4. REQUIREMENTS FOR ALL CONTRACTORS**

- A. Contractors will identify themselves as part of the Consortium's Michigan Works! System. Contractors will use the Southeast Michigan Works! Logo in all promotional materials, publications, forms and written communications related to the contracted services.
- B. The services described in this RFP are part of the Michigan Works! System of integrated job seeker and employer services. If awarded a contract, bidders will be expected to work with other MI Works! Staff to provide well-rounded service delivery.

- C. All contractors will conform to the minimum customer services standards Established by the Workforce Development Agency and the Workforce Development Board.
- D. Customer services to be provided under this RFP will be delivered at the bidder’s office location. One of the goals of this RFP is to extend services to Youth outside of the Service Centers. Costs of space and equipment for administrative or program services not delivered at the Michigan Works! Service Centers must be included in your budget.
- E. Contract funds should not be used to purchase equipment. Usage fees for equipment owned by the bidder and used at other locations may be charged in accordance with generally accepted accounting principles, applicable OMB circulars and the 2 CFR 200.
- F. Contractors will be responsible for recruitment, eligibility determination and participant files. Contractors will follow the WIOA for both “in-school” and “out-of-school” youth activities.
- G. Because of limited funds, bidders are encouraged to provide some, or all of the following costs as a match contribution to the project:
  - In-direct administrative overhead costs
  - Rent or other building charges when the building is owned by the bidder
  - Administrative supervision
  - Utilities, office supplies, photocopying and similar expenses which are part of the bidders’ general operating budget.
  - Staff training and development

**5. PARTICIPANT ELIGIBILITY CRITERIA**

**Workforce Innovation and Opportunity Act eligible “in-school” and “out-of-school” Youth**

**6. PERFORMANCE STANDARDS FOR CONTRACTORS**

Contracts are developed as cost reimbursement or performance-based instruments. All contracts will contain specific performance criteria. These criteria will be established so that Michigan Works! Southeast can achieve federal and state mandated performance criteria.

Performance measures that will be tracked for WIOA programs are:

- % of participants employed during the 2<sup>nd</sup> quarter after exit (78%)

- % of participants employed during the 4<sup>th</sup> quarter after exit (67%)
- Median earnings of program participants employed during 2<sup>nd</sup> quarter after exit (baseline)
- Credential attainment rate within 4 quarters of exit (70%)
- Effectiveness in serving employers

Future funding for these program may place different or additional Performance Standards.

Cost reimbursement contracts will contain specific penalties for failure to meet agreed upon performance standards. Up to 15% of the contract award may be withheld if performance standards are not met. Other penalties may include the following:

- termination of the contract
- non-renewal of contract
- modification of contract to reduce the contract amount

In performance-based contracts, payment is contingent upon achievement of specified performance objectives. Full payment of the contractual award only occurs only when specific outcomes (performance objectives) are achieved.

## **7. UNION CONSULTATION AND REVIEW**

Proposed programs in occupational classifications within which employees are typically represented by labor organizations must secure review and comment on the program by officials of appropriate union locals. Contact the Michigan State AFL-CIO HRDI program at 517-372-0784 for assistance in locating the proper labor organization and/or for referral to appropriate officials. See Page 24, Attachment D of the Official RFP, if needed

## **8. RECORDS, REPORTING AND REVIEW**

All organizations awarded contracts as a result of this process will be required to comply with records and reporting systems as established by Michigan Works! Southeast for the purpose of documenting and evaluating program operations. In addition, program records and operations are subject to on-site review and/or transcription, in whole or in part, by representatives of Michigan Works! Southeast, the WDB, the Michigan Talent Investment Agency and U.S. Department of Labor.

## **9. AUDIT PROVISIONS**

All programs funded may be subject to audit in accordance with Federal, State and local guidelines.

## **10. PROPOSAL REVIEW CRITERIA**

The following criteria are the primary considerations in the proposal review process:

- a. **Introduction (10 points)**
  - i. demonstration that organization is youth-focused
  - ii. demonstrated past experience delivering employment and Training programs and services.
  - iii. demonstrated past experience delivering services as a partner in the Michigan Works! One-stop delivery system.
  
- b. **Staffing and Administration Capability (30 points)**
  - i. adequate management and administrative structure to deliver Planned services
  - ii. management plan which includes specific goals and objectives, and which effectively address management issues related to operating in the Michigan Works! System.
  - iii. Ability to deliver all required services beginning July 1, 2018.
  - iv. Appropriate licensing and organizational capacity
  - iv. Qualifications and ability of key personnel assigned to the project
  - vi. No real or apparent conflict of interest with delivery of services.
  - vi. "Clean" audit reports
  
- c. **Program Design (30 points)**
  - i. Ability to provide these specialized services to youth as described in the RFP.
  - ii. Coordination and integration with other employment and training programs to insure seamless service delivery
  - iii. Comprehensive, outcome oriented program design
  - v. Ability to accommodate outside referrals
  - vi. Ability to provide customer services in a convenient and "user friendly" manner
  
- d. **Performance Outcomes (10 points)**

Bidders are asked to meet Michigan Talent Investment Agency performance standards and goals. Additionally, they may provide service goals for the respective programs on which they are bidding.
  
