



# REQUEST FOR PROPOSAL SPECIALIZED BUSINESS SERVICES

## *Michigan Works! Southeast Workforce Development Board*

### REQUEST FOR PROPOSAL

#### Proposal Cover Sheet

### Specialized Workforce Innovation and Opportunity Act (WIOA) Business Services

ORGANIZATION NAME:

MAIN OFFICE:

ADDRESS:

CONTACT PERSON (for this RFP submission):

NAME:

EMAIL:

FISCAL CONTACT:

NAME:

EMAIL:

<i>PROPOSED PROGRAMS</i>	<i>FUNDS REQUESTED</i>	<i>FTE STAFF POSITIONS BUDGETED</i>	<i>COST PER FTE STAFF</i>
Specialized Business Services			

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

\_\_\_\_\_ Washtenaw

\_\_\_\_\_ Lenawee

\_\_\_\_\_ Livingston

\_\_\_\_\_ Hillsdale

\_\_\_\_\_ Jackson



## REQUEST FOR PROPOSAL SPECIALIZED BUSINESS SERVICES

**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.

	YES	NO
2. Organization Structure		
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"/>



## REQUEST FOR PROPOSAL SPECIALIZED BUSINESS SERVICES

3. Date of establishment/incorporation:
  
4. Provide your federal Employer ID number:
  
5. Date of last independent financial audit:

Name and address of audit firm:

6. Will any portion of the program proposed be conducted by an organization other than your own (Will you be doing any sub-contracting with these funds)?

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):

**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 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 Department of Labor and Economic Opportunity 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 employers liability insurance with a minimum limit of \$500,000 each accident.
- b. Comprehensive General Liability Insurance with a combined single limit of \$1,000,000 each occurrence for bodily injury and property damage. Policy shall include contractual liability coverage, and personal injury coverage.
- c. If there is to be transportation of participants during the course of the program, Automobile Liability Insurance covering all owned, hired and non-owned vehicles with personal protection insurance and property protection insurance to comply with the provisions of the Michigan No Fault Insurance Law, including residual liability insurance with a minimum combined single limit of \$1,000,000 each accident for bodily injury and property damage.

**3. Certification Regarding Debarment and Suspension**

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

**4. Certification Regarding Lobbying**

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

**5. Project Parameters**

a. Project services may be provided at the Michigan Works! Services Centers located in the Counties selected in their bid proposal or at the bidder's offices if more feasible. Depending on funding availability and customer needs, some services may also provided at one or more satellite offices.

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 paid 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.

## **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 included in the funding application.



**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 an extensive set of reporting requirements as developed by the Department of Labor and Economic Opportunity (LEO) 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 LEO 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 the Michigan Works! 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. Report program income earned as a result of activities funded in whole or in part by the contract. Program income means gross income earned by the contractor that is directly generated by a supported activity or earned as a result of the contract award during the period of performance. Program income includes but is not limited to income from fees for services performed, the use or rental of real or personal property acquired under this contract, and license fees and royalties on patents and copyrights which were supported by grant funds.

e. 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 LEO 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 LEO 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! 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 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 MWSE staff. LEO 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 2 CFR 200 for guidance on how the audit may be structured.

**13. Proposal Certifications**

These certifications must be signed by a representative of the applicant organization who is authorized to do so. 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: \_\_\_\_\_

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



## REQUEST FOR PROPOSAL SPECIALIZED BUSINESS SERVICES

### 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.

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Agency/Organization Authorized Signature

Date



## REQUEST FOR PROPOSAL SPECIALIZED BUSINESS SERVICES

### 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

**C. 1. WORK STATEMENT – Specialized Business Services**

Following the direction set forth by the State of Michigan, Michigan Works! Southeast is implementing a demand-drive, industry cluster approach in the counties of the consortium. Demand-driven means meeting the talent/workforce development needs of employers in a meaningful and efficient way. By focusing on certain industries prevalent in the counties, Business Services staff will have targeted companies that they should recruit, inform and provide on-going services to in order to foster the relationships needs for an effective demand driven system.

Business Services staff will work to recruit employers to become involved in and reliant upon Michigan Works! for Talent/Workforce Development needs. By creating a sense of trust and partnership, employers will look to Michigan Works! for assistance with training and/or recruiting new/existing employees.

Specialized Business Services contractors should be prepared to pursue the following goals:

- Expand the services provided to employers through Michigan Works! Southeast
- Increase business engagement with the Michigan Works! system
- Increase business engagement with the local school systems, especially secondary and post-secondary schools, resulting in increased awareness of regional high wage, high growth career opportunities; the support and development of training programs and services which address employer needs, and an increase in the number of individuals receiving industry recognized credentials in in-demand occupations.
- Assist businesses with locating/developing training to increase job retention and decrease turnover
- Effectively promote MWSE's role and services to the business community
- Improve job placement, retention and earnings outcome for job seekers served by MWSE.

Staff assigned to this project should expect to spend a significant amount of their time visiting employers, analyzing their talent/workforce development needs, and developing and implementing services to meet those needs. Contracts will be expected to report activities and outcomes using reporting software or other tools as determined by MWSE. The Business Services contractors will also be expected to develop and maintain linkages with other business services organizations in the county and region, and with the Business Services teams of other Michigan Works! offices. Business Services contractors will work closely with Michigan Works! staff.

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

All of the above services may be offered either at Michigan Works! Service Center's or at the bidding organization's locations. All service locations will identify the availability of such services and as part of the Michigan Works! and national systems.

