



## **REQUEST FOR PROPOSAL**

## **ONE-STOP OPERATOR**

**PROGRAM YEAR 2019-2020**

**July 1, 2019 – June 30, 2020**

**Only proposals delivered directly to the address below  
will be considered.**

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

Supported by the State of Michigan. Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities. 1-800-285-9675 TTY: 711. A proud partner of the American Job Center Network.

I. General Information

GST Michigan Works! (GSTMW) is one of sixteen (16) Michigan Works! agencies across the State of Michigan operating workforce development programs designed to assist employers in finding skilled workers and job seekers prepare for, find and retain employment.

GSTMW is governed by a Board of Commissioners representing Genesee, Huron, Lapeer, Sanilac, Shiawassee and Tuscola Counties. In addition to the Local Elected Officials (LEO) Board, a separate region-wide Workforce Development Board (WDB) made up of 21 members, leads the vision and planning decisions of the organization.

II. Purpose

The purpose of this RFP is to obtain the services of a One-Stop Operator eligible entity, knowledgeable in state and federal programs, including the Workforce Innovation and Opportunities Act (WIOA) rules and regulations, to perform services as a One-Stop Operator for the One-Stop Center in Flint and affiliate centers in other locations of GSTMW. Currently GSTMW operates one full service site and six affiliate sites.

According to the U.S. Department of Labor (USDOL), the “One-Stop operator must coordinate the service delivery of participating One-Stop partners and service providers.”

GST Michigan Works! is requesting proposals and budgets from businesses/organizations that can provide a full range of program oversight, consulting and monitoring services ensuring that the One-Stop provides integrated services as described in WIOA including the six major partners listed below:

- WIOA Youth Program
- WIOA Adult Program
- WIOA Dislocated Worker Program
- Temporary Assistance for Needy Families
- Wagner Peyser Employment Services
- Michigan Rehabilitation Services

Other partners may include:

- Food Assistance Employment & Training
- Career and Technical Education (Perkins)
- North America Trade Act Programs including Trade Adjustment Assistance
- Community Services Block Grant
- Indian and Native American Programs
- HUD Employment and Training Programs
- Job Corps
- Local Veterans' Employment Representatives and Disabled Veterans' Outreach Program
- National Farmworker Jobs Program
- Senior Community Service Employment Program
- Unemployment Compensation Program
- YouthBuild
- Jobs for Michigan Graduates

The One-Stop Operator will not provide direct career services as defined by WIOA. As a result, this RFP’s scope of services does NOT include the One-Stop Operator providing training services or providing any of the following career services or information:

- Eligibility determination

- Outreach, intake, or orientation
- Initial assessment of skills and support service needs
- Labor exchange services and services to businesses
- Referrals and coordination with other programs
- Providing Labor Market Information
- Providing performance information and program cost information of training contractors
- Providing performance information on local WDB regarding accountability measures
- Providing information on the availability of and referral to support services, SNAP and TANF
- Aiding in establishing eligibility for financial aid for programs not funded through WIOA
- Providing services in order to obtain and retain employment, such as comprehensive assessment, IEP development, group and individual counseling, career planning, short term pre-vocational services, internship and OJT, work preparation, financial literacy, out of area job search, etc.
- Providing follow-up services

#### Budget and Work Schedule

The funding period for this RFP is July 1, 2019 through June 30, 2020. Contracts will initially be awarded for a twelve (12) month period beginning July 1, 2019, with an option to extend for two (2) succeeding additional twelve (12) month periods. GSTMW projects a maximum of \$40,000 available per year for funding this project. This amount is provided as a planning figure only and does not commit the governing boards to award a contract for this amount. Respondents should develop a line-item budget showing all expected costs associated with delivering the proposed services.

The respondent is responsible for proposing a reasonable total cost for delivering the services described in this RFP. The option to extend will be based on available funds and on the performance of the contractor. Funding levels for requested programs are contingent upon the availability of funds. GST Michigan Works! reserves the right to modify the scope, funding and length of the program to any extent necessary to ensure compliance with federal, state and/or local laws, regulations, policies, guidelines and/or directives.

