

DETROIT EMPLOYMENT SOLUTIONS CORPORATION
A Michigan Works! Agency
in cooperation with the
MAYOR'S WORKFORCE DEVELOPMENT BOARD

REQUEST FOR PROPOSALS

for

**FOOD ASSISTANCE EMPLOYMENT AND TRAINING PLUS
(FAE&T Plus) WITH MATCHING FUNDING**

ISSUE DATE: October 25, 2017

PROPOSAL DUE DATE: November 27, 2017

Mayor's Workforce Development Board

Cynthia J. Pasky, Co-Chairperson

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Detroit Employment Solutions Corporation Board

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Detroit Employment Solutions Corporation

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EQUAL OPPORTUNITY EMPLOYER/PROGRAM

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AUXILIARY AIDS AND SERVICES AVAILABLE UPON REQUEST

TO INDIVIDUALS WITH DISABILITIES (TTY

NUMBER: 711)



BIDDING INFORMATION

Advertise Date:	October 25, 2017
Questions Deadline:	November 6, 2017 at 12:00 PM ALL questions must be submitted in writing via email to descprocurement@detempsol.org
Pre-Proposal Conference:	November 8, 2017 at 3:00 PM Detroit Employment Solutions Corporation (DESC), A Michigan Works! Agency 440 East Congress - 3R Conference Room Detroit, Michigan 48226
Proposal Due Date:	November 27, 2017 at 3:00 PM Detroit Employment Solutions Corporation, A Michigan Works! Agency 440 East Congress – Suite 400 Detroit, Michigan 48226 FAXED OR EMAILED PROPOSALS WILL NOT BE ACCEPTED. Proposals must be in the actual possession of DESC's Procurement staff at the location indicated on, or prior to the exact date and time indicated above. LATE PROPOSALS WILL NOT BE ACCEPTED. Please note: Allow ample time for parking, checking in, and submitting your sealed proposal in accordance with the proposal due date reference above.
Public Recording:	November 27, 2017 at 3:30 PM The public recording will be held at the following location: Detroit Employment Solutions Corporation A Michigan Works! Agency 440 E. Congress – Suite 400 Detroit, Michigan 48226

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I. STATEMENT OF NEED

The Detroit Employment Solutions Corporation (DESC) is seeking proposals from community-based organizations, community colleges and education or training providers serving low-income Detroit residents to participate in the FAE&T Plus program, under a model which offers partial reimbursement from the United States Department of Agriculture (USDA) Food and Nutrition Services (FNS) for non-federal funds spent on GED, adult education, occupational training and employment-related services for eligible individuals. **This solicitation provides a limited amount of non-federal funds as matching funds.**

II. FAE&T PLUS

In 2016, Michigan was one of ten states selected by the US Department of Agriculture to participate in **SNAP to Skills**, a three-year initiative aimed at expanding access to employment-related services for food assistance recipients, thus lifting them out of poverty and reducing the need for such assistance. Given the urgency of helping low-income residents gain the basic education and job skills necessary in today's economy, the City of Detroit and DESC have embraced this opportunity to work with service providers to build an enhanced employment and training system for low-income residents. In Michigan, the basic program is known as Food Assistance Employment and Training, or FAE&T. At the state level, the **FAE&T** program is jointly administered by the Michigan Department of Health and Human Services (DHHS) and the Talent Investment Agency (TIA). As detailed below, **FAE&T Plus** will represent a significant expansion of the program, using reimbursement funding provided by the federal government.

III. DETROIT EMPLOYMENT SOLUTIONS CORPORATION BACKGROUND

Under the guidance of the Mayor's Workforce Development Board, DESC acts as the fiscal and administrative entity that provides public workforce development services for local job seekers and employers. In addition to the FAE&T program, these services include Workforce Innovation and Opportunity Act (WIOA) programs, Temporary Assistance to Needy Families (TANF) employment and training services, and Wagner-Peyser services. DESC has contracts with numerous agencies to provide workforce development services for both youth and adults, and also oversees the Michigan Works! One-Stop Service Centers strategically located throughout the city. DESC's mission is to cultivate local workforce talent to align with the needs of the business community through partnerships with employers, key workforce agencies, faith- and community-based organizations, education and training institutions, and philanthropic, economic development and government entities.

IV. PROGRAM DESCRIPTION

The USDA Food and Nutrition Service provides each state with funding to help support high school diploma, GED, adult education and employment and training services for those recipients of SNAP (the Supplemental Nutrition Assistance Program, known as the Food Assistance Program, or FAP, in Michigan) who are not also receiving cash assistance. (A separate employment and training program, PATH, serves people who receive cash assistance.)

In addition to these federal funds, states can also be *reimbursed* for up to 50% of any *non-federal* dollars spent on such services, with the reimbursement funds then used to provide enhanced or expanded employment and training services to the target population. DESC, in partnership with the State of Michigan, is working to develop and grow this reimbursement model, under the name of **F&T Plus**.

In order to do so, DESC must identify qualified local service providers who are serving the target population with non-federal funding, and then work with the state to incorporate those providers into a plan which is submitted annually to USDA FNS. Two such providers were incorporated into the current state plan, through an RFP issued in June 2016, and DESC has identified five additional providers through an RFP issued in April 2017. DESC is obligated to contract with public and/or private providers through a competitive procurement process for these services, unless otherwise granted approval in accordance with WDASOM PI 15-12, or any issuance that replaces it.

To be considered, providers must show that they have at least two years' experience providing the types of services allowed, familiarity with the needs of the target population, significant non-federal resources, and the ability to track federal and non-federal resources separately. Eligible vendors include public and private non-profit agencies, private-for-profit organizations, units of local government including community colleges and universities, and faith-based and community organizations of demonstrated effectiveness. Small businesses, minority-owned firms, women's business enterprises and labor surplus area firms are encouraged to review the RFP and consider applying.

This solicitation will be judged in two categories. Category A will include vendors who previously have been awarded funding under F&T PLUS. Category B will include new providers who have not been approved for funding under F&T Plus.

No more than one bid will be accepted from any one prospective vendor. If more than one bid is submitted, DESC will only review the first submitted bid. Organizations and individuals are ineligible if they are currently barred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by a federal department/agency, or if they are not in compliance with the state of Michigan Department of Revenue or IRS requirements.

A major focus of the Detroit workforce service system is helping low-income individuals and families move out of poverty. F&T Plus covers individuals who receive food assistance who are not also receiving cash benefits through the Family Independence Program (FIP). However, because cash benefits are time-limited, the target population includes many former FIP recipients who have reached their time-limit. It also includes many people who work, but whose incomes are low enough to qualify them for food assistance. Some participants are heads of households with dependents, while other are considered "able-bodied adults without dependents," sometimes referred to as ABAWDs. There are well over 100,000 adults in Detroit who meet the eligibility criteria for this initiative.

The Detroit FAE&T Plus program is designed to establish or strengthen a connection to the labor market for food assistance recipients. Through the program, individuals will have the opportunity to participate in education, training or work activities that can assist them in obtaining and retaining unsubsidized employment. The FAE&T Plus program is voluntary, and as such does not impact participants' access to food assistance. The long-term goal of the program, and of DESC, is to assist individuals in obtaining unsubsidized employment in careers which will enable them to move out of poverty.

The FAE&T Plus program allows food assistance recipients (those who are not also receiving cash assistance) to participate, on a voluntary basis, in employment and training activities that will assist them in obtaining and retaining employment. Note that college students are eligible to participate. Able-bodied students 18 or over who do not have parenting responsibilities are generally required to be employed at least 20 hours per week, receiving work-study funds, or enrolled in school as part of an employment-related program such as WIOA or FAE&T in order to be eligible for food assistance.

FAE&T Plus is not a traditional “match” program. Providers must first expend the full cost of the service in order subsequently to receive *partial* reimbursement for eligible participants. A portion of the reimbursement will be utilized to build an administrative structure for the initiative; 40% of the value of non-federal resources expended will come back to the provider. Note that the payment, once received, is not simply reimbursement for past services provided; it must be used to provide additional services to the target population. This can take the form of serving additional individuals, adding services that are currently lacking, or a combination of strategies. It is the intention of DESC to fully integrate the FAE&T Plus program into the broader workforce system, to help ensure that all residents have access to all the services available to them.

The reimbursement model presents opportunities and challenges for providers, DESC and the State of Michigan. Working with DHHS, providers must be able to properly establish and track, on an ongoing basis, the eligibility of each participant. During the period an individual is enrolled in a program, his or her eligibility for FAP may terminate, either temporarily or indefinitely, and the provider cannot be reimbursed for services provided during the period of ineligibility. It is therefore not sufficient to simply establish eligibility at the start of the program. In addition, the provider must have the ability to track and report, in an accurate and detailed manner, the non-federal funds spent on each eligible participant. Providers must also have the financial wherewithal to provide services for which they will receive partial reimbursement after the fact. (Please note that whenever the term “reimbursement” is used in this RFP, it always means *partial* reimbursement, with 40% of the value of non-federal funds returning to the service provider.) To assist in administration of the program, **non-federal funds will be awarded that can serve as the non-federal match.**

DHHS is responsible for determining who is eligible under the FAE&T Plus program and for facilitating the electronic referral process to the One-Stop Management Information System (OSMIS). FAE&T Plus service providers are required to meet all participant reporting requirements for maintaining records and entering information into OSMIS.

