

**SAGINAW MIDLAND BAY  
MICHIGAN WORKS!**

**REQUEST FOR PROPOSAL FOR**

**Work Readiness Coordinator**

**FOR THE PERIOD**

**July 1, 2008 to June 30, 2009**

**INQUIRIES AND PROPOSALS SHOULD BE DIRECTED TO:**

Name: Ray Ogden

Title: Fiscal Manager

Entity: Saginaw Midland Bay Michigan Works!

Address: 1600 N. Michigan Ave. Rm. #400  
Saginaw MI 48602

Phone: 989-754-1144 x 207

Email: [rayo@michiganworks.com](mailto:rayo@michiganworks.com)

**TABLE OF CONTENTS**

	<u>Page</u>
<b>I. GENERAL INFORMATION</b>	
A. Purpose.....	3
B. Who May Respond .....	3
C. Bidder’s Conference .....	3
D. Instructions on Proposal Submission .....	3
1. Closing Submission Date	
2. Conditions of Proposal	
3. Instructions to Prospective Contractors	
4. Right to Reject	
5. Small and/or Minority-Owned Businesses	
E. Description of Entity .....	4
F. Options.....	5
G. Price.....	5
<b>II. OFFEROR’S TECHNICAL QUALIFICATIONS</b>	
A. Prior Experience.....	5
B. Organization, Size, and Structure .....	5
C. Staff Qualifications .....	6
D. Understanding of Work to be Performed.....	6
E. Certifications.....	6
<b>III. PROPOSAL EVALUATION</b>	
A. Submission of Proposals .....	6
B. Nonresponsive Proposals .....	6
C. Proposal Evaluation .....	6
D. Review Process .....	7
<b>CERTIFICATIONS.....</b>	<b>8-12</b>

# I. GENERAL INFORMATION

## A. Purpose

This Request for Proposals (RFP) is to contract for coordinator for the Work Readiness certificate program for the period of July 1, 2008 through June 30, 2009. The proposal includes options for two additional years. The Work Readiness Program is a program/training that was developed in response to a survey done on 250 employers in the MWA that identified skills that were lacking in employees. It teaches basic community life skills, customer service, and how to interact with fellow employees and supervisory staff.

## B. Who May Respond

Any one with the requirements.

## C. Bidder's Conference

No bidders conference will be held.

## D. Instructions on Proposal Submission

### 1. Closing Submission Date

Proposals must be submitted no later than 5:00 p.m. on 06/6/08.

### 2. Conditions of Proposal

All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Offeror and will not be reimbursed by Saginaw Midland Bay Michigan Works! (SMB MWA).

This RFP does not commit SMB MWA to award a contract, to pay any cost incurred in the preparation of a proposal, or to enter into negotiations. SMB MWA has the right to reject or accept any or all proposals or part of any or all proposals, or to cancel this RFP in whole or in part. SMB MWA has the right to require additional information from one or more bidders, to negotiate with one or more bidders, and/or to accept any proposal or proposals without negotiations. SMB MWA has the right, at its sole discretion, to waive minor discrepancies in proposals and minor deviations from RFP requirements. The successful bidder(s), if any, shall be selected based on SMB MWA sole discretion in its determination of best value in terms of services provided, qualifications, and cost.

The need for additional related services may become apparent during the period covered by this RFP. In that event, SMB MWA reserves the right to review and award the contract for those services based on this RFP process provided the proposals submitted encompass the type of services needed. In

its discretion, SMB MWA may also determine that another RFP should be issued regarding the additional services.

3. Instructions to Prospective Contractors

Send or deliver your proposal to:

Ray Ogden, Fiscal Manager  
Saginaw Midland Bay Michigan Works  
1600 N. Michigan Ave, Suite 400  
Saginaw, MI 48602

**In order to be considered, your proposal must be received by 5:00 p.m. on Friday, June 6, 2008, and must be signed by a person with authority to bind your organization in contract. Faxed or emailed proposals will not be eligible for funding. Your proposal must be no more than 5 single-sided pages in total, and each proposal package submitted must include one original proposal document and four exact copies of the proposal document.**

It is the responsibility of the Offeror to insure that the proposal is received by SMB MWA by the date and time specified above.

Late proposals will not be considered. Fax or E-mailed proposals will not be considered.

4. Right to Reject

SMB MWA reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposal will be based upon the factors described in this RFP.

5. Small Business, Women and/or Minority-Owned Businesses

SMB MWA operates an equal opportunity procurement process. Upon request, SMB MWA shall make this RFP available in large print or alternative format to individuals with disabilities. Proposals from minority and female owned organizations are encouraged.

SMBMWA operates an equal opportunity procurement process. Upon request, SMBMWA shall make this RFP available in large print or alternative format to individuals with disabilities. Proposals from minority and female owned organizations are encouraged.

An Offeror qualifies as a small business firm, if it meets the definition of “small business” as established by the Small Business Administration (13 CFR 121.104 & 13 CFR 121-201), by having average annual receipts for the last three fiscal years of less than seven million dollars.

**E. Description of Entity**

SMB MWA is a governmental organization which serves three counties (Saginaw, Bay and Midland) in Michigan. It is governed by a volunteer Board of Directors. Administrative offices and all records are located at 1600 N. Michigan Ave., Rm. 400, Saginaw, Michigan, 48602.

**F. Options**

At the discretion of SMB MWA, this contract can be extended for two additional one-year periods. The cost for the option periods will be agreed upon by SMB MWA and the Offeror.

**G. Price**

The Offeror's proposed price should be submitted separately with the bid package in a sealed envelope. Include information indicating how the price was determined. For example, the Offeror should indicate the estimated hourly rate.

**II. OFFEROR'S TECHNICAL QUALIFICATIONS**

The Offeror, in its proposal, shall, as a minimum, include the following:

**E. Prior Experience**

1. The Offeror should describe its prior experience in curriculum development for:
  - a. Customer Service
  - b. Employee Interaction
  - c. Social Responsibility
2. The Offeror should describe its prior experience in new program implementation
3. The Offeror should describe its prior experience in training diverse cultural groups
4. The offeror should describe its prior experience in analyzing new programs using statistical analysis
5. State prior experience working within the Michigan Works System
6. Offeror should explain experience in business networking
7. Explain methods for communication with administration staff
8. Explain the development of manuals and materials for class usage

**B. Organization, Size, and Structure**

The Offeror should describe its organization, size, and structure.

**C. Staff Qualifications**

The Offeror should explain the qualifications of the individual that will be assigned to perform the tasks assigned.

**D. Work to be Performed**

1. Ensure correct use of curriculum that is provided and update curriculum with suggestions from staff
2. Perform training for staff, to use curriculum
3. Evaluate staff performance and submit to Administration
4. Plan future expansion of the training and plan for expansion of concept with Administration staff
5. Plan new ideas and role plays for curriculum changes
6. Stay current with trends in curriculum for this training and future expansions
7. Maintain good working relationships with contractor staff
8. Develop manuals and all materials needed for current and future training.
9. Assist staff in selection of instructors
10. Maintain regular communications with Administration staff on changes, alterations, and additions to the training
11. Additional projects as needed

**E. Certifications**

The Offeror must sign and include as an attachment to its proposal the certifications enclosed with this RFP.

**III. PROPOSAL EVALUATION**

**A. Submission of Proposals**

All proposals shall include four copies.

**B. Nonresponsive Proposals**

Proposals may be judged nonresponsive and removed from further consideration if any of the following occur:

1. The proposal is not received timely in accordance with the terms of this RFP
2. The proposal does not follow the specified format.
3. The proposal does not include the Certifications
4. The proposal is not adequate to form a judgment by the reviewers..

**C. Evaluation**

Evaluation of each proposal will be based on the following criteria:

Factors

Point Range

1. Prior experience in:

- |  |      |
|--|------|
| a. Prior experience with designing curriculum            | 0-25 |
| b. Prior experience in customer service training         | 0-15 |
| c. Prior experience in analysis of training results      | 0-4  |
| d. Prior experience in selling new programs to employers | 0-9  |
| e. Prior experience in networking with business groups   | 0-20 |

Qualifications of staff to be assigned

This will be determined from resumes submitted.

0-7

2. Price

0-20

MAXIMUM POINTS:

100

**D. Review Process**

The SMB MWA, may, at its discretion, request presentations by or meetings with any or all Offerors, to clarify or negotiate modifications to the Offerors' proposals.

However, SMB MWA reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, which the Offeror can purpose.

SMB MWA contemplates award of the contract to the responsible Offeror with the highest total points.

***Remainder of this page left blank intentionally.***

## CERTIFICATIONS

On behalf of the Offeror:

- A. The individual signing certifies that he/she is authorized to contract on behalf of the Offeror.
- B. The individual signing certifies that the Offeror is not involved in any agreement to pay money or other consideration for the execution of this agreement, other than to an employee of the Offeror.
- C. The individual signing certifies that the prices in this proposal have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition.
- D. The individual signing certifies that the prices quoted in this proposal have not been knowingly disclosed by the Offeror prior to an award to any other Offeror or potential Offeror.
- E. The individual signing certifies that there has been no attempt by the Offeror to discourage any potential Offeror from submitting a proposal.
- F. The individual signing certifies that the Offeror, and any individuals to be assigned to the duties described in the RFP and has not been debarred or suspended from doing work with any federal, state or local government.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(Offeror's Firm Name)

\_\_\_\_\_  
(Signature of Offeror's Representative)

\_\_\_\_\_  
(Printed Name and Title of Individual Signing)

**Certification Regarding  
Debarment, Suspension, Ineligibility and Voluntary Exclusion  
Lower Tier Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, participants' responsibilities. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19222).

**BEFORE COMPLETING CERTIFICATION, READ ATTACHED INSTRUCTIONS  
WHICH ARE AN INTEGRAL PART OF THE CERTIFICATION**

- (1) The prospective recipient of federal assistance funds certifies, by the submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
- (2) Where the prospective recipient of federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

---

**Name and Title of Authorized Contractor Representative**

---

**Signature**

**Date**

## Instructions for Certification

1. By signing and submitting this proposal, the prospective recipient of Federal assistance funds is providing the certification as set out below.
2. This certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.
3. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective recipient of Federal assistance funds agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.
6. The prospective recipient of Federal assistance funds further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred,

suspended, ineligible, or voluntarily excluded from the covered transaction, unless it know that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to check the List of Parties Excluded from Procurement or Nonprocurement Programs.

Even though most procurements of less than \$25,000 are exempt from the certification requirement, procurements of services, regardless of the amount, under which the person providing the services "will have a critical influence on or substantive control over the covered transaction" are covered. Examples given in the common rule are principal investigators and providers of federally-required audit services.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntary excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may pursue available remedies, including suspension and/or debarment.

**CERTIFICATION REGARDING LOBBYING  
CERTIFICATION FOR CONTRACTS, GRANTS, LOANS,  
AND COOPERATIVE AGREEMENTS**

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representative of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

---

Contractor

Typed Name and Title of Certifying Official

Signature \_\_\_\_\_ Date: \_\_\_\_\_