



REQUEST FOR PROPOSAL

for

LABOR MARKET ANALYTIC SOFTWARE

QUOTES SHOULD BE SUBMITTED TO:

Jessica Billiau
GST Michigan Works!
3270 Wilson ST.
Marlette, MI 48453
JBILLIAU@GSTMWORKS.ORG

A. 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.

GST Michigan Works! is governed by a Board of Commissioners representing Genesee, Huron, Lapeer, Sanilac, Shiawassee, and Tuscola counties. In addition to the governing Board, a separate region-wide Workforce Development Board (WDB) made up of twenty-one members leads the vision and planning decisions of the organization.

B. PURPOSE

The purpose of the Request for Proposal (RFP) is to solicit quotes to establish a licensing agreement with a qualified organization providing Labor Market Analytic Software.

Mission:

**GST Michigan Works! connects and provides
employers and job seekers with the assets they need
to work together in building a prosperous region.**

We strive to achieve this mission by continuing to invest in real-time labor market analysis tools which inform planning, decision-making, strategic planning, and Talent Pipeline Management initiatives, forecasting, support for talent attraction/retention proposals in partnership with state and local economic development activities.

C. RFQ STIPULATIONS

As a recipient of Federal and State funds, GSTMW! must procure on an open, competitive basis. A proposal must clearly set forth all responses in the format required by the RFP to be considered. Any proposals may be rejected in whole or in part. GSTMW! reserves the right to rescind this RFQ in whole or part. GSTMW! shall not be responsible to any bidder or potential bidder for any costs incurred or opportunities lost in responding to this RFP or in deciding not to respond.

To ensure the integrity of this procurement, bidders shall make special efforts to prevent fraud and other abuses. Fraud includes deceitful practices and intentional misconduct such as willful misrepresentation. "Abuse" is a general term that encompasses improper conduct that may or may not be fraudulent in nature. While federal legislation is not specific, problem areas could include the following: conflict of interest, kickbacks, bribes, nepotism, political patronage, political activities, and

sectarian activities. Bidders that are found to violate the abuse standards will be disqualified. Bidders are required to report immediately any violations in these areas or in problem areas that may later be defined.

Information provided by a proposer that 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.

Any bidder that attempts to exchange information with any other potential bidder for gaining competitive advantage shall be subject to disqualification. In addition, any bidder who attempts to discuss the proposal with, or offer anything of value to any GSTMW! officer, director, staff person, agent or representative during this procurement process shall be subject to disqualification.

GSTMW! operates an equal opportunity procurement process. Upon request, GSTMW! can make this RFP available in large print or alternative format. Auxiliary aids and services are also available upon request to individuals with disabilities. TDD Service is available through the Michigan Relay Center at 1-844-578-6563 or 7-1-1.

Neither the proposer nor anyone with whom the proposer shall contract, shall discriminate against any person employed or applying for employment concerning the performance of the proposers' responsibilities under this agreement.

The successful bidder shall be required to comply with all applicable federal and state laws prohibiting discrimination 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 characteristic or activity protected by Federal or State laws and regulations.

1. Disclaimer/Right to Reject/Cancel/Terminate

This RFP does not commit GSTMW! to award a contract, to pay any cost incurred in the preparation of a proposal in response to this request, or to procure or contract for services. GSTMW! reserves the right to accept or reject any or all proposals received as a result of this request. GSTMW! can cancel this RFP, in part or in its entirety, if it is in its best interest to do so.

GSTMW! may require selected offerors to participate in negotiations, and to submit such costs or other revisions to their proposals as a result of negotiations. GSTMW! is not liable for costs incurred by the offerors prior to the signing of a contract and/or written authorization from GSTMW! to proceed with the services.

a) Termination Prior to Completion:

GSTMW! reserves the right to terminate its commitment if the successful bidder fails to make sufficient progress toward completion of the project or if GSTMW! receives funding reductions which make the proposed project unfeasible. The determination of the sufficiency of grounds for termination under this clause shall be within the sole discretion of GSTMW!.

2. Small and Minority Owned Businesses, Women's Business Enterprises

GSTMW! will make an effort to utilize small and minority owned businesses, women's business enterprises and Labor surplus area firms when possible.

An Offeror qualifies as a small business firm if it meets the definition of "small business" as established by the Small Business Administration (13 CFR 121.201), by having average annual receipts for the last three fiscal years of less than six million dollars.

3. Award

Upon conclusion of final negotiations with the successful bidder, GSTMW! May enter into a licensing/software-access agreement based on offers received.

Accordingly, each offer should be submitted on the most favorable terms from a price and technical standpoint. GSTMW! reserves the right to request additional data or to request an oral presentation or demonstration in support of written proposals.

4. RFP Appeal Process

In accordance with applicable regulations, proposers denied funding have the right to appeal. The following steps outline the process to appeal funding decisions:

- A. Submit a letter within three (3) business days from the date of the contract award to the Chief Executive Officer of GST Michigan Works! stating that an appeal to the contract award is being filed and the specific reasons for that appeal based on the four criteria below:
 - a. Clear and substantial error or misstated facts upon which the WDB made the decision. An appeal will not be accepted if it attempts to modify or include additional information in the original proposal.
 - b. Unfair competition or conflict of interest in the decision-making process.
 - c. Any illegal or improper act or violation of the law. The basis shall be explicitly stated and reference appropriate sections of law, regulations, and contracts.
 - d. Other legal basis on grounds that may substantially alter the WDB decision.
- B. The Chief Executive Officer will review the appeal and respond within ten (10) business days.

- C. If 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 ten (10) business days from receipt of a response from the CEO. Members of the Executive Committee will hear the appeal at a time set by the Chair. The decision of the Executive Committee will be issued within five (5) business days. This decision is final. No other appeal process is available.

D. SPECIFICATIONS

GST Michigan Works! is seeking quotes for Labor Market Analytics Software access/licensing that will provide reports and analysis geographically covering the State of Michigan, specifically Genesee, Huron, Lapeer, Sanilac, Shiawassee, and Tuscola counties. At a minimum, analytics should include the following:

- Reports identifying critical labor market trends.
- Demand by Occupation
- Demand by Industry
- Occupational Snapshots
- Occupation Wages
- Occupation Gaps
- Real-Time online job posting data by zip code and occupational codes.
- School programs linked to occupational code.
- Job Postings linking fields of study to occupations.
- Labor Inventory
- Forecast Comparison
- Career Training Ladders
- Labor & Wage Trends
- Industry Analysis
 - o Economic Impact information
 - o Forecasting Industry expansion/contraction
- Industry Sector/Career Cluster data
- Skills Gaps
- Credential attainment by program and location
- Tools and data to support Talent Pipeline Management (TPM) efforts.

Evaluation:

Respondents may be asked for additional information while GSTMW! evaluates quotes. GSTMW! will evaluate the proposals based on the following criteria.

- Meets overall specifications - 50 points.
- Cost – 50 points

F. QUOTE SUBMISSION

1. Closing Submission Date

- i. Quotes must be received no later than 4:00 p.m. on Friday, February 23, 2024

2. Inquiries

- i. Questions may be submitted in writing to Jessica Billiau:
jbilliau@gstmiworks.org.

3. Selection

GSTMW! will review all quotes and choose perspective providers no later than Friday, March 1, 2024.

4. Payment

GSTMW! may negotiate a payment schedule with the service provider selected. The award will go to the responsible firm whose proposal is most advantageous to the GSTMW! and programs based on price and other evaluation factors.

**PROPOSAL FOR LABOR MARKET ANALYTIC SOFTWARE
TO GST MICHIGAN WORKS!
PROPOSAL OFFEROR COVER SHEET AND SUMMARY INFORMATION**

Organization Name: _____

Address: _____

Contact Person: _____

Phone #: _____ Fax #: _____

Email address: _____

Employer Tax ID: _____ DUNS# _____
(If applicable)

Type of Organization: ☐ Private for Profit ☐ Private Non-Profit
 ☐ Public Government ☐ Other (specify)

The Certification Statement below must be signed by an official authorized to bind the Offeror in a sublease/contract.

Signature

The above signed does hereby accept all the terms and conditions of the Request for Proposal (RFP), including RFP stipulations and specifications. The bidder also certifies that the information in this proposal is correct to the best of its knowledge and belief and the filing of this proposal has been fully authorized by the organization submitting the proposal and that the submitting agency is an Equal Opportunity Employer (if applicable).

Printed Name

Title

Date

-

CERTIFICATIONS

On behalf of the Offeror:

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

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

Organization Authorized Signature

Date

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans and Cooperative Agreements

The undersigned certifies, to be 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, any 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 any employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material 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 1325, 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 such failure.

Organization Authorized Signature

Date

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

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

- (1) The prospective recipient of federal assistance funds certifies, by submission of this certification, 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 any of the statements in this certification, such prospective participant shall attach an explanation to this certification.

Organization Authorized Signature

Date

CERTIFICATE OF COMPLIANCE WITH PUBLIC ACT 517 OF 2012

I certify that neither _____ (Company), nor any of its successors, parent companies, subsidiaries, or companies under common control, are an "Iran Linked Business" engaged in investment activities of \$20,000,000.00 or more with the energy sector of Iran, within the meaning of Michigan Public Act 517 of 2012. In the event it is awarded a Contract as a result of this Request for Proposals, Company will not become an "Iran Linked Business" during the course of performing the work under the Contract.

NOTE: IF A PERSON OR ENTITY FALSELY CERTIFIES THAT IT IS NOT AN IRAN LINKED BUSINESS AS DEFINED BY PUBLIC ACT 517 OF 2012, IT WILL BE RESPONSIBLE FOR CIVIL PENALTIES OF NOT MORE THAN \$250,000.00 OR TWO TIMES THE AMOUNT OF THE CONTRACT FOR WHICH THE FALSE CERTIFICATION WAS MADE, WHICHEVER IS GREATER, PLUS COSTS AND REASONABLE ATTORNEY FEES INCURRED, AS MORE FULLY SET FORTH IN SECTION 5 OF ACT NO. 517, PUBLIC ACTS OF 2012.

(Name of Company)

By: _____

Date: _____

Title: _____

Subscribed to and sworn before me,
a Notary Public, on this ____ day of _____, 20__.

_____, Notary Public

_____ County, State of Michigan Acting in _____ County, Michigan

My Commission Expires: _____

C. CONFLICT OF INTEREST FORM

Agency/Organization Name

GSTMW! BOARD MEMBERS AND STAFF

The GSTMW! Staff 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."

| Workforce Development Board | | | |
|---|-------------------------|------------------------|---------------------|
| Avendt, Scott | Esselink, Robert | Lewis, Seth | Schlaud, Annette |
| Baird, Rick | Ann Finkbeiner, Ann | Lewis-Jennings, Tracie | Sheppard, Daniel |
| Batistoni, Pete | Fountain, Samantha | Mose, Sandi | Turner, Rafael |
| Brinkman, Mary | Gaudet, Dan | Nas, Paula | |
| Collison, Dennis | Hipes, Howard | Panduren, Leanne | |
| Ernst, Matt | Kunisch, Chuck | Rogers, Lisa | |
| Local Elected Official – Governing Board | | | |
| Avery, James | Emery, Thomas | Jensen, Mark | Newman, Debra |
| Babcock, Mary | Ellenburg, Ellen | Lutz, Bill | Talaski, Todd |
| Ballard, Roger | Haggadone, Brad | Mast, Truman | Webster, Marlene |
| Conley, Bob | Howell, Gary | Moody, John | Young, Thomas |
| GST Michigan Works Staff | | | |
| Aleck, Deb | Hernandez, Maria | Motter, Laura | Ritz, Dannelle |
| Barry, Raymond | Howard-Young, Regina | Nowicki, Debra | Rock, Sheila |
| Beattie, Scott | Jeffery, Marcie | Olsen, Sara | Schornack, Angel |
| Bigelow, Wanda | Kerbyson, Jody | Palmer, Carol | Schueler, Chris |
| Billiau, Jessica | King-Przybysz, Annalisa | Paxton, Wendy | Thorntwaite, Cindy |
| Bowen, Sharon | Kuenzli, JulAnn | Peabody, Roman | Thrall, Amanda |
| Burns, Jessica | Latham, Erich | Polmanteer, Stephanie | Tiedeman, Tara |
| Condra, Beth | Leslie, Kathy | Powell, Heidi | Tuckey, Rick |
| Conroy, Wendy | Libkie, Angela | Preston, Eldon | Watson, Shakesha |
| Cook, Kelly | Lorah-Hammond, Mary | Rak, Tonya | Woodruff, Katherine |
| Diegel, Tori | McCreedy, Jill | Rancour, Greg | Young, Stephon |
| Franco, Maricela | McGee, Michael | Reynolds, Roy | Zambron, Cindy |
| Grant, Cheryl | McGrandy, Shawn | Rich, Rochelle | |
| Harper, Nancy | Morehead, Roxanne | Ritchie, Jennie | |

Relationships: