Request for Proposal

Training Services for Workforce Development Professionals

Due Date: November 14, 2014

Inquiries and Proposals Should Be Directed To:

Luann Dunsford
Chief Executive Officer
DunsfordL@michiganworks.org
BACKGROUND INFORMATION

Michigan Works! Association

The mission of the Michigan Works! Association is to provide leadership and services, and promote quality and excellence for the advancement of Michigan’s workforce development system and its customers and professionals.

Michigan Works! System
The Michigan Works! System is the first unified workforce development system in the country and an instrumental partner for developing Michigan’s economic future.

Michigan Works! Agencies are unique, but share several fundamental qualities:

- Locally-responsive and demand-driven
- Governed by a Workforce Development Board comprised of private sector representatives and Local Elected Officials
- Provide access to a full range of core employment-related services to help businesses find the skilled workers they need, and help job seekers find satisfying careers

The Michigan Works! System is demand-driven and contributes to the state’s economic vitality through the provision of workforce training and services that meet the needs of targeted business sectors and employers.

With a statewide network of more than 100 Service Centers, the Michigan Works! System serves over three million customers each year.
STATEMENT OF NEED

The purpose of this Request for Proposal (RFP) is to solicit proposals from qualified training providers who have the capacity to develop and deliver both web-based and classroom training workshops. These workshops must be designed to support the skills and knowledge of workforce development professionals and be relevant to federal and state workforce development program services.

BID PROCESS

The purpose of this RFP is to identify potential vendors to provide services described in STATEMENT OF NEED (page 3).

INSTRUCTIONS ON BID SUBMISSION

Offerors may submit their proposals (Section I, II and III) electronically or via hardcopy and will be accepted through November 14, 2014.

Electronic proposals must be submitted in PDF format only to DunsfordL@michiganworks.org

Hardcopy proposals may be delivered in person or via mail service delivery and must include one original and one copy of the completed proposal. Any differences between the original, copies, or a CD are at the liability of the bidder:

Michigan Works! Association
Attn: Luann Dunsford
2500 Kerry Street, Suite 210
Lansing, MI 48912

Inquiries
To ensure the Association maintains an open competition process, all inquiries regarding this RFP must be provided in writing only, via email to DunsfordL@michiganworks.org.

Answers to all questions regarding this proposal will be posted on the Association’s website, www.michiganworks.org.

Expensive bindings, color displays, or packaging are not necessary or desired. Emphasis should be based on conformity to the instructions and requirements of this RFP.

Conditions of Bid
All costs incurred in the preparation of a proposal will be the responsibility of the Offeror and will not be reimbursed by Michigan Works! Association.

Right to Reject
Michigan Works! Association reserves the right to reject any or all proposals or any part of same; to award a contract(s) other than to the lowest bid, and to use the accepted bid as the basis and point of departure for final contract negotiations; to waive irregularities and/or informalities; and to make any decisions which Michigan Works! Association deems to be in its own best interest.
INSTRUCTIONS ON BID SUBMISSION (cont)

This notice is forwarded for information and invitation only and is not to be construed as a contract, or as a commitment to contract. Award of any contract(s) is subject to the availability of funding.

Administrative Requirements
The selected vendor must sign and return all contracts to Michigan Works! Association within ten (10) days of the receipt of the contract.

All invoices and supporting documentation must be submitted within thirty (30) days of the contract end date. Failure to do so may result in non-payment.

Disclaimer
Michigan Works! Association assumes no responsibility or liability for costs incurred by the proposer prior to the effective date of any contract resulting from this RFP. The bidder may be required to obtain licenses, liability insurance (including bonding of staff responsible for financial transactions) comply with the Americans with Disabilities Act and maintain Equal Opportunity Employment between the bidder and its employees.

Notification of Award
Proposals will be reviewed with notification of acceptance or refusal within four weeks of submission.

EVALUATION

Proposal Evaluation Criteria
All proposals will be reviewed and rated by a Michigan Works! Association review team. Incomplete proposals or proposals that fail to follow the submission guidelines will not be considered for review.

Proposals may be judged non-responsive and removed from further consideration if any of the following occur:

1. The proposal is not received timely in accordance with the terms of this RFP.
2. The proposal does not follow the specified format.
3. The proposal is not adequate to form a judgment by the reviewers.

