

GST Michigan Works!
REQUEST FOR PROPOSAL (RFP)
FAE&T Program
2018

*Only proposals delivered directly to the addresses below by
4:00 PM Friday, February 23, 2018 will be considered.*

*GST Michigan Works
711 North Saginaw Street, Suite 300
Flint, Michigan 48503*

*Proposals are being solicited from current GST Michigan Works (GSTMW)
program providers for operation of
FAE&T services in Genesee County for the period of July 1, 2018 – September 30, 2018.*

Supported by the State of Michigan Equal Opportunity Employer/Program. A proud partner of the American Job Center Network. Michigan Relay Center: Dial 711. Auxiliary aids and services are available upon request.

Section I - Timetable and Evaluation of Proposals

<i>RFP posted on GST Michigan Works website</i>	<i>Friday, February 2, 2018</i>
<i>All proposals due to GST offices via FedEx, UPS, USPS or personal delivery by 4:00 PM to the Flint office of GST Michigan Works, 711 North Saginaw Street, Suite 300, Flint, MI 48503</i>	<i>Friday, February 23rd</i>
<i>Review and ratings of all proposals by staff of GST Michigan Works</i>	<i>February 26, 2018 – March 1, 2018</i>
<i>LEO & WDB Meeting Board Action</i>	<i>March 9, 2018</i>
<i>Negotiations and contract preparation</i>	<i>March 12 – June 1, 2018</i>
<i>Contract begins</i>	<i>July 1, 2018</i>

PROPOSAL EVALUATION

The proposal components will be evaluated and weighted as follows:

A. Budget & Financial Capability	20%
B. Program Design	30%
C. Contractor Experience	30%
D. Administrative/Management Capacity	20%
Total	100%

Section II – Background and Scope of Work

Congress established the FAE&T Program under the FSA of 1977, as amended, to provide Food Assistance Program (FAP) participants opportunities to gain skills, training, or experience to improve their ability to obtain regular employment and increase self-sufficiency. The State of Michigan has operated a voluntary FAE&T Program, which is jointly administered by the Michigan Department of Health and Human Services (MDHHS) and Talent Investment Agency (TIA).

The FAE&T Program is designed to establish a connection to the labor market for Able Bodied Adults Without Dependents (ABAWDs). The ABAWD must be 18 through 49 years old (beginning the first calendar month after the 18th birthday through the last calendar month before the 50th birthday). Also, the ABAWD must not have a minor under the age of 18 on their FAP case. The MWAs serve the ABAWDs, with oversight and technical assistance from TIA.

The State of Michigan is in a process of reinstating ABAWD time limits. Four counties implemented this process in Fall, 2017 with nine additional counties on January 1, 2018. Genesee County will go “on line” July 1, 2018. The MWA has been participating in webinars and conference calls to hear from early adopters and learn best practices for implementing this program in a fiscally responsible way.

MDHHS statistics show a potential 6,785 referrals to this program in Genesee County. Response rates from other MWAs range from 5% to 11%. Based on this data we can expect participant numbers to range from 339 to 746. We will have to ramp up quickly during the first quarter of the 2018-2019 program year to do intake with these current FAP ABAWD participants, provide on-going case management, and continue to accept new FAP recipients.

Initially, FAE&T will only be offered in GST Michigan Works in Genesee County. If later offered in additional GST counties, FAE&T participants will be served through the unit or agency providing coordinated case management. This RFP is for provision of FAE&T program services in Genesee County during the period of July 1, 2018 – September 30, 2018. The total budget available is \$96,831 for program costs and \$9,972 in support services for a total of \$106,803. Depending on numbers of participants the program will need to operate at a cost of \$143 per person to \$315 per person. GST Michigan Works seeks to select a provider for FAE&T services in Genesee County that provides the most convenient, efficient, productive, uniform and cost-effective service for our customers.

Proposals are being solicited from current GST Michigan Works program providers for operation of FAE&T services in Genesee County for the period of July 1, 2018 – September 30, 2018.

