

Michigan Works! Southeast Workforce Development Board
For the Period July 1, 2018 Through June 30, 2019

REQUEST FOR PROPOSAL

Proposal Cover Sheet

Specialized Workforce Innovation and Opportunity Act (WIOA) Youth Services

AGENCY NAME:

MAIN OFFICE
ADDRESS:

CONTACT PERSON:
TITLE:
PHONE:

FISCAL CONTACT:
TITLE:
PHONE:

<i>PROPOSED PROGRAMS</i>	<i>FUND REQUESTED</i>	<i>FTE STAFF POSITIONS BUDGETED</i>	<i>COST PER FTE STAFF</i>
WIOA Youth Services			

Projected Number In-School Youth to be served with these funds: _____

Projected Number Out-of-School Youth to be served with these funds: _____

Please select all counties that the bidder is willing to provide services in:

_____ Washtenaw

_____ Livingston

_____ Jackson

_____ Lenawee

_____ Hillsdale

DATE OF SUBMISSION:

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A. AGENCY BACKGROUND AND ADMINISTRATIVE CAPABILITY - to be completed by all bidders.

1. PROPOSAL SUMMARY

Provide a summary of the key features of your proposal. Please limit your response to one page.

2) Organization Structure

	YES	NO
a. The proposing organization is a:		
i. Private nonprofit	<input type="checkbox"/>	<input type="checkbox"/>
ii. Public nonprofit	<input type="checkbox"/>	<input type="checkbox"/>
iii. Private for-profit	<input type="checkbox"/>	<input type="checkbox"/>
iv. Unit of local government	<input type="checkbox"/>	<input type="checkbox"/>
v. Government agency	<input type="checkbox"/>	<input type="checkbox"/>
vi. Public or Nonprofit Educational Institution	<input type="checkbox"/>	<input type="checkbox"/>
vii. Community-based organization	<input type="checkbox"/>	<input type="checkbox"/>
viii. Female-owned business	<input type="checkbox"/>	<input type="checkbox"/>
ix. Minority-owned business	<input type="checkbox"/>	<input type="checkbox"/>
x. Other _____	<input type="checkbox"/>	<input type="checkbox"/>
b. The agency/organization is incorporated in accordance with state statutes and is authorized to conduct business in the State of Michigan. Articles of incorporation and operating by-laws must be submitted with this proposal. Label these documents as Attachment 1. (Does not apply to units of government or school districts.)	<input type="checkbox"/>	<input type="checkbox"/>
c. Included in this package is the motion or resolution adopted by the applicant's governing body which authorized this submission.	<input type="checkbox"/>	<input type="checkbox"/>
d. Proof of Signatory Authority:		
<p>Append to your proposal a copy of Board minutes, corporate charter, or other documents which delineate by name and title those members of your organization authorized to sign this proposal and any contracts which may result. Label this document clearly as Attachment 2.</p>		

3. Date of establishment/incorporation:

4. List the members of your Board of Directors or applicable governing body.

5. Provide your federal Employer ID number:

6. Date of last independent financial audit:

Name and address of audit firm:

7. Will any portion of the program proposed be conducted by an organization other than your own?

Yes _____

No _____ if yes, complete the following:

Organization Name:

Address:

Contact Person:

Title:

Phone:

Role of this organization in program operations. Please include the name of the individual(s), work they will be performing, and a copy of their credentials/certification. (Include resume):

If more than one subcontracting organization is involved, please provide the above information on each organization on a separate page and label ORGANIZATIONAL ROLE 12a, 12b, etc.

B. ASSURANCES AND PROPOSAL CERTIFICATION - Signature required on page 10

1. General Assurances

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

- a. The Workforce Innovation and Opportunity Act, 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. The Michigan Youth Employment Standards Act, PA 90, as amended, or the federal Child Labor Regulations, Part 570, as amended, whichever is more stringent
- n. Executive Order 1259, Debarment and Suspension, 29 CFR Part 98, Section 98.510
- o. Michigan Minimum Wage Law of 1964, Act 154, as amended.
- p. Michigan Department of Labor, Employment Standards, Overtime Compensation Rules R 408.721-408.735.
- q. Michigan Payment of Wages and Fringe Benefits Act 390 of 1978, as amended
- r. Michigan Workers Disability Compensation Act of 1968, and Administrative Rules, as amended
- s. Michigan Open Meetings Act 15.261 et. seq., as amended
- t. Michigan Contracts with Employers Engaging in Unfair Practices Public Act 1989 No. 278, as amended
- u. The Americans with Disabilities Act.
- v. 2 CFR 200 and other applicable OMB circulars

- w. All other applicable Federal and State legislation
- x. Any other laws, regulations and stipulations listed in the Michigan Works! System Plan and in effect between the Michigan Talent Investment Agency, State of Michigan and Counties (System Plan available upon request) of the Consortium.

Further, the bidder, if awarded the contract, assures that:

- y. With respect to terms and conditions affecting, or rights provided to, individuals who are participants in activities supported by funds provided under this Act, such individuals shall not be discriminated against solely because of their status as participants.
- z. Participation in programs and activities financially assisted in whole or in part under this Act shall be open to citizens and nationals of the United States, lawfully admitted permanent resident aliens, lawfully admitted refugees and parolees, and other individuals authorized by the Attorney General to work in the United States.
- aa. Programs funded under the Act will be administered in full compliance with safeguards against fraud and abuse as set forth in WIOA and WIOA Regulations.
- ab. Full compliance with the Michigan Works! Southeast Equal Employment Opportunity (EEO) and Affirmative Action (AA) policy as stated below is assured if funding is awarded based upon this proposal

2. Administrative Entity/WDB Held Harmless

If awarded a contract, the bidder shall defend, indemnify and hold harmless the Administrative Entity/WDB, its officers, agents 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 employer's 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 (page 11) 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. Instructions for the Debarment and Suspension form may be found in **Attachment B, page 22**.

4. Certification Regarding Lobbying

Prospective recipients of federal assistance funds must certify with an official signature on the Certification Regarding Lobbying form (page 12) that no Federally appropriated funds have been used or will be used by the prospective recipient for the purpose of lobbying. Instructions for the Disclosure of Lobbying Activities may be found in **Attachment C, page 23**.

5. Project Parameters

- a. Projects should be provided at the bidder's offices in the counties selected in their bid proposal.
- b. Project bidders should maintain standard business hours during the program year. Bidders are encouraged to deliver some services during evening and/or weekend hours if feasible.
- c. MWSE contractors will support and promote the Michigan Works! "one-stop" service system and will be asked to work with MWSE and its community partners to improve the coordination and delivery of workforce services in the region.
- d. Project bidders should be aware that available funds for contract services are limited. Any costs incurred over the negotiated contract limits must be born by the contractor. Organizations with demonstrated ability to match all or part of their budget, and/or with the ability to supplement contract funds with other resources will have priority in the review process.
- e. Costs associated with the operation and maintenance of the Michigan Works! Service Centers will be paid by Michigan Works! Southeast unless the bidder is a required one-stop partner as specified in WIOA. These costs include rent, utilities, and communication costs at the center, as well as office supplies and equipment used at the Center. All other operating costs and administrative costs must be reflected in the contract budget. If the bidder is a required one-stop partner, the partner's contribution to the one-stop infrastructure costs will be negotiated in a separate infrastructure agreement.
- f. Project bidders must assist the Michigan Works! Southeast Workforce Development Board in achieving any Equal Opportunity benchmark.
- g. No individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with the project/activity because of race, color, religion, sex, national origin, age, handicap, or political affiliation or belief.
- h. For purposes of management and oversight, contractors must have the capability of accessing the Michigan Talent Investment Agency's automated Management Information System (MIS) from their main offices. At a minimum, this will require a computer with Internet access and e-mail capability.

6. Accounting Records

Each contractor must maintain acceptable accounting records. An adequate system of managing funds, and for keeping back-up data to support expenditures for audit purposes is the full responsibility of each contractor. No organization will be contracted to deliver funded services or activities unless the organization or agency can provide Michigan Works! with an acceptable accounting manual, or a statement from a Certified Public Accountant (CPA) that its accounting system meets generally accepted standards of accounting, or has had its accounting system reviewed and approved by Michigan Works!.

7. Allowable Costs

Only costs directly related to the operation of the program and properly supported with back-up data and records will be allowable charges to the program. For shared time or facilities arrangements, where staff wages, facilities, utilities, supplies, etc., are to be funded by more than one source, a cost allocation plan must be submitted prior to contract execution.

8. Reporting

Upon approval of any project or activity for funding under this RFP, the agency or organization administering that project will be subject to reporting requirements as developed by the Michigan Talent Investment Agency and Michigan Works! Southeast. These reports will be submitted as necessary to carry out the required schedule of reporting to the State of Michigan and to carry out monitoring and evaluation of programs as mandated by the Michigan Talent Investment Agency and its policies and regulations. Failure to submit required participant and fiscal reports on timely basis could result in cancellation or non-renewal of the contract.

If awarded funding, the bidder shall:

- a. Accept and implement all management, fiscal, participant and special reporting requirements established by Michigan Works! Southeast and shall maintain such records and accounts, including property, personnel and financial records, as deemed necessary by the MWSE office to assure a proper accounting of all funds.
- b. Provide access and the rights to examine, transcribe and audit all records, books, papers, tapes or documents related to contract performance to Michigan Works!, the WDB, the State or their designated agents.
- c. Record all costs incurred, and report these costs in the manner and format prescribed by MWSE and in conformance with applicable Federal/State requirements.
- d. 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. If, prior to the end of the retention period of any contract awarded as a result of this proposal, any litigation or audit is begun, retention of records shall be extended until the litigation or audit is resolved.

9. Supplemental Nepotism Clause

The bidder must assure that during the time period of the proposed program, any individuals who are members of the immediate family of the bidder's staff or governing board will not be enrolled as program participants in the offered program without declaration ahead of time. Immediate family member is defined as: father, mother, sister, brother, child, aunt, uncle, nephew, niece, grandmother or grandfather. The nepotism clause also holds for any individual related to persons in an administrative capacity for Michigan Works! Southeast, the Southeast Michigan Consortium Board and the Workforce Development Board.

10. Prevention of Fraud and Program Abuse

To ensure the integrity of the Michigan Talent Investment Agency 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 Michigan 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. Proposals which are found to violate the abuse standards will not be funded. Bidders who receive contracts will be required to report immediately any violations in these areas or in problem areas which may later be defined.

11. Monitoring

Michigan Works! Southeast 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.

12. Audit Provisions

Contractors receiving Federal/State funds must, under certain circumstances, arrange to pay for audits of their organizations and programs. Therefore, it is important that each contractor (1) determine if it must audit its organizations and programs, and (2) provide sufficient funds in its budget if it must conduct audits. The guidelines described below should enable each contractor to determine its audit responsibilities and provide for audit costs in its budget if necessary. Contractors who are non-profit corporations are required to have an audit completed in accordance with 2 CFR 200. Single audits will be required for review by LCMW staff. WDASOM interprets this new section of the regulations to require that such organizations have an annual financial and compliance audit with an internal control review either: (1) performed on a program-specific basis in accordance with generally accepted government auditing standards, or (2) which includes federal funds within the scope of their organization-wide audit. Private-for-profit commercial organizations shall review federal OMB Circulars A-128 and A-133 for guidance on how the audit may be structured.

13. Independent Broker of Training Services

The successful bidder must act as an "independent broker" of training programs and services. That is, program staff should have no vested interests in promoting or advocating enrollment or participation in any particular training program or service. While agencies delivering other training programs and services are not precluded from bidding for delivery of case management services, they must be able to demonstrate conclusively that they can act as an independent brokers within the Michigan Works! "One Stop" system.

1. Identify all workforce training, assessment, and support services, which your agency currently provides.
2. If you currently deliver other workforce training, assessment, other participant support services, or other business services, describe the how you will structure your proposed services to act as an independent broker and avoid the appearance of conflict of interest.

14. Proposal Certifications

These certifications must be signed by a representative of the applicant organization who is authorized to do so as evidenced by proof of Signatory Authority contained in Attachment 2. Persons in an administrative, monitoring or oversight policy-making capacity with WIOA/PATH programs should not appear as signatory to this RFP.

I hereby certify:

- a. that the applicant organization understands and assures compliance with specific assurances and certifications contained in Section B if awarded funding on the basis of this proposal; and
- b. 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
- c. that completion of this proposal is an application for funding and does not ensure that the proposed program will be funded; and
- d. 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.
- e. **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 _____

NOTE: Certifications on the following pages regarding debarment/suspension and lobbying activities must also be signed.

**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).

**BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS, ATTACHMENT B,
PAGE 22, WHICH ARE AN INTEGRAL PART OF THE CERTIFICATION**

- (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

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. (See Attachment C, page 23, for this form if needed.)

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants and contracts under grants, loans, and cooperative agreements) and that all sub recipients 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

C. WORK STATEMENT – Specialized WIOA Youth Services

1. **SERVICES TO BE DELIVERED** - The following services will be delivered under the Workforce Development Board's direction:

- a. **Eligibility determination:** It will be the responsibility of the contractor to determine eligibility, collect all necessary documentation and maintain eligibility files.
- b. **Partner with other Michigan Works! programs and local partners to offer all WIOA required services:** The Workforce Innovation and Opportunity Act (WIOA) requires that 14 different services be made available to eligible youth. Not all 14 services need be offered by a single contractor, but should be available, if needed, through the contractor or partner agencies.
- c. **Support Services:** Provide all allowable supportive services as needed and/or required to ensure that the participants are fully engaged with WIOA Youth activities.
- d. **Career Advising:** Provide career advising and career guidance to program participants. Internships and work experiences are encouraged as part of the career advising and career exploration activities that may be needed.
- e. **Education/Training activities:** Enroll participants in education/training activities to assist with meeting their employment goals. Bidder must meet the training policies of Michigan Works! Southeast. Participant may need to be enrolled in another workforce development program in case funds are not available. *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.*

2. **HOW SERVICES ARE TO BE DELIVERED**

- a. **Locations:** All of the above services should be offered at the bidding organization's locations. The goal of this RFP is to contract with organizations that provide Youth services in settings where eligible youth generally gather, such as schools and youth-serving organizations. All service locations will identify the availability of such services and as part of the Michigan Works! and national systems.
- b. **Access to MI Talent Connect Internet-Based System:** Regardless of where services are offered, participants should have access (staff-assisted if need be) to the Pure Michigan Talent Connect (PMTTC) or other State of Michigan labor exchange system,
- c. **Veterans Preference:** If applicable, participants should be made aware of Veteran preference for all services including workshops, training funds and appointments with career advisors.
- d. **Facilitated access:** In cases where a job seeker or employer has difficulty or is unable to participate in the PMTC labor exchange system due to lack of computer familiarity, literacy, a disability, lack of access to the system, or some other barrier, facilitated access must be offered to the job seeker or employer.
- e. **Labor disputes:** Contractors with MWSE may make no referral which will aid directly or indirectly in filling a job:
 - ! Which is vacant because the former occupant is on strike or is being locked out in the course of a labor dispute;
 - ! The filling of which is an issue in a labor dispute; or
 - ! Which involves picketing an employer's establishment.

3. PERFORMANCE MEASURES

Performance measures that will be tracked for these programs are:

- % of participants employed during the 2nd quarter after exit (78%)
- % of participants employed during the 4th quarter after exit (67%)
- Median earnings of program participants employed during 2nd quarter after exit (baselines)
- Credential attainment 4th quarter after exit (70%)
- Effectiveness in serving employers

The draft standards listed above are subject to negotiation between the state and MWSE. The final negotiated standards will be incorporated as performance goals in the contract. Bidders are encouraged to identify additional measures specific to the goals and objectives of their program and which advance the goals of the Workforce Development Board's Strategic Plan.

D. WRITTEN NARRATIVE

Please provide a narrative covering the following. The narrative need not be lengthy, but must address all elements contained below. The total narrative (not including budget or curriculum) should be 10 pages or less. Please also clearly delineate each section by labeling "1.a", "1.b", "2.a.1", etc...

For the Michigan Works! Southeast region, 20% of all funds must be spent on "work experience" activities and at least 50% must be spent on out-of-school youth. Please keep this in mind when creating your program plan. Exact WIOA definitions of "in-school" and "out-of-school" youth are defined in WIOA materials. Since this RFP specifically targets in-school youth, it is expected that more than 50% of the costs of these programs will be for in-school youth.

1. Introduction

Provide background information on your agency/organization and describe why you believe that you should be selected to deliver these services.

2. Administrative and staffing capability

a. Describe your proposed management plan for this project, including

- Plans for hiring and selection of staff,
- Plans for supervision and management of staff and program activities
- Plans for training and staff development, plans for handling basic core services of application/intake, eligibility determination and case management services to all applicants in the event of significantly higher customer demand than projected
- Plans for meeting fiscal and participant reporting requirements
- Plans for implementing quality systems and processes.

b. Identify by name (if known) and job title the key staff who will be assigned to this project. Provide resumes and/or job descriptions for all staff who will be assigned to this project.

c. Provide an organizational chart which identifies the staffing structure of this project within the overall organizational structure.

d. Describe the bidder's past experience operating and managing youth employment and training programs

e. The successful bidder must be able to manage funds from multiple federal and state grant programs. Describe the bidder's experience with managing funds from multiple federal grants, including specific experience with fund accounting and cost allocation systems.

3. Program Design

a. Describe how you will deliver and operate this project. Include at a minimum descriptions of the following components:

1. Describe in detail the approaches and methods that will be done to recruit eligible youth for the program. The contractor will be responsible for recruitment and eligibility determination of all youth.
2. Describe how your project will include a formal skills assessment process using assessment tools approved by the MWSE, including the National Career Readiness Certificate.
3. Explain how each participant will have an educational development plan and an individual service strategy which outlines his/her education, training and service needs.
4. How will your project incorporate a "work-based learning" model which integrates academic preparation with skills needed in the workplace? Identify the types of work-based learning opportunities which will be available including, but not limited to, paid and unpaid work experience programs, summer job opportunities, job shadowing, internships, pre-apprenticeship and apprenticeship training, and on-the-job training.
5. Describe how your project will include opportunities to learn skills in actual work settings.
6. Describe how your project will include a mentoring component and opportunities for participants to develop leadership skills.

7. Please attach your program curriculum and label it "Attachment 3" (these pages will not count in the 10 page limit)

- b. Please describe how your project will make the following services available to youth participants (you are not required to directly provide the services, but all services must be made available to youth participants):
 - a. Tutoring, study skills training, instruction and evidence-based dropout prevention and recovery strategies;
 - b. Alternative secondary school offerings or dropout recovery services;
 - c. Paid and unpaid work experiences that have an academic and occupational education component which may include
 - i. Summer employment
 - ii. Internships and job shadowing; and
 - iii. On-the-Job Training opportunities
 - d. Occupational skill training, shall include priority considerations for training programs that lead to recognized postsecondary credentials that are aligned with demand in the local area;
 - e. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupation cluster;
 - f. Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive and social and civic behaviors
 - g. Supportive services
 - h. Adult mentoring
 - i. Follow-up services for not less than 12 months after the completion of participation, as appropriate
 - j. Comprehensive guidance and counseling
 - k. Financial Literacy Education
 - l. Entrepreneurial skill training
 - m. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling and career exploration services; and
 - n. Activities that help youth prepare for and transition to postsecondary education and training
- c. If your program serves older youth, please describe how you will ensure that eligible veterans receive priority in the selection process.

4. Goals/Objectives

- a. In addition to the WIOA required Performance Standards, identify any additional performance goals and/or outcomes which you propose to achieve.
- b. Describe your record for achieving performance goals or similar performance measures for workforce development programs (e.g. Workforce Investment Act) in the delivery of youth workforce programs.

5. Program Budget

Funds necessary for project operation:

\$ _____

Estimated funding available for all five counties:

WIOA Youth - \$500,000 per year

Attachment A to this RFP, Agency Budget Questionnaire, *must* be completed to detail the funding amount requested.

Provide the following information for each activity by job title in the space provided on this page:

Job Title	Full-time Equivalent Staff positions charged to <u>Customer Services</u>	Full-time equivalent Staff positions charged to <u>Administration/Overhead</u>	Total full-time equivalent Staff positions charged to program.
TOTALS			

Attachment A, Agency Budget Questionnaire, must be completed to detail your funding request.

ATTACHMENT A - PROGRAM BUDGET DETAILS

INSTRUCTIONS FOR PROGRAM BUDGET DETAIL (FORM ATTACHED)

The budget shows distribution of program costs among cost categories and line items. Please complete the attached budget forms.

- a. Show all program costs by line item among cost categories. **Attach a budget narrative or other background information to provide details or explanations of the proposed charges.**
- b. Bidders are encouraged to keep administrative costs at a minimum and, if possible, use administrative costs as match. Match is not required for WIOA and for TANF TRP and ESL services. However, the ability to leverage other resources is an important consideration in the review process.
- c. All figures should be rounded to the nearest dollar amount.
- d. Bidders requesting funds for equipment purchase must specify the equipment items and their estimated costs. Provide information for equipment on an attachment to the budget form. Approval of the proposal does not constitute approval of any equipment purchase identified in the proposed budget. All equipment purchases must be approved in writing by the MWA Director.
- e. Bidders who will subcontract any of the services described in their proposal must list the subcontractors' names, amounts of subcontract, dates of subcontracts, and complete description of services. Provide information for subcontracts on an attachment to the budget form.
- h. Allowable Employment Services costs are to be reported against the cost categories of Direct customer services, Information technology/computerization, Administration and Other.

DIRECT CUSTOMER SERVICES

Direct customer service costs incurred while providing services described in this RFP. Allowable costs under this category may include:

- Personnel and non-personnel costs directly related to providing TANF TRP and ESL services.
- Instructional materials, teaching aids, equipment, supplies, and other material used in providing employment services to job seekers or employers.
- Costs associated with outreach to employers and job seekers.
- Space and utility costs related to provision of customer services.

INFORMATION TECHNOLOGY/COMPUTERIZATION

Includes costs associated with upgrading technology to insure access to PMTC. The Michigan Works! Service Center will be fully equipped to allow access for job seekers, employers and staff. Costs for upgrading equipment or technology at the contractor's home office to insure proper management of these services may be included under this cost category.

ADMINISTRATIVE AND OVERHEAD COSTS

Administrative costs may determine in accordance with the standard Workforce Investment Act definition of administration, and shall include. . . "that portion of necessary and allocable costs associated with the overall management and administration of the program. . . and that are not directly related to the provision of services to participants . . ." Allowable costs under this category may include:

- Cost of salaries, wages, and related costs of the recipient's or sub recipient's staff engaged in WIOA functions.
 - a) Overall program management, program coordination, and general administrative functions, including the salaries and related costs of the executive director, project director, personnel officer, fiscal officer/bookkeeper, purchasing officer, secretary, payroll/insurance/property clerk, and other costs associated with carrying out administrative

functions;

- b) Preparing program plans, budgets, schedules, and amendments thereto;
 - c) Monitoring of programs, projects, sub recipients, related systems and processes;
 - d) Procurement activities, including the award of specific sub grants, contracts, and purchase orders;
 - e) Providing state and local officials and the general public with information about the program (public relations);
 - f) Developing systems and procedures, including management information systems, for assuring compliance with program requirements;
 - g) Preparing reports and other documents related to the program requirements;
 - h) Coordinating the resolution of audit findings;
 - i) Evaluating program results against stated objectives;
 - j) Performing administrative services including such services as general legal services, accounting services, audit services, managing and purchasing, property, payroll, and personnel.
- Costs for goods and services required for administration of the program, including such goods and services as rental or purchase of equipment, insurance, utilities, office supplies, postage, and rental and maintenance of office space.
 - The costs of organization-wide functions.
 - Travel costs incurred for official business in carrying out program management of administrative activities

OTHER

Any costs not included in the above categories.

PROPOSAL BUDGET QUESTIONNAIRE

BIDDER _____

PROGRAM _____

Total Funds Requested _____

What is your total agency budget for your current fiscal year. Include workforce development and non-workforce development funding in calculating the budget total.

What percent of your total budget in the current fiscal year will be funded from this contract, if awarded.

If staff or other costs charged to this program will be shared with one or more funding sources, identify the "other" funding sources. Briefly describe the allocation method used to distribute costs among the funding sources.

** Please remember to provide two budgets; one for 7/1/18 through 6/30/19 and one for 7/1/19 through 6/30/20.

**PY 2018 SPECIALIZED WIOA YOUTH SERVICES PROPOSAL
BUDGET DETAIL**

		TOTAL PROJECT AMOUNT	MATCH AMOUNT		AMOUNT CHARGED TO CONTRACT		Administrative / Overhead Costs	Direct Services – In-School Youth	Direct Services / Out of School Youth	Other
			%	AMOUNT	%	AMOUNT				
1.3	SUPPLIES & MATERIALS (Attach List)									
	Summary List Total									
1.4	Travel (Local Only)									
1.5	Staff Training (Attach Description)									
1.6	EQUIPMENT (Attach List)									
	Summary List Total									
1.7	Audit									
1.8	Tuition									
1.9	Books and Teaching Aides									
1.10	Payments to Participants									
1.11	Rental & Utilities (Attach Description)									
1.12	Other (Describe)									
1.12	Grand Total									

Attachment B - Instructions for Certification Regarding Debarment and Suspension

1. By signing and submitting this proposal, the prospective recipient of Federal assistance 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 voluntarily 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 D - Union Consultation Form

Applicant Organization: _____

Applicant Principal Offices: _____

Training Program Proposed: _____

I hereby acknowledge: _____
(Name of Union Local)

has received and reviewed the above identified training program proposal. My signature below indicates that I, as an authorized representative of this local, understand the context and content of this proposal and agree that it does () does not () conflict with the intent and purpose of this union local. (check one)

Comments:

(Authorized Signature)

(Date)

(Name -- Print or Type)

(Title -- Print or Type)

(Area Code/Phone Number)

Attachment E
THE SOUTHEAST MICHIGAN CONSORTIUM
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;
- 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
Michigan 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)

Participant's Name (Printed)

Participant's Signature

SEMC is an Equal Employment Opportunity Program/Employer. Auxiliary aids and services available upon request to individuals with disabilities. Michigan Relay (TTY) dial 771

Attachment F: 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 January 1, 2017.
- 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