#### Minimum Vendor Qualifications

In order for offers to be considered responsive, vendors must have knowledge of the workforce system, WIOA legislation and policy.

### III. Proposal Submission Instructions

All respondents must qualify as “One-Stop Operator Eligible Entities” as designated in Training and Employment Guidance Letter 15-16 on pages 3-4. The Training and Employment Guidance Letter 15-16, as issued by the U.S. Department of Labor on January 17, 2017, shall serve as guidance for this RFP and the work of the selected One-Stop Operator.

No communication intended to influence this procurement is permitted. Inquiries concerning this RFP should be emailed to Mary Lorah-Hammond at: mlorahhammond@gstmiworks.org. Contacting anyone other than this Designated Contact either directly by the proposer or indirectly in an attempt to influence the procurement: (1) may result in a proposer being deemed non-responsive and (2) may result in the proposer not being awarded a contract.

The question and answer period allows proposers to obtain guidance on the scope and nature of the work required in the RFP and to ask technical questions concerning this solicitation. Answers to

questions will be posted on the GSTMW website. Further, GSTMW reserves the right to reject any or all requests for clarification in whole or in part.

All proposals shall include one (1) original and three (3) copies of the responder's technical qualifications, one (1) original and three (3) copies of the proposal packet, and one copy of the signed Certification. These documents will become part of the contract.

#### Closing Submission Date

Hand delivered, mailed or delivery by commercial carrier will be accepted at GST Michigan Works! until 4:00 PM on January 15, 2019. If changes are made to this solicitation, notification will be posted on GSTMW's website at <http://www.gstmiworks.org> under "Funding Opportunities." Any proposals not delivered to the below address, will be returned to the sender, unopened, refused and rejected for funding consideration. Late proposals and proposals lacking the appropriate completed and signed documents will not be accepted.

Your proposal MUST be addressed as follows:

GST Michigan Works!  
711 North Saginaw Street, Suite 300  
One-Stop Operator Services RFP  
Flint, Michigan 48503

It is the responsibility of the responder to insure the proposal is delivered by the date specified in this RFP to the above listed location.

#### Limitations

This RFP and information does not commit GST Michigan Works!, the GSTMW LEO and/or WDB boards 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 as a result 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 proposal and information if TIA/WDA 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.

#### Small, Minority-Owned and Women's Business Enterprises

Efforts will be made by GSTMW to utilize small businesses, women's business enterprises and minority-owned businesses. A responder qualifies as a small business firm if it meets the definition of "small business" as established by the Small Business Administration (13 CFR 121.103 through 121.108).

Notification of Award

It is expected that a decision selecting the responder will be made in March of 2019.

Description of Entity and Records

GSTMW is a special unit of local government, which serves as the Michigan Works! Agency for Genesee, Huron, Lapeer, Sanilac, Shiawassee and Tuscola Counties. GSTMW is exempt from federal income tax under Section 501(c) (3) of the Internal Revenue Code. The agency employs approximately 24 people. It is governed by a 21-member volunteer Board of Directors. Administrative offices and all records are located at 3270 Wilson Street, Marlette, MI 48453. Additional offices are listed on our website.

IV. One-Stop Operator Services Timeline

RFP Released	December 3, 2018
Question & Answer Period	December 3, 2018 – December 17, 2018
Answers to questions posted on GSTMW website	December 20, 2018
Responses to RFP Due	January 15, 2019
LEO & WDB Meeting Board Action	March 8, 2019
Contract Begins	July 1, 2019

GSTMW reserves the right to adjust the schedule when it is in the best interest of the organization or to extend any published deadline in this RFP upon notification to those who have submitted a Letter of Intent to Propose by the date and time specified.

Bidders Conference

There will not be a bidder’s conference for this solicitation.

V. Contract

One contract will be awarded based on experience, qualifications and ability to provide the services identified in the RFP.

VI. Proposal Evaluation

GSTMW will utilize the Adjectival Rating Approach. Each reviewer (minimum of two (2) independent reviewers) will award an adjectival judgment to the section of the proposal being reviewed. The descriptive adjectives will be converted to a percentage score. The following adjectives and definitions will apply to the percentages:

Excellent (100%): The proposal being evaluated is completely and thoroughly responsive to the requirements in the RFP. The responder demonstrates a comprehensive knowledge of the RFP section and in every case explains how all requirements of the RFP will be met. The responder demonstrates the highest degree of competency and knowledge of the requirement. The proposal meets and exceeds all specifications required and the probability of contractor success is high. The proposal is clear, unambiguous, and directly addresses the needs of the agency.

Very good (90%): The proposal is fully responsive to the requirements of the RFP. The responder exhibits a substantial understanding of the requirement. The responder demonstrates a strong knowledge of the RFP and explains how conditions of the contract will be met. The proposal meets

and routinely exceeds the specifications stipulated in the RFP. The proposal is clear, but a few minor imperfections and errors detract from the totality of the proposal.

Good (80%): The proposal is responsive to the minimum requirements of the RFP. The responder exhibits a basic understanding of the requirements specified in the RFP. The proposal occasionally exceeds the specifications and in many cases the responder demonstrates how the conditions of the contract will be met. This proposal is clearly written, but several minor imperfections and informalities need to be addressed.

Fair (70%): The proposal is responsive to the essential, but not all the basic requirements of the RFP. In only a few cases, does the responder indicate through examples how the conditions of the contract will be met. The proposal clearly meets most of the conditions of the RFP, but some areas/elements of this evaluation are ambiguous and unclear. The proposal will require substantial negotiations to ensure success of the contractor based upon this evaluation.

Poor (60%): The proposal does not respond to the majority of the basic requirements of the RFP. In only a few cases does the proposal reflect a basic understanding of the requirements. A substantial amount of work requiring a significant amount of time would be required to bring this portion of the proposal to a minimum level of acceptability.

Unacceptable (0-50%): The proposal meets very few of the basic requirements of the RFP. The responder demonstrates a minimum understanding of the requirements. Extensive negotiations and clarifications would not bring the proposal to an acceptable level.

Each assigned reviewer will be given copies of the Proposal Rating Sheets for the evaluation process. The evaluations will be completed independently prior to the evaluation team discussing the ratings scores.

## VII. Review Process

GSTMW may, at its discretion, request presentations/meetings to clarify or negotiate modifications to the proposals. However, GSTMW and the governing boards reserve the right to allocate an award, without requiring further discussions. RFP's should be submitted with the most favorable terms, from both technical and price standpoints.

**ONE-STOP OPERATOR SERVICES  
APPLICATION COVER PAGE**

**IDENTIFICATION**

Name of Business/Organization: \_\_\_\_\_

Name of Individual (s) Designated: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**PRICE/COST INFORMATION (TOTAL BID):** \_\_\_\_\_

**CERTIFICATIONS**

On behalf of the Responder:

The individual signing certifies he/she is authorized to contract on behalf of the Responder.

The individual signing certifies the Responder 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 Responder.

The individual signing certifies the prices in the proposal have been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition.

Prior to an award, the individual signing certifies he/she has not knowingly disclosed financial details of the RFP to any other potential Responder.

The individual signing certifies he/she has not attempted to discourage another potential Responder from submitting a proposal.

The individual signing certifies he/she has read and understands the information in the Request for Proposal.

The individual signing certifies the Responder, and any individuals to be assigned to GSTMW, is in good standing and has not been debarred or suspended from doing work with any federal, state or local government. (If the Responder or any individual to be assigned to GSTMW has been found in violation of any state of professional standards, this information must be disclosed.)

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

\_\_\_\_\_ Business/Organization Name

\_\_\_\_\_ Signature of Responder's Representative

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

## ONE-STOP OPERATOR PROPOSAL CHECKLIST

Included	APPLICATION COVER PAGE	POINTS
	<b>SECTION I – PROGRAM UNDERSTANDING AND PROGRAM DESIGN</b>	<b>45 Points</b>
	A. Executive Summary	
	B. Statement of Work	
	C. Deliverables	
	<b>SECTION II – METHODOLOGY</b>	<b>25 Points</b>
	A. Program Schedule	
	B. Evaluation Plan	
	C. Program Reporting	
	D. Interface with GST Michigan Works!	
	E. Risk Management	
	<b>SECTION III – QUALIFICATIONS &amp; EXPERIENCE</b>	<b>15 Points</b>
	A. Personnel	
	B. Customer References	
	C. Contract Performance	
	D. Vendor Qualifications	
	E. Prior Experience	
	F. Conflict of Interest	
	<b>SECTION IV – PRICING</b>	<b>15 Points</b>
	A. Budget	
	B. Budget Justification	
	C. Cost Reasonableness and Competitiveness	
	<b>SECTION V – CERTIFICATIONS – EEO AGENCY POLICY – CONFLICT OF INTEREST</b>	
<b>TOTAL</b>		

## PROPOSAL NARRATIVE INSTRUCTIONS

### PROPOSAL CHECKLIST

The Proposal Checklist identifies all narratives, exhibits (forms), and certifications that must be submitted with your proposal. This sequence must be followed in assembling the completed proposal. The Proposal Checklist will serve as the Table of Contents.

### SECTION I – PROGRAM UNDERSTANDING AND PROGRAM DESIGN (45 points)

#### A. Executive Summary

Provide a high-level overview of your approach, the distinguishing characteristics of your proposal and the importance of this program to your overall operation.

#### B. Statement of Work

The Statement of Work is a detailed plan of how responder will accomplish the project objectives. Each action should be identified, indicating who will perform it, how it will be performed, and its anticipated result(s).

At a minimum, the Statement of Work of the One-Stop Operator needs to:

- Disclose any potential conflicts of interest arising from the relationships of the One-Stop Operators with training service providers or other service providers, including but not limited to career services providers;
- In coordinating services and serving as a One-Stop Operator, refrain from establishing practices that create disincentives to providing services to individuals with barriers to employment who may require long-term services, such as intensive employment, training, and education services; and
- Comply with Federal regulations, procurement policies, relating to the calculation and use of profits.

Additional Statement of Work elements:

- Briefly describe your organization's mission and/or vision. How does it align with this funding opportunity? Why is your organization in the best position to be the One-Stop Operator?
- What do you understand to be the purpose and scope of the One-Stop Operator?
- Include a timeline for provision of services, assuming full operation of a contract by July 1, 2019. Describe services in years two (2) and three (3) if contract is extended.

**C. Deliverables:** GSTMW expects the One-Stop Operator to drive efforts to increase efficiency, provide more integrated services and develop best practices which will enable GSTMW and WIOA partners to be a leader in Michigan in achieving the vision of WIOA through exceptional customer service. Identify detailed outcomes in a specific timeframe, as well as a minimum level of accomplishments. Your deliverables may include, but are not limited to:

- Guidance in implementing TEGL 16-16 One-Stop Operating Guidance for the Workforce Innovation and Opportunity Act;
- Assist in implementation of GSTMW Strategic Plan;
- Assistance in preparing for WIOA Comprehensive Programmatic Review and USDOL Youth Program Review;
- Coordinate with partners, the implementation of quality and continuous improvement principles within the system, including streamlining services and minimizing duplication;
- Establishment of benchmarks for extent of collaboration and shared services between GSTMW program service providers and WIOA mandated partners;

- Development of recommended processes for increasing collaboration between partners including network of designated contact people from each agency or service provider;
- Coordinate the development and implementation of a formal referral process for services within and outside of the center(s); including minimum standards for referral, follow-up requirements, and documentation of referral outcomes;
- Development of shared database tracking collaborative efforts;
- List number of target population to be served through shared services, describe how performance will be monitored and tracked; describe how program effectiveness will be evaluated on an on-going basis and how continuous improvement will be ensured;
- Monitor and evaluate Memorandum of Understandings' (MOU) annually and recommend changes to better coordinate services; and
- Tracking and monitoring collaborative work at a minimum of quarterly; overall monitoring with a minimum of annual which includes executive level report.

## **SECTION II – METHODOLOGY (25 points)**

### **A. Program Schedule**

Provide a project activities chart and include the achievement milestones upon which progress will be assessed.

### **B. Evaluation Plan**

Include a detailed description of interim measures, both quantitative and qualitative, that will be used to indicate successful progress towards a collaborative workforce system meeting the vision of WIOA. The provider will be accountable for the integrity of the data presented and responsible for ensuring that staff is appropriately trained in the use of these systems. Explain how accountability and integrity will be assured throughout the system. Explain your understanding of automated management systems and their connection to performance standards.

### **C. Program Reporting**

Describe the status reporting methodology including details of written and oral progress reporting.

### **D. Interface with GST Michigan Works!**

Describe the contact points with GST Michigan Works! including types of communications, and level of interface.

### **E. Risk Management**

Identify the potential risks and problems, which, in your experience, may occur in programs of this type. Identify steps that can be taken to avoid or mitigate these problems and steps to be taken should the problem occur. Incorporate activities in the program plan to reduce the occurrence, severity and impact of events or situations that can compromise the attainment of any program objective.

## **SECTION III – QUALIFICATIONS & EXPERIENCE (15 points)**

### **A. Personnel:**

The proposal must include an overview of its organizational structure and qualifications to provide consultation and direction for collaborative One-Stop services. The proposal must describe its strengths that uniquely qualify it to provide this service to the GSTMW and/or its history in providing comparable services or consultation.

The proposal must include resumes of proposed staff and a description of roles and responsibilities with emphasis on the key positions charged with facilitating and overseeing this project.

The proposal must describe the organization's hiring policies, and clearly define the qualifications of the Program Manager proposed to manage this project. Minimally, the Program Manager must possess a bachelor's degree or equivalent experience providing employment services and/or training services. The Program Manager will also have three (3) or more years demonstrated successful experience providing or managing programs of a similar nature and scope with a similar population.

### **B. Customer References**

The vendor must submit three (3) references, including names and phone numbers for workforce development projects or services the firm has completed.

### **C. Contract Performance**

If a vendor has had a contract terminated due to non-performance or poor performance during the past five (5) years, all such incidents must be described, including the other party's name, address and telephone number. If no such terminations have been experienced by the vendor in the past five (5) years, so indicate.

### **D. Vendor Qualifications**

This category will evaluate the experience and competence of an organization in providing services similar to those being proposed, including the ability to achieve, track and report performance.

Evaluation of the performance and management capability of the proposing agency(s) will include:

- Experience participating in workforce service system or comparable systems with a history of serving diverse populations and a demonstrated ability to meet the needs of individuals served;
- Experience in tracking and reporting performance data, and/or internet-based case management and reporting systems;
- Experience in tracking and reporting performance data;
- Demonstrated administrative ability including the necessary organizational and operational controls, and a performance management system incorporating continuous improvement;
- Demonstrated experience in forming and sustaining partnerships, collaborations and employer networks;
- Ability to adapt to changes in the work volume or approach caused by events like labor market changes, new grants or programs, pilot projects, new technologies, revised priorities, etc.;
- Satisfactory financial and technical resources; and
- Satisfactory record of integrity, business ethics and fiscal accountability.

Identify the qualifications that you bring to this program. Explain what differentiates your services from other bidders.

### **E. Prior Experience**

A primary consideration in selecting organizations to deliver services will be an evaluation of the applicant's experience in providing the same or similar services as those being proposed. Key factors in this evaluation will include the applicant's:

- Ability to attain, track and report performance;
- Experience in collaboration and integration of services; and
- Ability to provide follow-up and supportive services and report results accurately.

