

**GST Michigan Works!
WORKFORCE DEVELOPMENT BOARD**

**REQUEST FOR PROPOSAL FOR
MONITORING SERVICES**

PROPOSALS SHOULD BE DIRECTED TO:

**GST Michigan Works!
Monitoring Services RFP
Attention: Workforce Training Department
711 North Saginaw Street
Suite 300
Flint, Michigan 48503**

Supported by the State of Michigan. GSTMW materials and programs paid for with State and Federal funds. 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

GSTMW is a special unit of local government, which all together 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 56 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.

GST Michigan Works! (GSTMW) is requesting proposals and budgets from businesses/organizations that can provide a full range of program monitoring services including:

- Workforce Innovation and Opportunity Act Youth Program
- Workforce Innovation and Opportunity Act Adult Program
- Workforce Innovation and Opportunity Act Dislocated Worker Program
- Temporary Assistance for Needy Families
- Wagner Peyser Employment Services
- Food Assistance Employment & Training
- North America Trade Act Programs including Trade Adjustment Assistance
- Other workforce development programs and services

The initial term of this contract will be for a nine-month period. After the initial year the contract may be renewed for two (2) one-year contracts. Monitoring activities will begin in January 2020. GSTMW contracts with the following providers, who will need to be monitored:

- Action Management: WIOA Adult, Dislocated Worker, Out of School Youth; Jobs for Michigan's Graduates Out of School Youth; Genesee County PATH
- Greater Flint Health Coalition: WIOA Adult, Dislocated Worker, Out of School Youth Genesee County
- Genesee ISD: WIOA In School Youth, Genesee County
- Mott: Jobs for Michigan's Graduates In-School Youth; staffing only for TAA and ES in Genesee and Shiawassee Counties
- SVRC: WIOA Adult, Dislocated Worker, Out of School Youth; Shiawassee County PATH
- Shiawassee RESD: WIOA In School Youth, Shiawassee County

Monitoring activities will include, but are not limited to:

- Financial and program monitoring and sampling of participant files for program eligibility.
- Assistance to selected service providers in preparation for visit.
- On-site assistance during State Cycle II visits.

Records Locations:

- Monitoring will need to be done at the provider locations. Marlette is the location for GST Michigan Works corporate records
- The monitor may make copies of records for off-site use

Timeline:

Monitoring is done annually. Monitoring will need to be completed by July 1, 2020. We estimate approximately 350 hours of monitoring staff time will be needed.

Monitoring Contract History:

The monitoring for last program year was completed by a firm which had been doing monitoring for GST Michigan Works for five plus years.

Paperwork needed from the monitors:

- Monitoring tool;
- Monitoring schedule and status reports;
- Preliminary reports with findings and recommendations for corrective action;
- Final reports after corrective action taken.

II. Purpose

The purpose of this RFP is to obtain the services of a monitoring firm, whose principal officers are independent certified public accountants, certified or licensed by a regulatory authority of a state or other political subdivision of the United States, and are knowledgeable in state and federal programs, rules and regulations to perform monitoring services.

III. Proposal Submission Instructions

No communication intended to influence this procurement is permitted. Send questions concerning this RFP to Sharon Bowen at: sbowen@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.

*Late proposals and proposals lacking the appropriate completed and signed documents will not be considered. **Hand delivered, e-mailed, or faxed quotes will NOT be accepted at GST Michigan Works!** If changes are made to this solicitation, notification will be posted on GSTMW's website at <http://www.gstworks.org/> under "Funding Opportunities."

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

Closing Submission Date:

Proposals must be postmarked no later than Friday, October 25, 2019.

Your proposal MUST be addressed as follows:

**GST Michigan Works!
Monitoring Services RFP
Attention: Workforce Training Department
711 North Saginaw Street, Suite 300
Flint, Michigan 48503**

Any proposals not delivered to the above address, will be rejected for funding consideration. Late proposals will not be considered.

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

Conditions of Proposal

All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Responder and will not be reimbursed by GST Michigan Works! or the GST Workforce Development Board (GSTWDB).

Right to Reject

GSTMW and the GSTWDB reserves the right to accept or reject any or all proposals received as a result of the RFP, to negotiate with all qualified sources, or to cancel, in part or in whole, this RFP if it is in the best interest of GSTMW/GSTWDB.

GSTMW is the only office authorized to change, modify, amend, alter, clarify, etc., the specifications, terms, and conditions of the RFP, and any awarded contract as a result of this RFP. A contract for the accepted proposal will be based upon the factors described in the RFP. Approval by the Workforce Development Board of an award does not constitute a contract until contract negotiations are complete and a contract document is fully executed by all parties.

Small and/or 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 at the December 13, 2019 Workforce Development Board meeting.

IV. Monitoring Services Timeline

RFP Released	September 27, 2019
Proposal Due Date	October 25, 2019

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. Deliverables

The successful Responder shall finalize a Monitoring Plan that includes, but is not limited to:

- Monitoring goals;
- Monitoring strategies;
- Monitoring activities;
- Reporting plan;
- Tracking, monitoring and evaluation plan.

VII. 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). The Statement of Work must be prepared as an ordered set of tasks.

Qualifications

The Responder must identify all project staff that will undertake proposed work. Identify the most recent, relevant or related projects that have been successfully completed.

Work Schedule and Staffing Plan

The Responder must prepare a work schedule highlighting tasks and milestones in terms of weeks/or months after execution of the Agreement. Define an appropriate schedule for task deliverables, including periodic update and progress reports (e.g., monthly, quarterly, etc.) and a final report. The work schedule should also include a project-staffing plan, indicating the roles, responsibilities and hours allocated to key personnel. The hours allocated in the work schedule must be consistent with those in the budget.

Budget

A total project budget including cost elements must be provided. Provide a line item budget that identifies total costs per task. If applicable, provide a budget for each subcontractor involved in the project.

VIII. Proposal Evaluation

GSTMW will utilize the Adjectival Rating Approach. Each reviewer (minimum of two 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 (90% - 100%): The factor 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 factor in the proposal is clear, unambiguous and directly addresses the needs of the agency.

Very good (80% - 89%): The proposal is fully responsive to the requirements of the RFP as it relates to this factor. 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 (70% - 79%): The proposal is responsive to the minimum requirements of the RFP factor. 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 (60% - 69%): 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 contract, but some areas/elements of this evaluation factor are ambiguous and unclear. The proposal will require substantial negotiations to ensure success of the contractor based upon this evaluation factor.

Poor (50% - 59%): The proposal does not respond to the majority of the basic requirements of the RFP section. 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 (under 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.

IX. Review Process

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

CERTIFICATIONS

On behalf of the Responder:

- A. The individual signing certifies he/she is authorized to contract on behalf of the Responder.
- B. 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.
- C. 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.
- D. Prior to an award, the individual signing certifies he/she has not knowingly disclosed financial details of the RFP to any other potential Responder.
- E. The individual signing certifies he/she has not attempted to discourage another potential Responder from submitting a proposal.
- F. The individual signing certifies he/she has read and understands the information in the Request for Proposal.
- G. 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

**MONITORING SERVICES
APPLICATION PACKET**

SECTION I: IDENTIFICATION

Name of Business/Organization: _____

Name of Responder's Representative: _____

Address: _____

Telephone: _____ Fax: _____

E-mail: _____

SECTION II: PRICE/COST INFORMATION

Standard Hourly Rate: _____

Other Fees/Rates: _____

Materials/Supply Costs: _____

Estimated Billable Hours: _____

Total Monitoring Costs: _____

SECTION III: NARRATIVE

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).

Monitoring Plan

1. Monitoring goals;
2. Monitoring strategies;
3. Monitoring activities;
4. Reporting plan;
5. Tracking, monitoring and evaluation plan.

Qualifications

The Responder must identify all project staff that will undertake proposed work. Identify the most recent, relevant or related projects that have been successfully completed.

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Budget

A total project budget including cost elements must be provided. Provide a line item budget that identifies total costs per task. If applicable, provide a budget for each subcontractor involved in the project.

SECTION IV MANDATORY DOCUMENTS AND ATTACHEMENTS

NOTE: All of the following attachments must be completed and signed.

CERTIFICATION AND SIGNATURE SHEET (Attachment A)

CERTIFICATION

This is to certify that to the best of my knowledge and belief the data presented in this application and attachments is true and correct and is responsive to the proposed specification. I understand that non-responsive applications, as determined by the GST Workforce Development Board or its representative, may not be reviewed for consideration.

I certify 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!

I accept the terms and conditions of the Request for Proposal and the subsequent format enclosed therein, including the General Proposal Stipulations.

SUBCONTRACTOR REPRESENTATION

The below 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.

Name

Title

SIGNATURE

The official signing this document is authorized by the proposing organization to submit this offer of services/activities as presented, and has the authority vested in him/her to bind the organization to a contractual agreement.

Signature of Subcontractor's Authorized Representative

Date

BUSINESS/ORGANIZATION BACKGROUND, LEGAL HISTORY AND ADMINISTRATIVE CAPABILITY - To be completed by all Responders. (Attachment B)

1. Proof of Signatory Authority:

Append to your proposal a copy of board minutes, corporate charter, or other documents which delineate by name and title those members of your organization authorized to sign this proposal and any contracts which may result. **Label this document clearly as Attachment C.**

2. Date of establishment/incorporation: (does not apply to government entities or public schools)

3. Date of last independent financial audit: _____

Name of audit firm: _____

Attach a copy of this audit.

Label this document clearly as Attachment D

4. Agency Fiscal Year: _____

Corporation Status

(i.e., private non-profit,
private for-profit, etc.):

5. Provide the following information related to your agency's legal history. Failure to include this information or the omission of relevant information will be grounds for non-consideration of proposal.

- a. Has your agency ever been debarred or suspended?
- b. List any grievances, discrimination complaints, lawsuits or judgments that have been filed during the past five (5) years, against your agency or its key staff employed in a professional capacity.
- c. List any contracts that were terminated prior to their expiration date, within the last five (5) years, for reasons other than completion of the contractual duties. Include any contracts that were terminated for cause, lack of progress, failure to perform or other similar reasons.
- d. List any formal investigations, within the last five (5) years, that occurred due to alleged fraud, abuse, conflict of interest, political activities, nepotism or any other criminal activities. Include dates, party(ies) involved, type of funding program affected, brief description of circumstances, final disposition, corrective action and date or current status if situation is still pending.

INSTRUCTIONS FOR CERTIFICATIONS (Attachment E)

1. By signing and submitting this proposal, the prospective recipient of Federal assistance funds is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies including suspension and/or debarment.
3. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective recipient of Federal assistance funds learns 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 the 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 knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the System for Award Management (SAM).
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 7 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may pursue available remedies, including suspension and/or debarment.

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY,
VOLUNTARY EXCLUSION LOWER TIER COVERED TRANSACTIONS
(Attachment F)**

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 19160-19211).

This certification is also required by the regulations implementing Executive Order 12689, Debarment and Suspension, 2 CFR 1989 Part 180.

- (1) The prospective recipient of federal assistance funds certifies, by 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.

Agency/Organization

Name and Title of Authorized Representative

Signature

Date

**CERTIFICATION REGARDING LOBBYING CERTIFICATION FOR CONTRACTS,
GRANTS, LOANS, AND COOPERATIVE AGREEMENTS (Attachment G)**

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 sub awards at all tiers (including subcontracts, sub grants and contracts under grants, loans, and cooperative agreements), and that all sub recipients 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.

Agency/Organization

Name and Title of Authorized Representative

Signature

Date

CONFLICT OF INTEREST FORM
(Attachment H)

Agency/Organization

GSTMW BOARDS AND STAFF MEMBERS

Please review the list of GSTMW Board and staff members below. In the space provided, indicate and describe any business, employment, or family relationships your organization or any staff members of your organization may have with any GSTMW Board members or staff. Indicate any such relationships with any elected official of Genesee, Huron, Lapeer, Sanilac, Shiawassee, and Tuscola Counties. If none, indicate by "N/A".

Workforce Development Board:

Avendt, Scott	McCree, Kyle
Batistoni, Pete	Mose, Sandi
Collison, Dennis	Panduren, Leanne
Dunlap, Glenda	Rogers, Lisa
Harrington, Harold	Ransford, Mark
Hinds, Brenda	Schlaud, Annette
Hipes, Howard	Schultz, Vicky
Joiner, Jessica	Stone, Kendra
Kariem, Gerald	Turner, Scott
Kunisch, Chuck	Zuck, Laura
Lewis-Jennings, Tracie	

Governing Board:

Bodis, John
Conely, Bob
Dean, Daniel
Ellenburg, Ellen
Jensen, Mark
McMaster, Daniel
Nolden, Bryant
Plowman, John
Roy, Gary
Talaski, Todd
Warren, Rick
Young, Tom

GSTMW Staff:

Aleck, Deb	Libkie, Angela
Anderson, John	Linck-Rhodes, Chris
Beattie, Scott	Lorah-Hammond, Mary
Bigelow, Wanda	McCreehy, Jill
Billiau, Jessica	McLaughlin, Diona
Bowen, Sharon	Mendez Conroy, Wendy
Brown, Helen	Mroz, Jesse
Bullock, Monica	Nowicki, Deb
Burns, Jessica	Osborn, Amanda
Chisholm, Derek	Palmer, Carol
Cook, Kelly	Paxton, Wendy
Diegel, Tori	Preston, Eldon
Goble, Sherry	Rak, Tonya
Grant, Cheryl	Rambow, Treva
Harrison, Gary	Rancour, Greg
Hemphill, Karin	Rich, Rochelle
Hernandez-Rodriguez, Maria	Rock, Sheila
Hurley, Louann	Sanders, Joyce
Jeffery, Marcie	Schornack, Angel
Kean, Jona	Schueler, Chris
Kerbyson, Jody	Teinert, Chris
Kinde, Nicole	Thomas, Brenda
King Przybysz, Annalisa	Thornthwaite, Cindy
Krauss, Ty	Tiedeman, Tara
Kuenzli, JulAnn	Tuckey, Rick
Latham, Erich	Weber, Sarah
Leslie, Kathy	Wood, Estelle
Lewis, Jerome	Zambron, Cindy

Relationships: