



## **Request for Proposal**

### **Legal Services for Clean Slate Project**

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.

## Purpose of the Request for Proposal

These instructions are for the Request for Proposals (RFP) for providing legal services related to performing expungements under the Clean Slate Law in the six-county area which includes Genesee, Huron, Lapeer, Sanilac, Shiawassee, and Tuscola counties. Qualified responders include attorneys, legal firms, and agencies with qualified staff. Activities funded under this RFP will commence as soon as a contract is signed. Agencies and entities selected and awarded funding under the RFP will become part of the overall delivery system for GST Michigan Works! herein referred to as MWA.

## Office Locations

<p><b>Genesee County</b></p> <p><b>Flint Service Center</b> 711 North Saginaw – Lower Level Flint, Michigan 48503</p> <p><b>Fenton Service Center</b> 4045 Owen Rd. Fenton, Michigan 48430</p> <p><b>Huron County</b></p> <p><b>Bad Axe Service Center</b> 614 North Port Crescent St. Bad Axe, Michigan 48413</p> <p><b>Lapeer County</b></p> <p><b>Lapeer Service Center</b> 550 Lake Dr. Lapeer, Michigan 48446</p>	<p><b>Sanilac County</b></p> <p><b>Sandusky Service Center</b> 575 W. Sanilac Road Sandusky, Michigan 48471</p> <p><b>Shiawassee County</b></p> <p><b>Owosso Service Center</b> 1975 West Main Street Owosso, Michigan 48867</p> <p><b>Tuscola County</b></p> <p><b>Caro Service Center</b> 1184 Cleaver Rd. Caro, Michigan 48723</p>
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This RFP does not commit the MWA to award a contract or pay any cost incurred in the preparation of a proposal. The MWA reserves the right to accept or reject any or all proposals or parts of proposals received as a result of this request. The MWA can cancel or modify this RFP, in part or in its entirety. The MWA reserves the option to waive any informalities or minor irregularities in proposals.

The MWA may require a proposer to enter into an agreement based on their proposal without further discussion or may require the proposer to enter negotiations. Proposers may be required to submit cost, technical or other revisions of their proposal that may result from such negotiation. The MWA reserves the right to request any additional data or

discussion/presentation in support of the written proposal at any time, prior to the execution of a contract. The proposal may be referenced in the final contract except for those segments that were changed due to final negotiations. The contents of the final contract will take precedence over the proposal and/or the RFP document.

**A number of the items and instructions given in this RFP are inter-related. Please review these instructions entirely before beginning your proposal.**

**Schedule and Submission Information**

- Release RFP: August 4, 2021
- Inquiries concerning this RFP should be directed via email to [mlorahhammond@gstmiworks.org](mailto:mlorahhammond@gstmiworks.org) no later than 4:00 p.m. on August 10, 2021, using the subject heading “Legal Services for Clean Slate Project.”
- Responses to all questions will be posted on our website <https://gstmiworks.org/> by 5:00 p.m. on August 16, 2021.
- Proposals are due electronically to [aking@gstmiworks.org](mailto:aking@gstmiworks.org) by 4:00 p.m. August 23, 2021.
- Submit proposals using the subject heading, “Legal Services for Clean Slate Project.”
- All completed proposals are to be submitted in accordance with the terms, conditions, and procedures as stated herein. If duplicate proposals of the RFP are received from the bidder, only the last complete proposal submitted by the closing date and time indicated in this RFP may be reviewed and considered for funding. The MWA will not return any proposals to bidders for resubmission.

**Service Period**

As a result of this RFP the MWA expects to award a contract, or contracts, beginning approximately September 13, 2021 through June 30, 2022. Contracts may be extended based on need, funding, and satisfactory performance.

**Proposal Evaluations**

Proposals will be evaluated based on a 100-point scale identified below. Proposals must receive a minimum of 75 points for consideration. During the proposal rating process, the MWA staff may contact you for clarification.

Qualifications	25 Points
Experience	35 Points
Services provided in multiple counties	10 Points
Cost – cost repayment	25 Points
Acceptance of RFP & contract stipulations	5 Points
<b>Total</b>	<b>100 Points</b>

## **Nature of Services**

The MWA is participating in the Clean Slate Program implemented by the Department of Labor and Economic Opportunity, Workforce Development to coordinate with, and in support of, the recently enacted Clean Slate laws in Michigan.

This program is to assist individuals in expunging eligible convictions from their criminal record to aid them in their pursuit of full-time, self-sufficient employment, expand opportunities for housing previously not available to them, and expand the pool of potential employees to employers that are restricted on who they can hire based on criminal record.

The attorney/agency/firm will work with the MWA on an as-needed basis. The contracted attorneys must be licensed to practice in the State of Michigan and must be available within a reasonable standard of promptness.

The attorney/agency/firm should be willing to work with individuals throughout the (6) counties in the MWA area, if necessary, to provide legal services for the expungement process. Bidders are encouraged to provide bids covering all six counties but may submit proposals for counties of their choice out of Genesee, Lapeer, Huron, Tuscola, Sanilac, and Shiawassee. Multiple contractors may be utilized during the same time frame to reduce travel time and costs or should a conflict of interest ever arise.

## **Description of Process**

### **GSTMW Staff**

- The individual registers for the Clean Slate program.
- The MWA requests an ICHAT.
- The MWA conducts a pre-screening with the individual.
- The MWA coordinates appropriate fingerprinting services for the individual.
- The MWA coordinates the completion of the Application to Set Aside a Conviction with the individual.
- The MWA forwards screened candidate files to the proposer for eligibility assessment.
- The MWA files completed applications recommended by the proposer with the court.
- The MWA requests Michigan State Police criminal history report to be sent to all parties.

### **Attorney Legal Services for Clean Slate**

- The attorney/agency/law firm will review the MWA's screened candidate files to assess eligibility and recommend which candidates will move forward.
- The attorney/agency/law firm will meet with the individual, as needed, before a hearing to discuss the case.
- The attorney/agency/law firm will present expungement cases at scheduled hearings on behalf of the individual.

- The attorney/agency/law firm will communicate with the MWA and the individual on case updates.
- The contract will be for a minimum of 400 hours, subject to an increase based on caseload.

The MWA reserves the right to modify the scope of services for the successful proposer during the course of the contract. Such modification may include adding or deleting any tasks this project will encompass and/or any other modifications deemed necessary. Any changes in pricing or payment terms proposed by the proposer resulting from the requested changes are subject to acceptance by the MWA.

## **Proposal Content**

The information the proposer supplies in their applications must follow the format listed and provide comprehensive information to enable the proposal evaluation committee to rate each section. From the information provided, the MWA will determine the extent to which the proposal is consistent with the requirements of this RFP. Proposals that do not contain completed information as required will be downgraded in the evaluation process and/or may be considered non-responsive and not evaluated. All proposals submitted become the property of the MWA and are subject to the Freedom of Information Act.

Proposals must respond to the following items:

1. Organization Mission & Qualifications  
Provide a brief statement of your organization's primary mission and the services it provides; attach a copy your organizational chart.
2. Previous Experience  
Briefly outline your previous experience delivering these or similar programs or activities. Provide resumes or identify the experience and qualifications of staff. Describe successful previous collaborations.
3. Service locations  
Specify which counties your agency will be prepared to cover in its service territory.
4. Disallowed Costs and Cost Quote  
Provide evidence that your organization has the capability to repay all costs disallowed with non-restricted funds. Include the source of repayment (e.g., general funds, errors, and omission's insurance etc.). Insurance premiums for disallowed costs must not be paid for with funds under this grant. The MWA anticipates between 400 and 600 hours of service being needed during the contract period.
5. RFP and Contract Stipulations
  - Debarred or Suspended Form (included)  
Debarred or suspended generally applies to entities that are either under investigation for acting improperly with federal or

state funding; or have been found to have acted improperly with federal or state funding.

- Conflict of Interest Form (included)  
Identify in your proposal any conflicts of interest. This may include WDB/LEO members who may be on an agency boards, advisory committees, employees, or anyone with whom the agency has a financial relationship.
- Lobbying Restrictions (included)  
Proposers may be disqualified from bidding if they engage in any activity involving WDB/LEO members which influences or attempts to influence the award, terms, or structure of an award of funding the bidding agency is applying for.
- Independent Cost (included)  
By submission of this proposal, each proposer certifies, and in the case of a joint proposal, each party thereto certifies as to its own organization, that in connection with this procurement action bids were developed independently.
- Acceptance of RFP (included)  
The proposer certifies that the information in the Response Package is correct to the best of his/her knowledge and belief, that the filing of the Response Package has been fully authorized.

Proposers may be disqualified if they gain or attempt to gain any advantage via information or influence in the process. This includes lobbying GST Michigan Works! staff and attempting or gaining information not available to other bidders or before it is released. This applies to funding under the control of the WDB/LEO and includes the contents and development of the RFP and proposals.

**CERTIFICATION REGARDING  
DEBARMENT AND SUSPENSION**

This certification is required by the regulations implementing Executive Order 12549 and 12689, 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).

1. The prospective recipient (i.e., The Contractor) of Federal assistance funds certifies, by signing this contract and attachment, 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 (i.e., The Contractor) 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 form.

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Name and Title of Authorized Representative

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Signature

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Date

**CERTIFICATE OF INDEPENDENT PRICE/COST DETERMINATION**

NOTE: This certificate must be signed and returned in the proposal package.

- A. By submission of this proposal, each proposer certifies, and in the case of a joint proposal each party thereto certifies as to its own organization, that in connection with this procurement action:
  - 1. The prices in this proposal have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting completion, as to any matter relating to such prices with any other proposer or with any competitor.
  - 2. Unless otherwise required by law, the prices which have been quoted in this proposal have not knowingly been disclosed by the proposer prior to award, directly or indirectly to any other proposer or to any competitor; and
  - 3. No attempt has been made or will be made by the proposer to include any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.
  
- B. Each person signing this proposal certifies that:
  - 1. They are the person in the proposer’s organization responsible for the decision as to the prices being offered herein and that she or he has not participated, and will not participate, in any action contrary to A.1 through A.3 above; or
  - 2. They are not the person in the proposer’s organization responsible within that organization for the decision as to the prices being offered herein but they have been authorized for such decision in certifying that such persons have not participated, and shall not participate, in any action contrary to A.1 through A.3 above, and as their agent does not hereby so certify; and they have not participated, and shall not participate, in any action contrary to A.1 through A.3 above.
  
- C. This certification is not applicable to a foreign proposer submitted proposal for a contract, which requires performance or delivery outside the United States, its possession, or Puerto Rico.
  
- D. A proposal shall not be considered for award where A.1, A.3 or B. above has been deleted or modified. Where A.2 above has been deleted or modified, the proposal shall not be considered for award unless the proposer furnishes with the proposal a signed statement which sets forth in detail the circumstances of the disclosure and the head of the agency, or his or her designee, determines that such disclosure was not made for the purpose of restricting completion.

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Authorized Signatory Official Date

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Typed Name of Authorized Officials

## CONFLICT OF INTEREST STATEMENT

By my signature I certify to the following statements:

No employee of GST Michigan Works! Agency or member of the Workforce Development Board, or Board of Directors has any direct interest, financial or otherwise, in this organization.

Correct                       Incorrect

No officer, any government, or any government agency has any direct interest, financial or otherwise, in this organization.

Correct                       Incorrect

\*If incorrect was marked, you must list the person or persons which have an interest, financial or otherwise with the organization. Their relationship with the organization also must be listed.

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Name

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Relationship

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Organization's Name

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Date

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Signature

**ACCEPTANCE OF CONDITIONS OF RFP**

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Name of firm/agency submitting proposal.

Does hereby accept all the term and conditions of the Request for Proposal and the Subsequent Format enclosed therein. The Proposer also certifies that the information in the Response Package is correct to the best of their knowledge and belief, that the filing of the Response Package has been fully authorized, and that proof of this authorization is attached. All communications relative to the Proposal shall be transmitted to the name in this certification unless written assignment is made by the person named below.

The following signatory is authorized to sign as agent for the above-mentioned agency.

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Signature

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Typed Name and Title

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Date

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

The undersigned certifies, to the best of their 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 any 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 subcontract, subgrant, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation 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.

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Organization

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Name of Certifying Official Signature

Date