- e. **Budget and Costs (20 points)**
  - i. Budget detail is sufficient to conduct cost analysis
  - ii. Proposed costs are reasonable and necessary
  - iii. Proposed costs are allowable expenditures
  - iv. Price is reasonable in relation to similar services
  - v. Proposed costs do not duplicate other resources available
  - vi. Proposed costs are within the Workforce Development Board's range of affordability

## 11. AVAILABLE FUNDING

The funds available as listed below reflect anticipated budgeted funds for contracted

services during program year 2018. The Workforce Development Board reserves the right to extend the contract through June 30, 2019 at an approved, annualized funding level, pending satisfactory performance. The total amounts available for contractual programs are contingent upon Program Year 2018 allocations. Approximate levels of funds are estimated as follows to cover services in all five counties:

WIOA Youth Program - \$450,000

Additional funds may become available throughout the program year. In the event that such funds become available, the WDB reserves the right to review and award these funds to proposals submitted in response to this RFP provided the proposals submitted meet the new fund requirements and the proposal demonstrates adherence to program and participant needs. In the event that no PY 2018 proposals on file are found to be appropriate for other funds that may become available, the WDB reserves the right to release another RFP soliciting proposals to meet the requirement of the specific funds available and not covered under this RFP format.

The WDB reserves the right to enter into multi-year contracts with successful bidders if it is in the best interest of the program and the WDB.

## **B. INSTRUCTIONS**

1. Complete the proposal Cover Sheet and Section A of the RFP document on Agency Background and Administrative Capability. Please remember to label and include attachments as requested.
2. Read Section B and have the appropriate person sign pages 10, 11 and 12 of the RFP.
3. Read through the Work Statement (Section C).
4. On pages 16-18 (Section D), write out the proposal narrative according to the stated guidelines. In your response, please remember to describe how each program in section C.1 will be delivered and confirm that all actions in section C.2 will be implemented.
5. Complete Attachment A: Budget Questionnaire (Pages 17-21).
6. Questions regarding the RFP instructions and the submission of completed proposals may be addressed to Maggie Flaherty at [mflaherty@mwse.org](mailto:mflaherty@mwse.org). Please plan on attending the Bidder's Conference for any technical questions about the programs in the proposal
8. The proposal format identifies the appropriate response length for each question. Please limit your responses to the requested length. Be specific. Adherence to this instruction helps ensure consistent, complete review of all proposals. Enter N.A. for any question which does not apply to your



program. Failure to complete any required section will result in rejection or an incomplete review and tabling of your proposal, causing delay in the approval process. The bidder must adhere to the text and instructions contained in the original RFP. Changes made by the bidder to the RFP file are the responsibility of the bidder and may result in rejection of the proposal.

9. Certain attachments are requested in the proposal format. Only those attachments specifically requested should be appended to your submission.
10. Fancy bindings and covers will not accepted; a staple in the upper left corner is sufficient to bind your proposals.
11. Catalogs and promotional materials should not be submitted and will not be reviewed as part of the evaluation process. If these materials should be needed by proposal reviewers, they will be requested at that time.
12. One (1) signed original and one digital version of the proposal (e-mail attachment or flash drive preferred) must be submitted to Maggie Flaherty by the due date: 4:00 p.m. April 26, 2018

Michigan Works! Southeast  
Attn: Maggie Flaherty  
21 Care Dr.  
Hillsdale, MI 49242

Proposals postmarked at least three days prior to the due date if by regular mail, or one day prior to the due date if by express mail or overnight delivery will be accepted if they are received after the due date. All proposals will be logged in and date stamped. Receipts will be provided upon request.

13. Proposals must be complete and fully signed by an authorized official in order to be accepted. Members of the Michigan Works! Southeast Workforce Development Board, or others with administrative or oversight responsibilities for Workforce Innovation and Opportunity Act programs, **may not sign the proposal.**

**IMPORTANT NOTICE**

**BIDDER'S CHECKLIST BEFORE SUBMISSION OF PROPOSAL(S)**

To insure that you have adequately completed your proposal, which will allow speedy review for the consideration of WIOA Specialized Youth Services funding, please review the following checklist of items before submitting your proposal packet to the Michigan Works! Service Center office.

1. Official signatures: an official agency/organization signature must appear on pages 10, 11 and 12.
2. A total of 1 copy of the proposal with original signatures and a digital version of the proposal (e-mail attachment or flash drive preferred).
3. Has the narrative section clearly and concisely answered the proposal questions?
4. Have you provided the following required attachments, as applicable?

\_\_\_ Attachment A - Agency Budget Questionnaire(s)

\_\_\_ Attachment C- Disclosure of Lobby Activities?, if applicable

\_\_\_ Attachment D - Union Consultation Form(s), if applicable

\_\_\_ Attachment 1 - Articles of Incorporation; By-Laws

\_\_\_ Attachment 2 - Proof of signatory authority

**PLEASE NOTE THE FOUR DIFFERENT PLACES WHERE AN OFFICIAL  
SIGNATURE IS REQUIRED: PAGES 10, 11 and 12.**

Proposals are due as follows:

**By 4:00 p.m. April 26, 2018 to:**

**Michigan Works! Southeast  
Attn: Maggie Flaherty  
21 Care Dr.  
Hillsdale, MI 49242**