FAE&T program services must adhere to the GST Michigan Works FAE&T plan and all applicable State of Michigan plans and policy letters.

Section III - RFP Summary:

All providers of services funded by GSTMW must meet or exceed all performance and customer service standards.

1. Contract Period

The contract period for the FAE&T program is July 1, 2018 through September 30, 2018.

2. Funding and Administration

For planning purposes, proposers should estimate budgets based on \$106,803 for the three-month period. The contract will be on a cost reimbursement basis with a hold-back provision based on performance. Payment for any contract awarded because of this RFP will be made monthly subject to the receipt and verification of the subcontractor's request for payment. Should a subcontractor fail to meet performance objectives, up to fifteen percent (15%), excluding payment to participants, of the total contract may be withheld. A de-obligation/re-obligation procedure will be included in all contracts which result from this RFP.

3. Required Format

Proposals must be complete, typewritten/computer generated, and technically accurate. Proposals must be in Times New Roman size 12 fonts. Proposals must be signed by an official authorized to bind the agency/organization. The responder must include one (1) original and three (3) identical and complete copies of the application and budget page using the format provided.

Proposers will be notified by email of the acceptance or rejection of their proposals for staffing and program implementation within ten (10) working days of the final funding recommendations and approval by the WDB. Originals will be retained in master files. Where vendors determine all or parts of their proposals contain proprietary information, requests should be provided in writing at the time the proposal is submitted identifying information which should not be made available as public information.

4. Proposal Evaluation

All proposals will be rated by a review committee. Recommendations from this committee will be forwarded to the Workforce Development Board. Factors considered by the committee may include:

- Analysis of the written application using the ratings listed on the application.
- Cost effectiveness of the budget/proposal.
- On-site visit and pre-award survey conducted by GSTMW staff.
- Responses to requests for additional information if made by GSTMW.
- Previous provider monitoring findings
- Previous and or past performance, if applicable
- Comparison with other proposals

GSTMW reserves the right to consider factors outside of the RFP that it deems relevant in making its final selection of contractors that will serve the best interest of the GSTMW workforce programs, its customers, and the communities it serves.

Information provided by a proposer which is willingly, knowingly, and purposely false, inaccurate, or misleading will be grounds for not considering a proposal for funding, for not awarding a contract, or for canceling a contract if awarded.

5. Equal Opportunity:

It is against the law for a recipient of Federal financial assistance to discriminate on the following bases: against any individual in the United States, on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, genetics, familial status, veteran status, height, weight, arrest without conviction, political affiliation or belief, or any other characteristic or activity protected by Federal or State laws and regulations, or against any beneficiary of, applicant to, or participant in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act, on the basis of the individual's citizenship status or participation in any WIOA Title I- financially assisted program or activity.

The recipient must not discriminate in any of the following areas: deciding who will be admitted, or have access, to any WIOA Title I- financially assisted program or activity; providing opportunities in, or treating any person with regard to, such a program or activity; or making employment decisions in the administration of, or in connection with, such a program or activity.

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

Alternative formats of this RFP will be made available upon special request to Mary Lorah-Hammond at GST Michigan Works! Compliance with 29 CFR Part 38, Implementation and Equal Opportunity Provisions of the Workforce Innovation and Opportunity Act (WIOA) is mandated.

GST Michigan Works! is an Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request. Michigan Relay Center TTY: Dial 711.

6. Union Concurrence/Consultations

GSTMW requires agencies that propose to obtain concurrence from an appropriate labor organization if appropriate. If the agency has an in-house union which has a direct interest in proposed services that union will be regarded as the appropriate labor organization.

7. Limitations

This RFP and information does not commit GST Michigan Works!, the GST Local Elected Officials Board and/or Workforce Development Board to award a contract, to pay any costs incurred in the preparation of responses or to procure or contract for any services or activities whatsoever. GSTMW reserves the right to accept or reject any or all bids received because of this request, to negotiate with any sources GSTMW deems qualified, to fund qualified bidders through alternative funding sources if GSTMW deems such alternative funding to be available and appropriate, or to cancel, in part or in its entirety, the request if it is in the best interest of GSTMW to do so. GSTMW reserves the right to modify or add to this request for quotation and information if TIA recommends such modification and/or addition to the RFP documents. GSTMW may require the proposing agency to participate in implementation meetings and to submit any price, technical, or other revisions of their proposals as may result from implementation meetings.

GSTMW reserves the right to purchase services, based on offers received, without further negotiation of proposal content or budget. Therefore, RFP responses submitted must be complete and correct at the time of submittal. However, GSTMW reserves the right to request additional data, or oral discussion or presentation, in support of written proposals. Furthermore, GSTMW reserves the right to expand services included under this RFP to other MWA's using the same cost data.

The initial contract will be for the period of July 1, 2018 to September 30, 2018. Extensions to the contract may be made by the MWA for a period of up to two years, with a maximum of 12 months for each extension.

8. Funding

All programs and services to be provided under this grant will be funded under allocations for FAE&T programs from the State of Michigan and/or braided funding from state or federal sources or other funding that becomes available. Agencies and organizations will be expected to participate by contributing basic management and supervisory services to the maximum extent feasible. Once a contract is issued, full responsibility for administration of the program, activities and expenditures of funds becomes that of the service provider, according to the Federal Regulations and other policies or regulations established by the U.S. Department of Labor, the State of Michigan and GSTMW. Each organization will be liable for any disallowed or illegal expenditures of funds or program operations conducted under its contract. Disallowed or illegal costs will be subject to repayment to GSTMW by the service provider. Full payment for contracts will be dependent on achievement of performance requirements. Reductions of the budget level and/or expenditures may be considered during the contract when a service provider fails to meet expenditure and/or outcome goals.

9. Contract

The award of any contract based on proposals received in response to this RFP is contingent upon the action of GSTMW WDB, the grant recipient receiving adequate funds from TIA for the period covered by this RFP and the ability to negotiate a contract within the financial and programmatic limitations imposed. Contracts which are entered into because of this proposal will

include and be bound by the General Contract Stipulations and Assurances document and GSTMW Policies.

10. Accounting Records

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

11. Audit Provisions

Contractors receiving Federal/State funds must, under certain circumstances, arrange to pay for audits of their organizations and programs. Therefore, it is important that each contractor (1) determine whether it must audit its organization and programs, and (2) provide sufficient funds in its budget if it must conduct audits. Contractors who are non-profit corporations are required to have an audit completed in accordance with OMB-A133 200 CFR, Subpart F, Audit Requirements.

Private-for-profit commercial or organizations which receive federal assistance of \$25,000 or more annually shall be audited in accordance with Section 627.480 (a)(3) of the regulations. TIA interprets this new section of the regulations to require that such organizations have an annual financial and compliance audit with an internal control review either: (1) performed on a program-specific basis in accordance with generally accepted government auditing standards, or (2) which includes federal funds within the scope of their organization wide audit. Private-for-profit commercial organizations shall review federal OMB Circulars A-128 and A-133 for guidance on how the audit may be structured.

12. Allowable Costs

Only costs directly related to the operation of the program and properly supported with backup data and records will be allowable charges to the program. For shared time or facilities arrangements where staff wages, utilities, supplies, etc., are to be funded by more than one source, a cost allocation plan must be maintained. Cost allocations of personnel and other expenses must be justifiable to the degree that they will withstand an audit.

13. Equipment, Furniture and Materials

All policies and guidelines as related to procurement, and equipment inventory as specified by GSTMW must be followed. Any non-expendable items, which are purchased outright with funds from GSTMW will remain the property of GSTMW and may not be altered, moved, or disposed of without advance, written permission from GSTMW.

14. Meetings, Trainings and Workshops

Periodically throughout the contract period the MWA will host service provider meetings and training sessions specifically designed to assist the service providers in maintaining compliance.

15. Supplemental Nepotism Clause and Prevention of Fraud and Program Abuse

The Proposer must assure that during the time of the proposed program, no individuals who are members of the immediate family of any FAE&T, WIOA and PATH funded staff positions or governing board of the organization, will be enrolled as program participants in FAE&T without approval of the GSTMW CEO. Immediate family is defined as: father, mother, sister, brother, child, aunt, uncle, nephew, niece, grandmother or grandfather. This nepotism clause also holds for an individual related to persons in an administrative capacity for GSTMW or for the GSTMW Workforce Development Board, the Local Elected Officials Board or its subcontractors.

To insure the integrity of the WIOA programs, special efforts are necessary to prevent fraud and other program abuses. Fraud includes deceitful practices and intentional misconduct, such as willful misrepresentation in accounting for the use of program funds. "Abuse" is a general term that encompasses improper conduct which may not be fraudulent in nature. Possible problem areas could include the following: conflict of interest, kickbacks, commingling of funds, charging fees to participants, nepotism, child labor, political patronage, political activities, sectarian activities, unionization and anti-unionization activities/work stoppages and maintenance of effort. Proposals which are found to violate the abuse standards will not be funded. Proposers who receive contracts will be required to report immediately any violations in these areas or in problem areas, immediately or as requested by GSTMW.

16. Reporting

Upon approval of any program or activity for funding under the GSTMW FAE&T grant, the agency or organization administering that program will be subject to an extensive set of reporting requirements as developed by GSTMW and required by the Management Information System (OSMIS) developed by the State of Michigan.

17. Monitoring

GSTMW will monitor, audit, and evaluate programs and activities throughout the funding period. Subcontractors must allow MWA staff access to all files and records relating directly to program funds, participant case files, accounting files and records, and to any related files and records associated with proper accounting of such funds and participants. Should the MWA be prohibited from monitoring, auditing, and evaluating such activities, no reimbursement will be made for costs incurred during time periods when such monitoring was prohibited.

18. Cancellation of Contract

- A. GSTMW may cancel the contract for default of the contractor. Default is defined as the failure of the contractor to fulfill the obligations of the quotation or contract. In case of default by the contractor, GSTMW may immediately and/or upon 30-day written notice to the contractor cancel, the contract without further liability to GSTMW, its departments, divisions and agencies.
- B. GSTMW may cancel the contract in the event GSTMW no longer needs the services or products specified in the contract, or in the event program changes, changes in laws, rules or

regulations, or relocation of offices occur, or if prices for additional services requested by GSTMW are not acceptable to GSTMW. GSTMW may cancel the contract without further liability to GSTMW, its departments, boards, divisions, service centers, commissions, officers, agents and employees by giving the contractor written notice of such cancellation 30 days prior to the date of cancellation.

- C. GSTMW may cancel the contract for lack of funding. The contractor acknowledges that, if this contract extends for several fiscal years, continuation of this contract is subject to appropriation of funds for this project. If funds to enable GSTMW to effect continued payment under this contract are not appropriated or otherwise made available, GSTMW shall have the right to terminate this contract without penalty at the end of the last period for which funds have been appropriated or otherwise made available by giving written notice of termination to the contractor. GSTMW shall give the contractor written notice of such non-appropriation within 30 days after it receives notice of such non-appropriation.
- D. GSTMW may immediately cancel the contract without further liability to GSTMW, its departments, divisions, service centers, commissions, officers, agents and employees if the contractor, an officer of the contractor, or an owner of a 25% or greater share of the contractor, is convicted of a criminal offense incident to the application for or performance of a state, public or private contract or subcontract; or convicted of a criminal offense including but not limited to any of the following: embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property; convicted under state or federal antitrust statutes; or convicted of any other criminal offense which in the sole discretion of GSTMW reflects on the contractor's business integrity.
- E. Either party may terminate this contract for convenience by giving thirty (30) calendar days advance written notice to the other party in person or by certified mail. All notice periods shall commence when notice is personally delivered, or in the case of mailing, when deposited at the U.S. Post Office. Termination for convenience cannot be appealed. After notice of termination, Contractor shall continue services as directed by GST through the effective dates of termination, and shall cooperate with GST to assure a smooth transition;

19. Facilities

Proposers must use space at the Michigan Works! Service Centers (when space is available) for provision of services to further the integration of employment and training programs and the State's goal of integrated services. When service delivery or system need requires such co-location, proposers should include their plans for facility location/usage in their proposals.

20. Appeal Process

In accordance with applicable regulations, proposers who are denied funding have the right to appeal. The following steps must be taken for organizations to appeal funding decisions.

- A. Submit a letter within three business days from the date of the contract award to the Chief Executive Officer of GSTMW stating that an appeal to the contract award is being filed and the specific reasons for that appeal based on the four criteria below:

1. Clear and substantial error or misstated facts upon which the decision was made by the WDB. An appeal will not be accepted if it attempts to modify or include additional information to the original proposal.
 2. Unfair competition or conflict of interest in decision making process.
 3. Any illegal or improper act or violation of law. The basis shall be explicitly stated and make specific reference to appropriate sections of law, regulations and/or contracts.
 4. Other legal basis on grounds that may substantially alter the WDB decision.
- B. The Chief Executive Officer will review the appeal and respond within 10 business days.
- C. In the event the Chief Executive Officer's response is not satisfactory to the proposer, an appeal to GSTMW's Executive Committee may be requested. The request must be addressed in writing within 10 business days from receipt of response from the CEO. The appeal will be heard by members of the Executive Committee at a time set by the Chair. The decision of the Executive Committee will be issued within five business days. This decision is final. No additional appeal process is available.

F&T Program Application Cover Page

Agency:

Contact Name:

Contact Information:

Date Received by GST Michigan Works:

Agency: _____

PROJECT COST CATEGORY/LINE ITEM BUDGET

LINE ITEM BUDGET TOTAL	
<i>SERVICE ADMINISTRATION COSTS</i>	
-Salaries/Wages	
-Fringe Benefits	
-Communications/Supplies	
-Travel	
-Rent/Utilities	
-Other (Describe)	
TOTAL Administration Costs	
<i>DIRECT SERVICE PROVISION COSTS</i>	
-Salaries/Wages	
-Fringe Benefits	
-Communications/Supplies	
-Travel	
-Rent/Utilities	
-Support Services	
-Other (Describe)	
TOTAL Direct Service Costs	
GRAND TOTAL	

PROGRAM DESIGN – PROPOSAL SUMMARY

Provide a concise, complete summary of your FAE&T proposed programs on this page. The summary should include how you will operate the program and which staff will be designated to work with FAE&T customers. (*Response should not exceed this and the next page.*)

PROGRAM DESIGN – PROPOSAL SUMMARY (Continued)

CONTRACTOR EXPERIENCE – COLLABORATION WITH DHHS/PARTNERS

Describe your relationship with your local DHHS district office(s) and how your staff will interact with DHHS office staff to manage the FAE&T referrals, orientations and program. (Response should not exceed this page).

CONTRACTOR EXPERIENCE WITH FAE&T AND/OR PATH

Describe in detail your agency's previous experience (within the last 3 program years) in providing services to FAE&T OR PATH customers including the number of customers you most recently worked with. (Response should not exceed this page).

CONTRACTOR EXPERIENCE WITH OSMIS

Describe your staff experience with recording client information on OSMIS. Have you had any findings or administrative recommendations regarding MIS and/or case notes because of monitoring by the MWA, Gaffney & Associates or the State of Michigan within the last three years? If so, please describe the issues and your corrective actions. (Response should not exceed this page).

SUMMARY

Describe what makes your agency the most qualified to provide FAE&T program services.
(Response should not exceed this page).