DESC is firmly committed to ensuring that its workforce service system equitably serves all potential job seekers. As a result, FAE&T Plus service providers must have effective methods for providing services to a wide range of participants, including those requiring extra support and assistance. Examples include, but are not limited to, individuals with substantial educational deficits or language barriers, returning citizens, homeless individuals, older workers, members of minority racial or ethnic groups, women, individuals with disabilities, non-English speakers, and individuals who lack high school diplomas or GEDs. Ultimately, FAE&T Plus reimbursement funding should allow providers to offer a deeper level of support services to those who need it, making success more likely.

The FAE&T Plus reimbursement program applies only to *non-federal funds* spent on eligible activities for eligible individuals. (Community Development Block Grant funds are considered to be state and local funds, not federal funds.) Typical sources include foundations and philanthropies, employers, state, county or city governments, and social venture funds. Note that reimbursement funds, once received from USDA FNS, are considered non-federal and can thus be used to generate future reimbursement.

As noted above, funds received in reimbursement cannot be used as replacement funding; they are to be used to provide additional or enhanced services to the target population. DESC embraces this strategy and intends to use the FAE&T Plus model to expand the employment and training system and greatly increase the service options for FAP recipients. **Non-federal funding provided by this RFP must also be used exclusively to provide additional or enhanced services for the target population.**

Summary of Employment-Related Activities Eligible for Reimbursement Funding

The goal of the FAE&T Plus program is to help low-income individuals and families move out of poverty by providing them with basic education, technical skills training, credentials of economic value, and access to good jobs. The following kinds of activities, when provided to eligible recipients under a state's approved FAE&T Plan, are reimbursable, in part, through the FAE&T Plus program.

- Adult education programs that improve basic skills and literacy including GED, high school diploma/equivalency and English as a Second Language (ESL) programs.;
- Vocational training;
- Work experience programs;
- Programs that support self-employment;
- Job search and related activities for participants in any of the above programs; and
- Support services, as allowed by USDA FNS and the State of Michigan and determined to be necessary for participation in approved activities.

Organizations providing some or all of these services should begin by conducting a thorough assessment of the extent to which they currently provide any of these services to food assistance recipients using non-federal dollars. It is this information that will form the basis of a proposal to participate in the reimbursement program.

Funding Information

DESC awarded two contracts in 2016 and five contracts in 2017 following the FAE&T Plus RFPs and hopes to award several more as a result of this RFP. Since these will be partial-reimbursement contracts, with funding provided by the USDA FNS, the amounts ultimately received by each agency will depend in part on how many eligible individuals are served with non-federal funds. Respondents are required to provide a proposed budget showing how many eligible individuals they *anticipate* serving in Fiscal Year 2018. Funding amounts will be determined solely at DESC's discretion after review and evaluation of the responses.

DESC will make up to 20 awards with an expected ceiling amount of \$50,000.00. A total of \$1,000,000.00 will be available through non-federal funding sources. DESC may award a higher amount to vendors who make a good business case for the proposed services. **Category A vendors may use this funding as match for previously proposed FAE&T Plus activities. If awarded funds, the existing contract will be amended to include the new award. In addition, Category A applicants should submit a new budget with the new funding clearly included and distinguished from the previous award. Category B applicants should also clearly indicate in their budgets the matching funds provided by this solicitation.**

Each prospective vendor should submit a projected budget reflecting all anticipated costs associated with providing the proposed service for the performance period that begins January 1, 2018 and ends on September 30, 2018. The budget should cover only services provided to FAE&T-eligible customers. The budget must show the source of all funds, and must clearly break out and identify the non-federal funds that will form the basis of the reimbursement. Based on performance, contingent upon the availability of funds, and at DESC's sole discretion, contracts may be awarded for up to two (2) additional one (1) year periods, Fiscal Years (FY 2019 and FY 2020).

Additional allocations may be awarded to vendors if funds become available. The funding source will be non-federal state or local funds, as well as FNS reimbursement funding.

Execution of the contract may depend upon the inclusion of the proposed program in the state of Michigan's FAE&T Plan.

Award Clauses Including Renewal Options

Contracts awarded as a result of this RFP will be DESC Professional Services Contracts, and will be subject to the following terms and conditions:

- Any renewal option exercised under this contract is effective only after approval by the DESC Board of Directors, and is awarded at DESC's discretion.
- In the event that no funds or insufficient funds are appropriated to DESC or if funding is otherwise unavailable during the period for payment due under the contract, then DESC, upon written notice to the vendor, shall have the right to amend or terminate the contract without any penalty or expense to DESC.
- If two or more organizations plan to share responsibility for carrying out the main

work of the grant, those organizations may partner, with one organization being designated as the “lead.” However, each organization will be equally responsible for performance and financial obligations. This relationship need not result in a new legal entity being formed, but some form of a contractual relationship must be documented and submitted that reflects the roles and responsibilities of each party.

- If one organization will be responsible for the overall work of the grant, with other organizations performing separate and distinct functions to serve or aid that principal effort, then such other organizations must be procured by the grantee as subcontractors. Subcontractors and subgrantees cannot be identified in a bid or proposal unless they were competitively procured for the intended purpose prior to the submission of the bid/proposals. The prospective vendor must ensure that the identified parties were properly procured or the proposal must be rejected. All professional qualifications required of the primary vendor will hold for subcontractors, and these qualifications must be described in the proposal. In addition, DESC must approve all subcontractors.

Reimbursable Activities

The USDA allows reimbursement for several types of employment-related services for food assistance recipients, described in detail below. All participants must first receive an in-depth assessment, covering employment history and interest, education and skill levels, and barriers to employment. The assessment should lead to an Individual Service Strategy document which helps guide each participant to his or her next best step towards family-sustaining employment. Providers do not need to offer all of the services described below; it is acceptable to offer one or more. (Note however that “Job Search,” “Job Search Training” and “Job Retention” cannot be offered as stand-alone activities. They must be offered in conjunction with other services.) Respondents to this RFP must indicate how their specific programs match up with the service categories outlined below.

1. Job Search: As the name implies, job search is the act of looking for a job, and typically involves a job seeker making a designated number of inquiries to prospective employers over a specified period of time, with guidance from professional employment counselors. This may be designed so that the job seeker conducts his/her job search independently or within a group setting. Job search, as a component, is only reimbursable if done in conjunction with another allowed activity.

2. Job Search Training: This activity assists individuals in becoming familiar with general workplace expectations and in learning behaviors and attitudes necessary to compete successfully in the labor market. Job search training may include but is not limited to:

- ☐ showing job seekers how to research job openings
- ☐ training in how to complete on-line job applications
- ☐ teaching job seekers how to read maps and bus schedules
- ☐ using the MI Occupations Information System and the Pure Michigan Talent Connect System

This activity is only reimbursable if done in conjunction with another allowed activity.

3. Workfare or Work Experience: Workfare is a program whereby food assistance recipients ‘work off’ the value of their household’s monthly FAP allotment through an assignment at a private or public non-profit agency. In lieu of wages, workfare job seekers receive compensation in the form of their household’s monthly benefit allotment. The stated goal of ‘workfare’ is to improve employability and encourage individuals to move into regular employment while returning something of value to the community. Workfare assignments cannot replace or prevent the employment of regular employees and must provide the same benefits and working conditions provided to regular employees performing comparable work for comparable hours.

Work Experience programs, by contrast, can be with private, for-profit companies, and can combine work with training. Work experience placements cannot replace regular employees, and they must offer the same benefits and working conditions experienced by regular employees working comparable hours.

4. Education and Training Programs: As the name FAE&T implies, education and training are central to the strategy of helping low-income residents move out of poverty. The education or training activity must directly enhance the employability of the job seeker. Reimbursable activities include:

- ***Literacy and Academic Skills Training*** – adult education aimed at increasing employability. Allowable educational activities may include but are not limited to:
 - High school or equivalent education programs
 - Remedial education programs to achieve a basic literacy level
 - Instructional programs such as English for Speakers of Other Languages (ESOL)
 - Basic computer skills training

- ***Employment Enhancement Skills*** – employment enhancement skills programs (sometimes called “work readiness” or “soft skills” training) focus on increasing job seekers’ motivation to begin and continue participation in activities relating to employment. They often begin by helping to stabilize job seekers’ living circumstances in order to facilitate successful involvement in the program. Activities include:
 - Improving self-image and self esteem
 - Time and money management
 - Improving interpersonal relationships
 - Referral to service agencies to access housing, food and clothing assistance
 - Referrals to address health-related issues
 - Information about how to access other community resources

- ***Vocational Training*** – vocational training improves the employability of job seekers by providing intensive training for a specific job title (or group of related job titles) allowing the job seeker to move directly into employment. Vocational training is a structured program that prepares individuals for employment in current, emerging or in-demand occupations based on local labor market information data.

5. Self-Employment Training: Self-employment training prepares participants to design, develop and operate small-business ventures. Such programs provide technical assistance to help

individuals create business plans and marketing plans. Topics typically include how to apply for small business grants, loans and other business support services.

6. Support Services: USDA, the State of Michigan, and DESC recognize that many low-income food assistance recipients are likely to need significant support services in order to be successful in employment and training programs. The FAE&T Plus program is therefore somewhat more generous than some past programs, and the use of reimbursement funds to enhance support service offerings is encouraged. Support services are intended to assist job seekers in overcoming barriers that prevent them from engaging in employment and training activities. A job seeker may receive “reasonable and necessary” support services such as transportation, school supplies, tools or equipment, clothing, State of Michigan identification, personal hygiene and other grooming supplies and/or services needed to secure employment. Participant reimbursements, for items such as travel or work clothing, are a form of support service; they must be broken out separately for purposes of this RFP.

7. Placement in Unsubsidized Employment – unsubsidized employment is full or part-time employment in the public or private sector that is not supported by TANF, State General Purpose Funds (GFGP) or any other public program. Placement in well-paid unsubsidized employment is the fundamental goal of the FAE&T Plus program.

Note: The service provider must create an OSMIS case note and notify DHHS if a FAE&T Plus job seeker:

- *voluntarily quits a job of 30 hours or more per week without good cause, or*
- *voluntarily reduces hours of employment below 30 hours per week without good cause or*
- *refuses to accept a bona-fide offer of employment.*

8. Job Retention Services: Up to 90 days of job retention services are reimbursable when provided to job seekers who secure full or part-time unsubsidized employment after receiving other employment or training services under FAE&T Plus. This activity provides case management and support services to help job seekers achieve satisfactory performance, retain employment and increase earnings over time. Job retention services:

- may be provided for a maximum of 90 days;
- may continue for the full 90 days even if the FAP case closes.

(If the job seeker is employed at the time of registration, job retention services may only be provided if the job seeker secures a new job.)

IV. SCOPE OF WORK

Your proposal should correspond to the outline of this Scope of Work, using the following section headings in the following order. Answer each question; if a particular question does not seem to apply, indicate why. Excluding attachments, the budget and the two-page summary, there is a page limit of twenty (20) double-spaced pages for this RFP. A proposal will not be reviewed or considered complete unless it meets the following specifications and includes the following components:

A. Summary

Please provide a double-spaced, two-page summary that briefly describes how you propose to participate in the **F&E&T Plus Program with Matching Funds**. The summary should include the prospective vendor's legal name, **whether the vendor is Category A, current F&E&T Plus vendor or Category B, new vendor**, brief description of agency qualifications, names of partnering agencies if applicable, names of specific programs to be included (with number of participants to be served and cost per person for each), and a brief description of each those programs.

To become a F&E&T Plus provider, organizations must complete the following steps:

- Submit a response to this RFP.
- DESC will select qualified vendors.
- Selected organizations will then work with DESC to develop budgets and program descriptions to be submitted to the State of Michigan for approval.
- The State must then include those programs in the annual plan (or a plan amendment) it submits to the US Department of Agriculture for final approval.
- Organizations will then negotiate a contract with DESC.

B. Project Narrative

1. Current Program Description: As noted above, a provider is not required or expected to provide all eight of the reimbursable service categories described in the previous section. Please identify which of the eight services your organization currently provides, with a description of each program, showing how your services align with those deemed eligible for reimbursement. Include the duration and intensity of each program (hours/weeks), the average cost-per participant, a discussion of program outcomes such as credentials and jobs, and any key employer partners. Provide separate, detailed answers to the questions that follow for each service category you have selected. **Category A, current vendors, should clearly identify all activities of their current F&E&T Plus programs and how they relate to the current program, if additional activities are identified by the prospective vendor.**

Please indicate throughout the proposal whether your figures reflect actual numbers or estimates.

Breaking out each reimbursable service category you have chosen, please indicate:

- *How many food assistance recipients did this specific program serve over the course of the last full program or fiscal year?*
- *How many were ABAWDS (Able-Bodied Adults Without Dependents)? How many had dependents?*
- *How many non-federal dollars did you expend on such individuals over that year?*
- *How many food assistance recipients are currently actively enrolled in this program?*

- *How many food assistance recipients do you anticipate you will have served in the current program or fiscal year when it is over?*
- *How many non-federal dollars do you expect will be expended in the current year?*
- *How will the program lift individuals out of poverty?*
- *Will the participant possess basic foundational skills once completing services provided by the program? How will this be measured?*

2. Projected Program Expansion or Enhancement: If your programs are selected for participation in FAE&T Plus, you can project that you will receive, in reimbursement, 40% of the nonfederal dollars you spent on eligible individuals. It is unlikely that all reimbursement funds will be received during the same year they are earned. *For purposes of planning and budgeting*, however, assume that those reimbursement funds are fully received and reprogramed in the Program Year starting January 1, 2018. How would you propose to utilize the 40% reimbursement funding? **How would you propose to utilize the non-federal matching funding included in this solicitation?** For example, reimbursement funds can be used simply to serve a greater number of food assistance participants than at present, to deepen or enhance the services currently being provided, to fill gaps in your service continuum, or in a combination of such strategies. (They cannot be used as “replacement funding” for the non-federal funds that led to the reimbursement.) For each of the programs described in your previous answer, please answer the following questions. Assuming a 40% increase over current non-federal funding, **and the non-federal funding included in this solicitation:**

- *How many food assistance recipients in total would you expect to serve in this program period starting 1/01/18?*
- *What enhancements would you make to the current program with the additional funding?*
- *What new services, programs or program components would you propose to develop with additional funding?*
- *How will program enhancements, new services, or program components help individuals lift themselves from poverty?*
- *How do you measure the impact of your programs, generally, and how would you propose to measure the impact of this program, specifically?*

3. Timeline: Please include a simple timeline for the year, showing project activities, including expected start-up date, projected cohort cycles, participant follow-up, and any other key activities.

4. Service Site: Indicate the address where services will be provided and describe whether the location is accessible to bus lines and barrier free. Include hours of operation, including regular weekdays and holidays.

5. Recruitment and Orientation: How will you recruit eligible participants for the program? Describe the extent to which your organization is already providing services to the target population (FAP participants). How will you conduct community outreach? What organizations

will you reach out to? Describe how you will inform participants of the purpose of the FAE&T Plus program and their rights and responsibilities under it.

6. Assessment and Case Management: Please describe the assessment tools used to determine career interest, job readiness, educational levels and suitability for training. Discuss whether an Individual Service Strategy (ISS) or similar document is developed with participants; attach a sample. Describe your case management services, including a discussion of whether case management is a separate program component or is built into your various service components.

7. Participant Reimbursements and Other Support Services: Describe the extent of participant reimbursements in your programs currently. What specific expenses can individuals be reimbursed for, and at what amounts? USDA requires that participant reimbursements be broken out separately in all budgets and invoices. Beyond participant reimbursements, it is assumed that basic support services are incorporated into the per-person costs of activities such as education or training. If this is not the case in your programs, please explain.

8. Use of Labor Market Data & Employer Involvement: Describe how your education and training services enable participants to acquire the skills necessary to obtain jobs in high growth / high demand industries and occupations. Describe your use of labor market information and employer relationships to identify in-demand occupations on an ongoing basis. Discuss your track record in serving the target population, including job placement rates and industry certifications. What are the anticipated outcomes of your program? Include the methods and techniques utilized to publicize your programs in the local employer community; any industries and occupations of concentration; names of employers you work closely with.

9. Managing Data: Describe your process for coordinating, collecting, and managing data using OSMIS, G*Stars, ETO or other systems. Discuss your agency's ability to verify and document eligibility for food assistance, as well as your ability to track that eligibility over time. Do you currently track whether individuals receive food assistance? If not, what new protocols will you put in place for this initiative? Does your fiscal system currently have the ability to track non-federal funding separately, and to bill for partial reimbursement for services provided to eligible individuals with such funds? **Applicants are strongly advised to bring this question to the attention of the fiscal staff.**

10. Performance History: Please provide performance data for the previous two years documenting the organization's effectiveness in serving the target population. Show whether quantifiable performance measures were attained and/or surpassed. Past or current contractors of DESC must provide performance-reflecting records showing that the required performance measures were met under previous contracts. Prospective vendors may submit data from other Michigan Works! Agencies' programs or comparable programs.

11. Termination: Describe any project in which the vendor's contract was terminated for any reason. Identify any claims or lawsuits that have been brought against the organization as a result of any services provided in the last three years.

Other Official Documents: Identify any other documents you are submitting as attachments, e.g.:

- Two (2) most recent audits; incorporation papers, 501 (c)(3) papers, organization chart(s) (indicating where and how the program fits into the larger organization), most recent copy of school catalogue; sample ISS; documentation of current tuition rates; published refund policy for private tuition students; state license for training area (if applicable);
- Reference forms (see Attachment) which list at least three professional references, including names, mailing address, email addresses, and contact numbers, that can attest to the qualifications presented in this bid.

C. Price/Cost Proposal

Prospective vendors are requested to make a firm cost proposal to DESC. If a contract is entered into as a result of this RFP, it will be a contract for *partial* reimbursement related to the provision of services requested in this RFP **and non-federal funds that can serve as matching funding**. DESC reserves the right to select proposals from the most responsible contractors with the most reasonable costs.

Provide a cost-per-person calculation for each proposed service and the source of non-federal funds that will be available for each program. Include an itemized list of costs that may be associated with the requested services, inclusive of all professional, administrative, and overhead costs. DESC will not pay any cost or fees not included in the fee Price/Cost Proposal.

Budget: Prospective vendors should provide a detailed budget and budget narrative for the period beginning January 1, 2018. The budget should be based on a realistic projection of the number of food assistance (FAP) customers who will be provided with eligible services, the full cost of each service, and the portion that will be covered with non-federal funding. The budget narrative should clearly explain the derivation of the cost-per participant figure for each separate program. The costs may not be more than the provider charges other funders in the normal course of business. The budget must clearly break out the funding streams, and must identify which are non-federal. The budget should reflect cost effectiveness, as measured by low administrative costs and reasonable costs for customer services. Respondents are welcome to use the Summary Budget form to provide separate budgets for each specific program.

Although it is likely that reimbursement funds will begin to flow during the first year, it is not possible to accurately project how much of the funding will be received prior to the end of the year. For the purposes of this proposal, however, please assume that you will in fact be receiving and reprogramming 40% of the value of your current non-federal funding, **and non-federal funds that can be used as match**. Your budget and budget narrative should reflect that increase, indicating whether it will be used to serve additional individuals, enhance existing services, or add new program components.

A. Budget Narrative (Mandatory): Provide a detailed budget narrative explaining all costs contained in each line item of the proposed budget. Ambiguous or inaccurate budget information is a basis for proposal disqualification. Use the narrative to explain funding streams, breaking out all federal and non-federal funds, **matching non-federal funding provided through this solicitation**, and describing the cost-effectiveness of the proposal.

B. Detailed personnel costs: List all positions by job titles (job descriptions with the same job title should be included, including full-time equivalent positions [FTEs] and annual salary rates). Attach information that will document projected increases in salary and benefit costs.

C. Non-personnel costs: List all items with sufficient information to make price comparisons. Include all anticipated travel expenses.

D. Indirect costs: Provide a separate line-item for indirect costs. Identify and justify the rates and amounts of these costs in the budget narrative and attach back-up documentation.

E. Statement of projected income: Separately state anticipated needs for public funding, non-federal funds and income from in-kind contributions, donated and matching funds. List the sources and amounts.

F. Budget Organization: All budgeted costs should reflect a breakout of program and administrative costs. Program costs are those costs directly associated with the provision of services to the public. All budgeted costs should also reflect a breakout of total costs, program costs (including administration), and non-program costs to show the resources the proposing organization is offering.

G. Agency Financial Information: The proposal should indicate that the bidding organization uses an accounting system which reflects the application of generally accepted accounting principles (GAAP). Indicate if yearly financial statements are utilized (e.g. balance sheet, income statement, cash flow statement), and whether or not there are any contingencies, outstanding liabilities or litigation that could affect the bidding organization's financial position during the life cycle of the contract. Indicate whether or not the organization has been audited by the Internal Revenue Service (IRS) in the last three years. If it has, in the attachments, submit a copy of the IRS audit report and documentations(s) indicating that all discrepancies in the audit have been resolved and that no liens of any type have been placed on the organization's resources. Additionally, disclose any current or past disallowed costs involving WIA/WIOA, TANF (Work First/JET/PATH), FAE&T, federal funds, or other funding sources.

H. Evaluation Criteria: The proposal will be evaluated in accordance with the criteria listed below:

CRITERIA MAXIMUM POINTS

CRITERIA		MAXIMUM POINTS POSSIBLE
A.	Summary	5
B.	Timeline	5
C.	Current Program Description	40
D.	Projected Program	30
E.	Price/Cost Proposal	20
TOTAL POSSIBLE POINTS		100

Evaluation of proposals and award of contract(s) is done at the discretion of DESC and its Board of Directors.

VI. RFP PROCESS AND PROCEDURES

A. Question Deadline

All questions regarding the RFP must be submitted by email no later than **November 6, 2017, 12:00 p.m.** to the attention of:

Chauncey Samuel, Procurement Specialist
Detroit Employment Solutions Corporation
440 E. Congress, Suite 400, Detroit, MI 48226
descprocurement@detempsol.org

B. Pre-Proposal Bidders' Conference

A Pre-Proposal Bidders' Conference is scheduled for **November 8, 2017 at 3:00 p.m.** at the address listed above. RSVPs are not required. DESC will review the highlights of the RFP and respond to questions.

Prospective vendors are advised that no oral interpretation, information or instructions provided by an officer or employee of DESC will be binding upon DESC. DESC will only be bound by questions and answers provided in writing.

C. Preparation of Responses

The response should be in the format, and with all attachments and completed forms, as specified in these instructions. Each response must show the full legal name and businesses address of the prospective vendor, including street address if different from mailing address, and should be signed and dated by the person or persons authorized to bind the prospective vendor.

Please note that there is a 20-page limit for the proposal, excluding the budget and supporting documentation that may be attached. There are no page limits for the attachments. Proposals should be stapled. Folders, binders, CDs, DVDs, or other types of media should not be included with the proposal and will not be reviewed. The proposal must be double-spaced using a 12-point font. Vendors must provide written notice in the response of intent to take exception to any requirements of the Request for Proposals. Such exceptions may reflect negatively on the evaluation of the proposal. Should a vendor be in doubt as to the true meaning of any portion of this RFP or find any patent ambiguity, inconsistency, or omission herein, the prospective vendor must make a written request for an official interpretation or correction in accordance with the instructions for submitting questions as specified in Section (V)(A).

D. Submittal Information and Instructions

Prospective vendors should include as attachments the following documents: Letter of Transmittal (as described in detail below); DESC RFP Document Signature Page (Attachment I to this RFP);

two (2) most recent audits; Reference Form; incorporation papers (if applicable); 501 (c)(3) papers (if applicable); organizational chart (if applicable); resumes of key staff; and required license(s) and certification for the proposed service.

Additional Attachments, Exhibits, and/or Appendices should be labeled and referenced in the Table of Contents. Attachments should be of good copy, quality, and legible. These items may or may not be incorporated in the actual proposal. However, they should be referenced somewhere in the RFP.

One (1) original, six (6) copies, and a digital copy on a flash drive of the sealed proposal must be received by DESC no later than **November 27, 2017, 3:00 p.m. local time. Completed proposals are due in a sealed envelope or box clearly marked with proposal due date and title, as explained below.** Each vendor is responsible for ensuring that its proposal is received by DESC on a timely basis. DESC will not extend the due date for proposals on the basis that the US Postal Service or another mail courier has lost or failed to deliver a proposal. **Faxed proposals will not be accepted. Proposals received late will be returned unopened.**

The outside of the sealed proposal submitted must be clearly marked as follows:

- a. Title of Proposal
- b. Company Name and Address
- c. Due Date of Proposal
- d. Whether Proposal is Category A, current FAE&T Plus vendor, or Category B, new vendor

DESC will not be responsible for unmarked or improperly marked proposals or for proposals delivered to the wrong location. Please mark original as such for ease of identification.

The proposal must be submitted to the following address:

**Attention: Chauncey Samuel,
Detroit Employment Solutions Corporation
440 E. Congress, Suite 400
Detroit, MI 48226**

Prospective vendors should not distribute their responses to any other DESC office or DESC employee. Responses received become the property of DESC. DESC is not responsible for any costs associated with preparation or submission of responses. All responses submitted by **3:00 p.m. local time, November 27, 2017** will be publicly recorded **on November 27, 2017 at 3:30 p.m.** at DESC, 440 E. Congress, Suite 400, Detroit, MI, 48226. This will be the vendor's opportunity to be informed as to which organizations submitted responses to the RFP. Responses received will not be available for review.

Responses received will be subject to disclosure under the Freedom of Information Act. An officer of the company authorized to bind the vendor to a contractual obligation with DESC must sign the Letter of Transmittal and RFP Document Signature Page (Attachment I). The contact person

regarding the response should also be specified by name, title, and phone number. All vendors submitting a response to the RFP will be notified in writing as to DESC's recommendation for award of the contract.

Letter of Transmittal: The prospective vendor's response must include a Letter of Transmittal. The letter **must** state that the proposal will remain firm for a period of one hundred twenty (120) days from its due date and thereafter until: this period expires, the prospective vendor withdraws it, or a contract is executed, or the procurement is terminated by DESC, whichever occurs first. In the Letter of Transmittal, please include, at a minimum, the following information and/or documentation:

- A statement indicating that the proposal is in response to this RFP;
- Whether or not the proposal is responding to Category A or Category B.
- A brief description of the firm;
- The location of the vendor's principal place of business and, if different, the location of the place of performance of the contract;
- A commitment to perform the requested work in accordance with the requirements outlined in this RFP;
- The name and contact information of the manager(s) that will be in charge of this project;
- The vendor's financial solvency, fiscal responsibility and financial capability;
- The age of the vendor's business and the average number of employees during each of the last three (3) years;
- The vendor's current tax status and Federal Employer Identification Number; and
- Evidence of any licenses or registrations required to provide the services under this contract.

All information pertaining to the prospective vendor's approach to meeting the requirements of the RFP must be presented in the prospective vendor's response. The instructions contained in the RFP must be strictly followed. Accuracy and completeness are essential. Omissions and ambiguous or equivocal statements will be viewed unfavorably and may be considered in the evaluation. Since all or a portion of the successful proposal may be incorporated into any ensuing contract, all prospective vendors are further cautioned not to make any claims or statements that cannot be subsequently included in a legally binding agreement.

E. Confidentiality of Responses

Responses will be opened with reasonable precautions to avoid disclosure of contents to competing offers during the process of evaluation.

F. Changes in Facts

Prospective vendors must advise DESC during the time the response is open for consideration of any changes in the principal officers, organization, financial status or any other facts presented in the proposal with respect to the vendor or the response immediately upon occurrence.

G. Evaluation Procedures

Following the receipt of the prospective vendor's response, a DESC designated Evaluation Committee will evaluate each response. All responses which meet the required format of this RFP will be evaluated. Any response determined to be nonresponsive to the specifications or other requirements of the RFP, including instructions governing submission and format, will be disqualified unless DESC determines, at its sole discretion, that the non-compliance is not substantial or that an alternative response by the prospective vendor is acceptable.

DESC reserves the right, at its own discretion, to request oral presentations regarding response to this RFP. Failure to make an oral presentation after one is requested by DESC will be grounds for rejection of your proposal. Proponents will be notified by DESC of the date, time and location for oral presentations, if one is requested. A final determination will be made by DESC after the oral presentations are completed.

H. Pre-Award Conditions

DESC reserves the right to request additional information to amplify, clarify, or support responses. DESC also reserves the right to conduct an on-site pre-award survey of the prospective vendor's facilities as well as its administrative and programmatic delivery systems. The prospective vendor will be expected to have at least one knowledgeable staff member available to respond to questions. Findings from such pre-award surveys will be used in determining prospective vendor's capability. These findings will take precedence over any written statements in the response that cannot be verified onsite.

DESC may also include as part of its review an on-site pre-award survey and assessment of the reasonable accommodations needed for facilities, furniture, materials, and equipment in order to satisfactorily serve persons with disabilities, including those with hidden disabilities.

Performance data from other jurisdictions and funding sources regarding the prospective vendor's ability to meet planned goals and funding requirements will be verified, and the award is contingent upon the verification of information.

DESC has the right to terminate the RFP process at any time for default, or for its own convenience, at such time as the DESC deems appropriate.

I. Contract Negotiations/Stipulations

This RFP is competitive. Each response should be submitted in the most favorable terms that the prospective vendor can submit from a price and technical standpoint. The offer is subject to negotiation, but costs cannot increase during contract negotiation, unless required by DESC. DESC has the right to terminate the negotiation process, at any time for default, or for convenience, at the sole discretion of DESC.

J. Qualifying Statement

DESC, in conjunction with the MWDB, reserves the right to accept or reject any or all responses received. DESC also reserves the right to negotiate with all qualified entities. DESC may cancel this RFP in part or in its entirety, if it is in its best interest to do so. This RFP does not commit the MWDB or DESC to award a contract, to pay any costs incurred in the preparation of a response under this request, or to procure or contract for services.

K. Contract Approval

Upon award of a contract pursuant to this RFP, DESC and the vendor will execute a Professional Services Contract, which will contain all contractual terms and conditions in a form provided by DESC. No contract will become effective until the contract has been approved by the DESC Board and signed by DESC's President/Chief Executive Officer. Prior to the completion of this approval process, the vendor has no authority to begin work under the contract. The Chief Financial Officer of DESC will not authorize any payments to the vendor prior to such approvals; nor will DESC incur any liability to reimburse the vendor regarding any expenditure for the purchase of materials or the payment of services. No monies can be released to selected vendors until (a) a DESC contract has been signed with the vendor; (b) the vendor meets all DESC specifications; and, (c) the DESC Board approves the proposed contract.

L. Cost Allocation Plan

DESC may require vendors, prior to the start of the program or at the beginning of contract negotiations, to produce a letter from a CPA firm that acknowledges the review and approval of the vendor's cost allocation plan, if appropriate.

M. DESC Contracting Procedures

The prospective vendor must accept DESC's contract boilerplate language or have a negotiated revision to said language on file with DESC. DESC reserves the right to decrease or increase contract amounts during the life of the contract, based on utilization of funds, vendor performance, and the availability of funds, or as further described in the contract. DESC requires vendors, prior to the start of the program, to have either: a Certified Public Accountant (CPA) on staff or on retainer; or an accountant on staff or on retainer with at least seven years of grant accounting experience. DESC will conduct periodic on-site monitoring to determine contractual compliance relative to performance outcomes, quality of operation, and customer service.

N. Modification of Services/Possible Modification

DESC reserves the right to modify the services provided by the vendor awarded a contract during the contract period. Any modification and resulting changes in pricing will be made by amendment to the contract by the vendor and DESC. Any individual/organization applying under this RFP must be willing to adapt its response to specific funding guidelines or changes in DESC's, state, or federal regulations or policies. Prospective vendors may be required to submit cost, technical, or other revisions of their proposal that may result from negotiations.

O. Rejection of Proposals

DESC expressly reserves the right to reject any and all responses, waive any nonconformity, re-advertise for responses, to withhold the award for any reason DESC determines, and/or to take any other appropriate action that is in the best interest of the DESC.

VII. GENERAL INFORMATION AND REQUIREMENTS

A. Adherence to Terms of Proposal

A proposal once accepted by the DESC may become a binding contractual obligation of the vendor. The failure of the vendor awarded the contract to accept this obligation and to adhere to the terms of the vendor's proposal may result in rejection of the proposal and the cancellation of any provisional award to the vendor.

B. Americans with Disabilities Act

The Americans with Disabilities Act (ADA) requires all employers and agencies receiving federal funds to have their workplaces and program facilities accessible to persons with disabilities.

DESC has designed an initiative dedicated to expanding the capacity of WIOA-assisted programs to increase and improve services to persons with disabilities, including hidden disabilities.

The DESC staff and System Navigators will provide all WIOA-assisted programs with training, guidance, and support in ADA-related program areas. Some of the program areas include the following: outreach, recruitment, assessment, staff development, curriculum and materials development, career development, planning, partnership building and collaboration, employer training, and parent/family support and training.

Workforce service providers that are funded under this RFP should anticipate including among its participants, individuals who have hidden disabilities such as psychiatric disabilities, substance addiction, mental retardation, and learning disabilities. For the purposes of this RFP, an individual with disabilities is defined as an individual having a physical or mental impairment that substantially limits one or more of his or her major life activities, has a record of such impairment, or is regarded as having such impairment.

C. Assignment

The services to be performed by the vendor shall not be assigned, subcontracted, sublet, or transferred, nor shall the vendor assign any monies due or to become due to it under any contract entered into with DESC, without prior written approval of the DESC.

D. Bonding

Prospective vendors must identify the individuals in their organizations who will be responsible for handling all funding. Evidence that these individuals are bonded will be required prior to finalization of the contract with the DESC.

E. Conflict of Interest

DESC has adopted appropriate procedures and practices to ensure that conflict of interest is avoided in the procurement and authorization of all goods and services. Prospective vendors must have on record procedures and practices to avoid conflict of interest in the procurement of goods and services and the utilization of funds.

F. Continuous Quality Improvement

DESC has begun a continuous quality improvement initiative whereby all services and practices of DESC will become the focus of scrutiny and continuing improvement efforts. DESC therefore is requiring that all vendors develop, keep on record, and follow a plan for continuous quality improvement of internal operations and customer services that will improve employee, employer, and participant satisfaction. All vendors are expected to engage in continuous internal performance management and take proactive corrective action if performance falls below target levels.

G. Freedom of Information Act

Public documents may be requested under the Freedom of Information Act (FOIA) by an individual, corporation, Limited Liability Company, partnership, firm, organization, association, governmental entity, or other legal entity. DESC, a Michigan Works! Agency, is regulated by the State of Michigan and is mandated by FOIA to the extent required by law.