Describe the adequacy of staff, research tools and administrative resources; quality and appropriateness of technical or support staff; and past performance of the organization relevant to this RFP. How has your organization demonstrated experience in completing similar projects on time and within budget?

**F. Conflict of Interest**

Each vendor shall include a statement indicating whether or not the organization or any of the individuals working on the contract has a possible conflict of interest and, if so, the nature of that conflict. GSTMW reserves the right to cancel the award if any interest disclosed from any source could either give the appearance of a conflict or cause speculation as to the objectivity of the program to be developed by the vendor. GSTMW’s determination regarding any questions of conflict of interest shall be final.

**SECTION IV – PRICING (15 points)**

**A. Budget**

Complete the attached budget page.

**B. Budget Justification**

Proposals should outline the organization’s financial management structure. This should include a description of the organization’s experience managing and accounting for federal funds.

All personnel costs must identify the staff position, annual salary and percentage of annual time budgeted on this proposal. Non-personnel costs should be further outlined into specific line items (such as supplies, equipment and mileage). The proposal should identify a cost allocation methodology that will be used to prorate common operating costs to each funding source. Examples of common operating costs are agency supply costs, as well as personnel (e.g., receptionist, fiscal staff, senior management) providing benefits to multiple funding sources.

Total indirect and profit line items (when considered in aggregate) should be limited. The extent to which a proposal can meet performance objectives, while minimizing indirect and profit costs, will be factored in the evaluation process. Any indirect costs budgeted must be supported by an indirect cost rate agreement, preferably approved by a federal or state agency. If a proposal does not have an approved indirect rate but wishes to include indirect costs in its proposal, it must submit all relevant financial information that outlines how the indirect rate and costs were determined. If the vendor is not required to obtain an indirect rate, then the cost allocation plan must include the methodology describing how common operating costs are distributed to the different funding sources.

The budget should be for a twelve (12) month period, July 1, 2018 – June 30, 2018; contracts may be renewed on a yearly basis for up to three (3) years. Contract renewals are not automatic and are subject to performance outcomes and evaluation assessments.

**C. Cost Reasonableness and Competitiveness**

This category will evaluate the cost of the proposed program to determine if it is fair and reasonable based on other program services and/or historical data, and the degree to which expenditure of funds relates to expected performance outcomes. Costs proposed must be necessary, reasonable and allowable per federal regulations. All costs proposed must be allowable under WIOA. For information on allowable costs under WIOA, please see the OMB Circular 200 CFR.

Proposals must include a budget summary. A related budget narrative must also be included. This narrative should justify the need for all costs built into the line-item detail and the methodology used to derive each cost. The budget narrative should break down the budget and leveraged resources by the activities specified in

the proposal. The narrative should describe the cost allocation method to assign common operating costs. Applicants must clearly describe any funds and resources leveraged in support of the proposed strategies and demonstrate how these funds will be used to contribute to the goals of the proposal. Leveraged resources are cash or in-kind contributions devoted to advancing the strategies described in the applicant's proposal.

Applications will be scored based on the degree to which the costs proposed are clearly explained and the extent to which leveraged resources are fully integrated into the initiative to support grant outcomes. Evaluation factors will include:

- Experience in managing federal funds;
- Ability to track financial activities through an electronic financial management system;
- Costs proposed are necessary, reasonable and appropriate; and
- The budget and budget narrative are consistent.

**Payment is based on a monthly, cost reimbursement basis, not to exceed the contract amount.**

**A. Certifications and Acceptance of the Conditions of the Proposal**

<b>Initial Each</b>	<b>Certification by signature below. I certify by signature below:</b>
	<b>That this agency hereby accepts all the terms and conditions set forth in this document including the appeal process and certifications.</b>
	<b>That the information in this application is correct to the best of my knowledge and belief and is responsive to the proposed specification.</b>
	<b>That the completion of this application has been fully authorized and signed by the subcontractor’s authorized representative and the named individual is authorized to negotiate and contractually bind the responder, and he/she will be available for questioning during the period of proposal evaluation.</b>
	<b>That the bidding organization understands that this proposal is an application for funding and does not ensure subsequent funding.</b>
	<b>That if selected for funding, the bidding organization will be bound by the information contained herein as well as by the terms and conditions of the resultant contract and WIOA regulations.</b>
	<b>That the budget accurately reflects costs which will be incurred to provide the proposed services; and that budgeted costs shall be subject to full disclosure at the request of GST Michigan Works!.</b>
	<b>That by signing and submitting this proposal, the prospective recipient of Federal assistance funds is providing the certification set out in Attachment C of the RFP.</b>
	<b>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.</b>
	<b>Certification regarding lobbying certification for contracts, grants, loans and cooperative agreements.</b>
	<b>That any individuals directly affiliated with our firm who are members of the GSTMW WDB or LEO Board have been disclosed in the narrative of the proposal. The term “directly affiliated” means paid staff and administrators, members of your governing board and others with policy or oversight or managerial responsibility.</b>
	<b>SIGNATURE OF AUTHORIZED OFFICIAL</b> <span style="float: right;"><b>DATE</b></span>
	<b>TYPED NAME AND TITLE</b>

**B. EEO Agency Policy**

(To Be Put on Organization Letterhead)

The statement below is a summary of our agency's EEO Policy:

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Signature of Authorized Staff

Date

---

Printed Name/Title

## C. CONFLICT OF INTEREST FORM

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**Agency/Organization Name**

### **GSTMW BOARD MEMBERS AND STAFF**

The GSTMW Staff, Board Members, and Board Members are listed below. In the space provided, indicate and describe any business, employment or family relationships your organization or your any staff members of your organization may have with any GSTMW Board Members or Staff. In addition, indicate any such relationships with any elected official of Genesee, Huron, Lapeer, Sanilac, Shiawassee and Tuscola Counties. Attach additional pages if necessary. If none, indicate by “N/A.”

<b>Workforce Development Board</b>	<b>Local Elected Officials Board</b>	<b>GSTMW Staff</b>
Scott Avendt	Matthew Bierlein	Deb Aleck
Pete Batistoni	John Bodis	John Anderson
Brian Burnett	Cheryl Clark	Jessica Billiau
Dennis Collison	Bob Conley	Sharon Bowen
Jeff Deason	Mark Coscarelli	Helen Brown
Glenda Dunlap	Ellen Ellenburg	Jessica Burns
Harold Harrington	Daniel McMaster	Kelly Cook
Wen Hemingway	Paul Muxlow	Sherry Goble
Brenda Hinds	Bryant Nolden	Louann Hurley
Howard Hipes	Gary Roy	Jody Kerbyson
Gerald Kariem	Todd Talaski	Ty Krauss
Chuck Kunisch	Tom Young	JulAnn Kuenzli
Tracie Lewis-Jennings		Erich Latham II
Kyle McCree		Jerome Lewis
Sandi Mose		Angela Libkie
Leanne Panduren		Mary Lorah-Hammond
Mark Ransford		Carol Palmer
Lisa Rogers		Wendy Paxton
Annette Schlaud		Tonya Rak
Kendra Stone		Greg Rancour
Scott Turner		Rochelle Rich
		David Rose
		Brenda Thomas
		Cindy Thornthwaite

**Relationships:**

**D.PROJECT COST CATEGORY/LINE ITEM BUDGET 2019-2020**

**Program:** \_\_\_\_\_

<b>LINE ITEM BUDGET TOTAL</b>	<b>Amount</b>	<b>% of Total Budget</b>	<b>Budget Explanation &amp; Narrative</b>
<b>-Salaries/Wages</b>			
<b>-Fringe Benefits</b>			
<b>-Communications/Supplies</b>			
<b>-Travel</b>			
<b>-Rent/Utilities</b>			
<b>-Other (Describe)</b>			
<b>TOTAL Costs</b>			