Contractors should expect to work closely with Business Services staff to coordinate and communicate the needs of local employers. Any and all talent/workforce development needs will be explored.

## **3. PERFORMANCE MEASURES**

Proposed performance goals should measure the impact of services on employers, job seekers, and partners. Future funding for these programs may place different or additional Performance Standards.

We are in the process of negotiating these standards with LEO. Contractors will be informed of these standards and will be expected to help us achieve them. However, bidders should propose performance goals in their proposal that are related to their proposed services.



**D. WRITTEN NARRATIVE**

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 and plans for handling basic enrollment services of application/intake, eligibility determination and case management
  - Plans for providing employer services, if applicable
  - Plans for meeting reporting requirements
  - Plans for implementing quality systems and processes
  - Plans for expanding services should additional funding becomes available.
- 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. Describe the bidder's past experience partnering workforce programs.
- D. Describe how the bidder and/or key staff assigned to the project will manage and communicate on the project with the Michigan Works! Business Services staff.
- E. Organizational Structure
1. Provide an organizational chart, which shows how the proposed services fit into your overall organizational structure. Provide a brief narrative summary of the organizational chart. *(Limit your narrative to one page.)*

2. Provide a management plan with specific goals and objectives, which describes how the proposed services will be delivered (which staff will work on which programs and in what capacity). *(Limit your response to two pages)*

F. Program Design – Specialized Business Services

Describe how you will deliver the various services listed below. Describe any additional programs or initiatives that your agency currently provides that may support the services provided by Michigan Works!. Include descriptions of the following components:

- Employer outreach and recruiting plan. How will you bring more employers to the Michigan Works! system? \*
- Methods and tools to increase the employee retention of local employers
- Method and frequency of follow-up with employers
- Promote Talent Development and Training programs not offered by Michigan Works.
- Outreach to local schools to increase career exploration opportunities and internships for students \*
- Integration with the job seeker programs and services offered through Michigan Works! Southeast, including WIOA Adult, Youth and Dislocated Workers, PATH, and Wagner-Peyser Employment Services
- Coordination / linkages with local and regional economic development organizations, business services organizations, and the Business Services teams at other Michigan Works! offices.
- Propose goals and outcomes for this contract. Items such as how many employers reached, job placements, trainings, etc... should be considered.

\* Please note that all outreach, program and promotional materials made as part of this program proposal must be reviewed and approved by Michigan Works! Southeast before release



## REQUEST FOR PROPOSAL SPECIALIZED BUSINESS SERVICES

### ATTACHMENT A - PROGRAM BUDGET DETAILS

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.

**Attach a budget narrative or other background information to provide details or explanations of the proposed charges.**

**If desired, the budget template will be forwarded in Excel format upon request.**



# REQUEST FOR PROPOSAL SPECIALIZED BUSINESS SERVICES

**MichiganWorks! Southeast  
Program Budget Detail  
For PY July 1, 2020- June 30, 2021**

<b>ORGANIZATION:</b>	
<b>ADDRESS:</b>	
<b>CONTACT PERSON:</b>	<b>PHONE #:</b>

	<b>TOTAL BUDGET</b>
<b>DIRECT SERVICES</b>	
Salaries and Fringes	\$0.00
<b>TRAINING</b>	\$0.00
<b>TRAVEL</b>	\$0.00
<b>OFFICE OPERATIONS</b>	\$0.00
<b>OTHER EXPENSES</b>	
Other (Specify)	
Other (Specify)	
Other (Specify)	
Other (Specify)	
<b>TOTAL OTHER EXPENSES</b>	<b>\$0.00</b>
<b>TOTAL BUDGET</b>	<b>\$0.00</b>

## 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.



# REQUEST FOR PROPOSAL SPECIALIZED BUSINESS SERVICES

## Attachment C

### EQUAL OPPORTUNITY (EO) POLICY STATEMENT **EQUAL OPPORTUNITY IS THE LAW**

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 (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, political affiliation or belief; and
- Against any beneficiary of applicant to, or participant in programs financially assisted under the Title I of the Workforce Innovation and Opportunity Act (WIOA), on the basis of the beneficiary's citizenship/status, or his or her participation in any 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 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.

Recipients of federal financial assistance must take reasonable steps to ensure that communications with individuals with disabilities are as effective as communications with others. This means that, upon request and at no cost to the individual, recipients are required to provide appropriate auxiliary aids and services to qualified individuals with disabilities.

### **What to do if you believe you have experienced discrimination**

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:

#### **Local Contact**

**Justin Al-Igoe, Equal Opportunity Officer**

Michigan Works! Southeast 304 Harriet St, Ypsilanti, MI 48197  
517-715-3823, or TTY:711

**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

**Attachment D: PROPOSAL REVIEW CRITERIA**

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

**a. Staffing and Administration Capability (25 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.
  - i. ability to deliver all required services beginning July 1, 2020.
  - ii. appropriate licensing and organizational capacity
  - iii. qualifications and ability of key personnel assigned to the project
- iii. No real or apparent conflict of interest with delivery of services.
- iv. "clean" audit reports

**b. Program Design (40 points)**

- i. ability to provide these specialized business services 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
- iv. ability to accommodate referrals

**c. Performance Outcomes (15 points)**

Proposed performance goals are ambitious and will lead to a well-rounded employer services program. Goals should measure more than process - number of employer visits, number of events, etc. We seeking measures of the impact of the services such as increased placements, retention, earning, increased productivity, lower turnover, etc.

Proposed outcomes must advance the goals of the MWSE strategic plan.

**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