H. Insurance Requirements

The DESC requires that all vendors, as a condition of contract approval by the DESC Board, obtain liability insurance coverage, including theft, dishonesty, negligence, and failure to perform, from their own insurance carriers, which names the DESC as “also insured” for the proposed funded program, project, or activity. At the time of contract negotiation, all vendors will be required to present evidence of liability insurance coverage that conforms to this requirement.

- 1) The Vendor shall not hold the DESC liable for any personal injury incurred by the Vendor or its associates (as defined in Item 12 of this Section) while working on this Contract, which injury is not held in a court of competent jurisdiction to be directly attributable to the gross negligence of the DESC or any employee of the acting within the scope of his/her employment. The Vendor shall hold the DESC harmless from any claims by the Vendor's associates arising from such injury.

- 2) The Vendor shall hold harmless the DESC against and from any and all liabilities, obligations, damages, penalties, claims, costs, charges, and expenses (including, without limitation, fees and expenses of attorneys, expert witnesses, and other consultants) which may be imposed upon, incurred by, or asserted against the DESC by reason of any of the following occurring during the term of the Contract:
 - a. Any negligent or tortuous act of the Vendor or its associates;
 - b. Any failure by the Vendor or its associates to perform its obligations, either implied or expressed, under this Contract; or,
 - c. Any dispute between the DESC and the Vendor.
- 3) The Vendor shall hold the DESC harmless for any and all injury to the persons and damage to the property of, or for any loss or expense incurred by, an employee of the DESC which arises out of or is pursuant to the Vendor's performance under this Contract.
- 4) In the event that any action or proceeding shall be brought against the DESC by reason of any claim covered hereunder, the Vendor, upon notice from the DESC, will, at its sole cost and expense, resist or defend the same.
- 5) The Vendor, and not the DESC, has the responsibility to safeguard the property and materials that the Vendor or its associates use or have in its (their) possession while performing under this Contract. Further, the Vendor shall hold the DESC harmless for any loss of such property and materials used by the Vendor or its associates, pursuant to the Vendor's performance under the Contract or which are in their possession.
- 6) As indicated in Section I, "Insurance and Bonding," of the Face Sheet, the Vendor shall maintain insurance and bonding during the term of this Contract, for all of its employees performing any services hereunder, which shall be in accordance with the following:
 - a. Workers' Compensation Insurance which meets Michigan's statutory requirements and Employer's Liability Insurance with minimum limits of \$500,000 each accident/disease/employee.
 - b. Commercial General Liability Insurance with a minimum combined single limit of \$1,000,000 per occurrence subject to a minimum aggregate limit of \$2,000,000. Coverage is to include blanket contractual liability. For contracts over \$1,000,000, the limits are \$5,000,000, both per occurrence and aggregate. The DESC shall be an additionally insured on all insurance covered hereunder and a certificate showing the same must be provided to the DESC.
 - c. Automobile Liability Insurance covering all owned, hired, and non-owned vehicles with personal protection insurance to comply with

the provisions of the Michigan No-Fault Insurance Act, including residual liability insurance, with a minimum combined single limit of \$1,000,000 each occurrence. For contracts over \$1,000,000, the limit is \$5,000,000 per occurrence.

- d. Bonding Insurance: If, as indicated in Section H, "Financial Arrangements," Item 2, of the Face Sheet, payment for services shall be by way of advance payments, every officer, director, agent, or employee of the Vendor who is authorized to act on behalf of the Vendor for the purpose of receiving or depositing funds into program accounts or issuing financial documents, checks, or other instruments of payment for program costs, shall be bonded to provide protection against loss. The amount of coverage shall be the lower of the following: (1) \$100,000 or (2) the highest advance received the preceding grant year, or for new contractors, the highest advance planned for the present grant year.
- 7) All such insurance shall be affected under valid and enforceable policies issued by insurers of recognized responsibility which are well rated by national rating organizations and are acceptable to the DESC. In addition, the Vendor shall hold the DESC harmless for payment of any deductibles required pursuant to any such policies.
- 8) The Vendor shall apply the above insurance requirements, to the extent appropriate, to any subcontractor, and to any subcontractor employee, who is engaged in the performance of work under the Contract.
- 9) If during the term of the Contract, conditions change or other pertinent factors should in the reasonable judgment of the DESC render inadequate the insurance limits stipulated above, the Vendor will furnish on demand such additional coverage as may be reasonably required under the circumstances.
- 10) All insurance policies to be maintained by DESC as required herein shall name DESC as the insured, and shall, to the extent obtainable, be accompanied by a commitment from the insurer that such policies shall not be canceled or reduced without at least thirty (30) days prior written notice to the DESC. Certificates of Insurance evidencing such coverage shall be submitted to the DESC Finance Unit, 440 E. Congress – Suite 400, Detroit, MI 48226 prior to the commencement of performance under this contract and at least fifteen (15) days prior to the expiration dates of expiring policies.
- 11) The Vendor shall notify the DESC of any change in coverage or carriers for the above insurance and of any cancellation of said insurance.

- 12) For purposes of the hold harmless (waiver and indemnity) provisions contained in the Contract, the term “DESC ” shall be deemed to include the DESC and all other associated, affiliated, allied or subsidiary entities or commissions, their officers, agents and representatives now existing or hereafter created, their agents and employees. The term “Associates” as used herein, shall be deemed to include the Vendor, its personnel, employees, consultants or subcontractors, agents or any entities, associated or affiliated with, or subsidiary to, the Vendor, now existing or hereafter created, their agents and employees.

Bonds and Insurance companies have to be certified by the State of Michigan. Under General Liability Insurance it must state that the DESC is named as additional name insured.

I. Maintenance of Effort

DESC requires that all programs and services proposed pursuant to this RFP are in addition to programs and services already being provided by the proposing organization. Programs and services funded by DESC may not be used to defray the costs of, or to supplant existing programs or program service levels available through the proposing organization. Proposing organizations must be able to demonstrate that existing service levels, e.g., the percentage of participants served by existing funded programs, does not decline because of DESC funding.

It shall be the responsibility of the prospective vendor to thoroughly familiarize themselves with the provisions of this RFP and the potential future contract. After executing the contract, no consideration will be given to any claim of misunderstanding.

The prospective vendor agrees to abide by the rules and regulations as prescribed herein by DESC as currently exists or may hereafter from time-to-time be changed in writing.

J. Miscellaneous

It shall be the responsibility of the vendor to thoroughly familiarize themselves with the provisions of these specifications. After executing the contract, no consideration will be given to any claim of misunderstanding.

The vendor agrees to abide by the rules and regulations as prescribed herein by DESC as the same now exists or may hereafter from time-to-time be changed in writing.

K. News Release

News releases pertaining to these proposal specifications or the provisions to which they relate shall not be made without prior approval of DESC and then only in coordination with DESC.

L. Non-discrimination Policy

Projects funded in response to this RFP are considered projects receiving federal or state financial assistance and, as such, are subject to prohibitions against discrimination. Specifically, 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, any such program because of race, color, religion, sex, sexual orientation, national origin, age, height,

weight, genetic information, marital status, arrest without conviction, political affiliation or belief, and for beneficiaries only, citizenship or participation in any federally assisted program or activity.

Auxiliary aids and services are available upon request to individuals with disabilities.

Information about this RFP will be made available in alternative format upon written request to DESC.

M. Organizational Design & Information

DESC requires that all prospective vendors affirm that the information contained in their proposal is entirely their own product or program design and is based on the prospective vendor's operational capacity. The prospective vendor must attest that the information contained in their proposal was not removed or copied without permission from another source or entity not affiliated with the vendor.

In addition to items listed previously in Section I., Insurance Requirement, the Vendor undertakes and assumes all risk of dangerous conditions, if any, in and about any DESC premises and agrees to make an examination of all places where it will be performing the Services, in order to determine whether such places are safe for the performance of the Services. The Vendor also agrees to waive and release any claim or liability against DESC for personal injury or property damage sustained by it or its Associates, while performing under this Contract on premises, which are not owned by the DESC.

The indemnification obligation under this Article shall not be abridged by any limitation on the amount or type of damages, compensation, or benefits payable under Workers' Compensation Acts or other employee benefit acts.

The Vendor agrees that this indemnity provision shall apply to all matters described herein (whether the matter is litigated or not) which occur or arise between the Vendor or its Associates and DESC, and agrees to hold DESC harmless.

N. Vendor Acknowledgement

Vendors must mention in all oral and written presentations, related to the contract, that they are DESC vendors. Vendors must also display DESC's logo, TIASOM's logo, and the Michigan Works! logo on all published documents, including brochures, letterhead stationery, and marketing materials including television ads, newspaper ads, and all signs on buildings and vehicles as a means of establishing brand recognition and community awareness of this department and its many services, where appropriate. DESC's logo, TIASOM's logo, and the Michigan Works! logo in all visual materials must be equal in size to the vendor's logo and must be accompanied somewhere in the document by the statement, in at least 10-pitch type, that: "Funding provided by the State of Michigan and the Detroit Employment Solutions Corporation." Prospective vendors must stipulate that they will conform to this requirement in their proposals.

O. Vendor Confidentiality Statement

The vendor agrees to keep the information related to all contracts and employees in strict confidence. Other than the reports submitted to DESC, the vendor agrees not to publish, reproduce

or otherwise divulge such information in whole or in part, in any manner or form or authorize or permit others to do so, taking such reasonable measures as necessary to restrict access to the information while in the vendor's possession, to these employees of the vendor's staff who must have the information on a "need-to-know" basis. The vendor agrees to immediately notify, in writing, DESC's authorized representative in the event the vendor determines or has reason to suspect a breach of this requirement.

VIII. DEFINITIONS

Adult Basic Education (ABE): Also referred to as ABS (Adult Basic Skills) Refers to pre-college, non-credit instruction in reading, writing, mathematics, and English language skills, to help adult learner obtain a General Educational Development (GED) credential or enroll in postsecondary education.

Apprentice Certificate: An award certifying the completion of an apprenticeship program. Apprenticeship certificates are issued by the U.S. Department of Labor or a state apprenticeship agency. The apprenticeship system offers two type of credentials: (1) certificate of completion of an apprenticeship program, and (2) interim credentials.

Apprenticeship Programs: Registered U.S. DOL Programs that offer on-the-job training and mentoring that are linked to training and job proficiency. Apprenticeships should provide organized instruction designed to provide knowledge on technical subjects related to their trade.

Assisted Services: Services provided at the Workforce System or One Stop Centers that requires assistance by the Workforce System or One Stop Center's staff including evaluation and assessment of occupational or academic skills, referrals to training, supportive services and other services provided by the workforce system or career service staff to participants.

Average Earnings: Total post-program earnings (in quarter two and quarter three after exit) of participants employed in the first, second, and third quarters after the exit quarter divided by the number of customers who exit during the quarter.

Basic Skills Deficient: The individual has English reading or computing skills at or below the 8th grade level on a generally accepted standardized test or a comparable score on a criterion-referred test. Note: Individuals with grade levels between 8.1 and 8.9 fall with the meaning of Basic Skills Deficient.

Bonding: A form of business insurance that is usually purchased to protect employers from any loss of money or property incurred as a result of employee misconduct. It protects an employer against employee theft, larceny, or embezzlement committed by a covered employee.

Bridge Program: Programs designed for individuals whose skills do not meet minimum requirements for certain degree or certificate programs. Bridge programs allow learners to start from their current skill level and develop the basic skills they need to begin the training that is their ultimate goal.

Career and Technical Education (CTE): Also known as Professional Technical Education (PTE) or Vocation Education (Voc Ed). Organized educational activities that offer a sequence of course that provide individuals with technical skill proficiency, an industry-recognized credential, a certificate, or an associate degree.

Career Clusters: A group of occupations and broad industries based on common knowledge and skills.

Career Development Plan: An individualized list of goals, objectives, and action steps for each participant that includes options and strategies that will result in the enhancement of job seeker workplace readiness skills and the attainment of employment.

Career Ladder: A set of occupations that are linked together by common or complementary skills. These linkages provide workers with advancement opportunities and employers a pipeline of trainable employees.

Career Pathways: The term “career pathway” means a combination of rigorous and high-quality education, training, and other services that—(A) aligns with the skill needs of industries in the economy of the State or regional economy involved;(B) prepares an individual to be successful in any of a full range of secondary or postsecondary education options, including apprenticeships registered under the Act of August 16, 1937 (commonly known as the “National Apprenticeship Act”; 50 Stat. 664, chapter 663; 29 U.S.C. 50 et seq.) (referred to individually in this Act as an “apprenticeship”, except in section 171); (C) includes counseling to support an individual in achieving the individual’s education and career goals; (D) includes, as appropriate, education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster; (E) organizes education, training, and other services to meet the particular needs of an individual in a manner that accelerates the educational and career advancement of the individual to the extent practicable; (F) enables an individual to attain a secondary school diploma or its recognized equivalent, and at least 1 recognized postsecondary credential; and (G) helps an individual enter or advance within a specific occupation or occupational cluster.

Carl D. Perkins Career and Technical Education Act of 2006: Federal legislation approved in 2006 with the purpose to more fully develop the academic, career, and technical skills of secondary and postsecondary education students who elect to enroll in career and technical education programs. Perkins funds provide limited resources for the development, improvement, and operation of Career and Technical Education (CTE) programs.

Certificate: A formal award certifying the satisfactory completion of a postsecondary education program.

Certification/Personnel Certification: A certificate indicates that the individuals has acquired the necessary knowledge, skills, and sometimes personal attributes (based on a formal study) to perform a specific occupation or skill. Personnel Certificates are granted by non-governmental agencies (usually association and companies) and are intended to set professional standard for qualifications.

“Chunked” Curriculum: Also referred to as Modularized Curriculum. Curriculum that is divided into more manageable “chunks” or modules with the purpose of improving degree completion rates among non-traditional learners. Generally, each chunk leads to employment and connects to the next chunk, eventually leading to completion of an industry-recognized professional-technical degree. Chunking is one element in a comprehensive career pathway system.

Classroom Training: Academic and/or occupational training conducted in an institutional setting or through distance learning using technology.

Community organization: A private nonprofit organization that is representative of a community or a significant segment of a community and that has demonstrated expertise and effectiveness in the field of human services or workforce investment.

Competency-based Curriculum: a program of study based on the mastery of specific information and skills usually tied to application in the workforce.

Continuous Quality Improvement: A documented operational plan that seeks to implement a quality organization through improved management, employee performance and customer satisfaction.

Credential: A nationally recognized degree or certificate or state/locally recognized credential. Credentials include, but are not limited to, a high school diploma, General Equivalency Diploma (GED), or other recognized equivalents, post-secondary degrees/certificate, recognized skills standards, and licensure or industry/recognized credential.

Customized Training: Customized training is designed to meet the special requirements of an employer (including a group of employers); conducted with a commitment by the employer to employ an individual upon successful completion of the training; and for the employer that pays for not less than 50 percent of the cost of the training.

Degree: An award conferred by a college, university, or other postsecondary education institution as official recognition of the successful completion of a program of study.

Employability Skills Development: An organized effort to provide participants with transferable core skills groups that represent essential functional and enabling knowledge, skills, and attitudes required by the workplace. These skills are necessary for career success at all levels of employment and for all levels of education.

Employment Services: Preparation for and success in employment services including, but are not limited to, paid and unpaid work experiences, including internships, and job shadowing, on-the-job training, and occupational skills training.

Faith-based Organization: Since there is no federal definition of faith-based organization, if an organization defines itself as a faith-based organization, then they are treated as such.

Fast-Track Programs: Also referred to as Accelerated Programs. The time commitment of traditional course can pose a barrier for working non-traditional learners. Fast-track programs are designed to take less time than traditional courses, thereby addressing the barrier. Courses can be presented in less time than conventional courses or can be an intensive, presented over a condensed period of time.

Foster Child: A child on behalf of whom state or local government payments are made.

Freedom of Information Act: The Freedom of Information Act (FOIA) is found in Title 5 of the United States Code, Section 552. It was enacted in 1966 and provides that any person has the right to request access to federal agency records.

High Growth/High Demand Industries: Industries that meet one or more of the following criteria: (1) projected to add substantial numbers of new jobs to the economy; (2) have a significant impact on the economy overall; (3) impact the growth of other industries; (4) industries that are being transformed by technology and innovation requiring new skill sets for workers, or (5) a new and emerging business that is projected to grow.

Incumbent Worker: An individual who is employed, including a new hire.

Individual Training Accounts (ITAs): Used to purchase individual service for adult or dislocated workers and funded by WIOA Title I.

Individual with a Disability: A physical or mental impairment which substantially limits one or more of the major life activities of such individual; a record of such an impairment, or being regarded as having such an impairment.

In-Kind Contribution: The value of non-cash contributions provided for the project or program that is not derived from the project or program's allocated funds. In-kind contributions may be in the form of real property, equipment, supplies, and other expendable property, and the value of goods and services directly benefiting and specifically identifiable to the project or program. **(Note: In-Kind Contributions cannot be reimbursed under the FAE&T Plus program.)**

In-School Youth: the term "in school youth" means an individual who is—(i) attending school (as defined by State law); (ii) not younger than age 14 or (unless an individual with a disability who is attending school under State law) older than age 21; (iii) a low-income individual; and (iv) one or more of the following:

- Basic skills deficient.
- An English language learner.
- An offender.
- A homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e–2(6))), a homeless child or youth (as defined in section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2))), a runaway, in

foster care or has aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement.

- Pregnant or parenting.
- A youth who is an individual with a disability.
- An individual who requires additional assistance to complete an educational program or to secure or hold employment.

Job Matching: The systematic linking of individuals with careers and job classifications based on personality, aptitude, education, and other characteristics.

Job Readiness Training: Job readiness training provides, through classroom lectures and role-play, the development of the same set of skills, and understanding to be acquired through work experience. It is generally offered as pre-vocational world-of-work skills that may include showing up on time, workplace attitudes and behaviors. Job readiness training usually does not include an associated work component, but it may.

Memorandum of Agreement/Understanding: An agreement between two or more entities concerning their respective roles and responsibilities in the implementation of a contract or shared task.

Non-Profit Organization: Any corporation, trust, association, cooperative, or other organization which is operated primarily for scientific, educational, service, charitable, or similar purposes in the public interest; is not organized for profit; and uses its net proceeds to maintain, improve, and/or expand its operations. For this purpose, the term “non-profit organization” excludes colleges and universities; hospitals; state, local, and federally recognized Indian tribal governments; and those non-profit organizations which are excluded because of their size and nature of operations, can considered to be similar to commercial concerns.

Occupational Skills Training: Consist of training and education for job skills required by an employer to provide individuals with the abilities to obtain or advance in employment or adapt to changing workplace demands. Job skills training focuses on educational or technical training designed specifically to help individuals move into employment. Placement into this activity constitutes the appropriate comprehensive basic skills education required for individuals assess at math and/or reading levels below ninth grade.

Offender: An adult or juvenile who: (1) is or has been subject to any stage or the criminal justice process; or who requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.

On-the-Job Training: Training by an employer that is provided to a paid participant while engaged in productive work in a job that: provides knowledge or skills essential to the full and adequate performance of the job; provides reimbursement to the employer of up to 50 percent of the wage rate of the participant, for the extraordinary costs of providing the training and additional supervision related to the training; and that is limited to the period of time required for a participant to become proficient in the occupation for which the training is being provided. In determining the appropriate length of the contract, consideration should be given to the skills requirements of

the occupation, the academic and occupational skills level of the participant, prior work experience, and the participant's individual employment plan. (WIA sections 101(31), 20 CFR 663.700(a) and (c), 65 FR49409).

Out-of-School Youth: the term “out-of-school youth” means an individual who is (i) not attending any school (as defined under State law);(ii) not younger than age 16 or older than age 24; and (iii) one or more of the following:

- A school dropout.
- A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter.
- A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is:
 - basic skills deficient; or
 - an English language learner.
 - An individual who is subject to the juvenile or adult justice system.
 - A homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e–2(6))), a homeless child or youth (as defined in section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2))), a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement.
 - An individual who is pregnant or parenting.
 - A youth who is an individual with a disability.
 - Low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.

Participant: An individual determined eligible to participate in the program and that receives a service funded by a program in a Michigan Works! One Stop Center or Satellite office.

Pregnant or Parenting Youth: An individual who is between the ages of 14 and 21 years of age and pregnant, or a male or female youth who is providing custodial care for one or more dependent children under the age of 18.

Public Organization: An entity that possesses taxing authority or one whose chief administrative officer or board, etc., is elected by the voters-at-large or their appointment is subject to approval by elected official.

Remedial Training: Training that is necessary to raise a participant's job skills level so the participant can qualify for certain vocational skills training or help them achieve employment. There are various types of remedial training which may be required or taken in conjunction with some type of occupational training. Type of remedial may include: GED, Developmental Math, Reading and English, and English as a Second Language (ESL).

Soft Skills: Refer to the cluster of personality traits, social graces, facility with language, personal habits, friendliness, and optimism that mark people to varying degrees. Soft skills complement hard skills, which are the technical requirements of long-term employment.

Vocational Training: Prepares learners for careers that are traditionally non-academic and directly related to a specific trade, occupation, or vocation, hence the term, in which the learner participates. It is sometimes referred to as technical education, as the learner directly develops expertise in a particular techniques or technology.

Workforce Service System: A system under which entities responsible for administering separate workforce investment, educational, and other human services programs and funding streams collaborate to create a seamless system of service delivery that will enhance access to program services and improve long-term employment outcomes for individuals receiving assistance

DETROIT EMPLOYMENT SOLUTIONS CORPORATION, a Michigan Works! Agency Request for Proposal (RFP)/Quotation (RFQ) Application Coversheet (Form A) Name of RFP/RFQ: FAE&T Plus with Funding Category A _____ Category B _____		INTERNAL USE ONLY	
		Proposal No:	Received By:
		Date Received:	Time:
APPLICANT INFORMATION:			
Legal Name:		Name and telephone number of person to be contacted on matters involving this application.	
Federal ID Number:		Prefix:	First Name:
DUNS Number:			
Address:		Middle Name:	
City:		Last Name:	
County:		Suffix:	
State:	Zip Code:	Email:	
Web site (if applicable):		Phone Number:	Fax Number:
Type of Application: <input type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision		Type of Organization: <input type="checkbox"/> Public <input type="checkbox"/> Private, Non-profit <input type="checkbox"/> Private For-Profit <input type="checkbox"/> Community-Based <input type="checkbox"/> Faith-Based <input type="checkbox"/> Other:	
Areas Affect By Project (Cities, Counties, States, etc.):		Name of Funding Source:	
		Descriptive Name of Applicant's Project:	
Project Start Date:		Is the Applicant licensed by the State of Michigan's Department of Education for the proposed training program? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
Project Ending Date:			
Target Population:			
ESTIMATED PROJECT FUNDING		Is the Applicant presently debarred, suspended, proposed for debarment, declared ineligible or voluntary excluded from participation in this transaction by any Federal department or agency? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Detroit Employment Solutions Corporation	\$		
Applicant	\$		
Other	\$		
TOTAL	\$		
TO THE BEST OF MY KNOWLEDGE AND BELIEF, THE INFORMATION CONTAINED IN THIS PROPOSAL IS TRUE AND CORRECT. THE GOVERNING BODY OF THE APPLICANT HAS DULY AUTHORIZED THE DOCUMENT. IF THE PROJECT IS AWARDED, THE APPLICANT WILL COMPLY WITH ALL RULES AND REGULATIONS SET FORTH BY THE DETROIT EMPLOYMENT SOLUTIONS CORPORATION.			
AUTHORIZED REPRESENTATIVE (Signature in BLUE Ink Only)			
Prefix:	First Name:	Middle Name:	
Last Name:		Suffix:	
Title:		Telephone No. (with area code):	
Signature of Authorized Representative:		Date Signed:	

APPLICANT _____

RFP/RFQ NO. _____

REFERENCE FORM

(PLEASE PRINT OR TYPE)

Name of Customer: _____

Contact Person: _____

Address: _____

Telephone Number: _____

Fax Number: _____

Email Address: _____

Website (if applicable): _____

Service Dates: Started: _____ Ended: _____

Description of Services Rendered:

FY 2017-2018

CONTRACTOR NAME

CURRENT BUDGET

BUDGET COST CATEGORY:			TOTAL
ADMINISTRATION			
PROGRAM			
TOTAL			

PLANNED EXPENDITURES BY ACTIVITY

BUDGET COST CATEGORY	QUARTER ENDING		
ADMINISTRATION			
PROGRAM			
TOTAL			

BUDGET

<u>SALARIES AND/OR WAGES</u>	<u>RATE/WEEK</u>	<u># OF WEEKS</u>	<u>% ALLOCATED</u>	<u>TOTAL</u>
Position/Title:				

TOTAL SALARIES

BUDGET**FRINGE BENEFITS**

FICA 7.65%

UNEMPLOYMENT INSURANCE

HEALTH INSURANCE

WORKER'S COMPENSATION:

OTHER (Specify)

TOTAL FRINGE BENEFITS
FACILITY COST:

Rent

\$per Sq Ft X Sq Ft X # of Months X % Allocation

 Rent Sub-Total

Utilities

(Gas, water and electricity)

 Utilities Sub-Total
TOTAL FACILITY COST

BUDGET**Communications:**

Telephone: (\$/Month X # of Months X % Allocation))

Postage

TOTAL COMMUNICATIONS**TRAVEL EXPENSES:**

Local Travel: (\$/Per Mile X # of Staff X % Allocation

Out of town travel - Cost associated with seminars, workshops, and meetings.

SUPPLIES & MATERIALS

Consumable Supplies

EQUIPMENT LEASES AND SOFTWARE

Copiers Lease and maintenance:

TOTAL EQUIPMENT

BUDGET**PARTICIPANT REIMBURSEMENTS****OTHER SERVICES EXPENSES**

Liability Insurance

Promotion and Outreach

Vocational Educational Training Tuition

Staff Development

Business Expense/Memberships/ and misc. expenses

Administration Cost % (Attach Indirect Cost Plan)

TOTAL OTHER EXPENSES

TOTAL COST

FAE&T Plus Summary Budget

Budget Category	Non-Federal \$	Federal \$	Reimbursement*	Total**
Salaries				
Fringe Benefits				
Facility Cost				
Comunications				
Staff Travel				
Supplies and Materials				
Equipment Leases				
Other Services Expenses				
Participant Reimbursements***				
Total				

* Prospective Vendors must distinguish between federal and non-federal funds. (If you currently receive no federal funds, leave this column

** Show anticipated 40% reimbursement funds here

*** e.g. transportation, uniforms, books, etc.