Rating Criteria (Out of 100 points):

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Michigan Works! Association reserves the right to make an award without further discussion of the proposals submitted.
### SECTION I – PROPOSAL COVER PAGE
Michigan Works! Association
Request for Professional Development Services

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**Certification**

I certify that:
(a) I have been authorized to submit and sign this proposal on behalf of the submitting organization;
(b) that the quote is accurate and true to the best of my knowledge, the costs are reasonable and necessary for the proposed service;
(c) the proposed costs do not duplicate other funds already available, or which may become available, to pay the projected costs;
(d) my organization will implement the services in compliance with the stipulations and guidelines set forth by Michigan Works! Association; and,
(e) the organization that I represent is an equal opportunity employer/provider.

__________________________________________________________________________
**Authorized Signature**

__________________________________________________________________________
**Date**
SECTION II – QUALIFICATIONS / PROPOSAL COMPONENTS

Complete the following information and submit two copies with the signed Proposal Cover Page (Section I). Complete responses are required for each section. All proposals must include the following:

A. Organizational Background
Provide a brief description (100 words of less) of your organization

B. Experience/Qualifications
The proposal should include a brief history of the firm or individual, its size, and its experience with training development services for workforce professionals.

C. Capacity to Provide Service
Describe the personnel to be assigned to this project including their relevant experience, along with any specific software or platforms associated with the delivery of service.

D. Training Content
Describe proposed training, format (classroom or virtual), target audience, and training outcomes.

E. Budget and Cost Effectiveness
List training fee, and estimated travel/expenses if separate from training fee for a total cost per training.

F. References
Please attach references including names, organization, and contact information for three (3) clients who can provide insights regarding skills, qualification and delivery of requested training services.

Important Note: This RFP relates to training services for professionals currently employed in the field of workforce development or related industries. Training proposals designed to enhance the skills of job seekers should be directed to local Michigan Works! Agencies.
SECTION III

If awarded funding, the applicant hereby certifies and assures that it will fully comply with the following federal regulations (if applicable to your organization):

Certification and Other Terms/Conditions

- The signing individual certifies that he/she is authorized to contract on behalf of the organization offering this proposal.
- The signing individual certifies that the prices in this proposal have been arrived at independently, without consultation, communication, or agreements made for the purpose of restricting competition.
- When delivering services under an approved contract, the contractor shall work under the broad supervision of Michigan Works! Association Professional Development Coordinator.
- The signing individual certifies that there has been no attempt by him/her or anyone in their organization to discourage any potential applicant from submitting a proposal.
- The signing individual certifies that he/she has read and understands all of the information in this Request for Proposals.
- The signing individual certifies that his/her organization, and any individuals to be assigned to the project, 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.
- Michigan Works! Association reserves the right to negotiate a best and final offer with applicant selected.
- Payments shall be made on a cost reimbursement basis (no advances). Invoices shall detail expenses based on the line items in the proposal budget. Generally, Michigan Works! Association will pay invoices within 30 days of receipt, unless questions arise as to the appropriateness of an expense.
- All information received by the contractor during the course of the contract period is considered confidential, and shall be protected to the utmost ability of the contractor.
- The contract awarded under this RFP shall be subject to and interpreted under the laws and jurisdiction of the State of Michigan.

Signature_________________________________________ Date_____________________

(Signed certification/conditions to be returned with the proposal)
ATTACHMENT A

SAMPLE TRAINING TOPICS

*Please note training proposals are not limited to the following examples; however proposals must be relevant to workforce development staff and administrators.

- Accessing Federal and State TANF Regulations
- Accessing WIA Information; CFR, Federal TEGL, TEIN
- Basics of the Career Development Process
- Branding
- Business Writing Skills
- Collaboration and Team Building Skills
- Conducting Internal Monitoring or Review
- Conflict Management
- Contracting Understanding OMB Circulars
- Coordinating Services for Older Workers
- Cost Allocation
- Creating a Communication Plan
- Creative Methods to Meet Work Participation Requirements
- De-escalation Techniques for Service Center Staff
- Developing Communications for the Media
- Developing Strong Workforce Boards
- Effective Case Notes
- Effective Presentation Skills
- Emergency Preparedness for Service Centers
- Employment Services Complaint System
- Employment Services Registration Verification for Unemployment Requirements
- Fidelity Bonding
- Grant Writing
- Incumbent Worker Funds
- Introduction to the Workforce Investment Act (WIA 101)
- Individual Service Strategies and Support Services
- Individual Training Accounts and Career Education Consumer Report
- Labor Market Information Tools
- Lean Principles for Service Organizations
- Lean Six Sigma Green/Black Belt for Workforce Professionals
- Media Training
- Marketing OJT’s
- Migrant Services and Foreign Labor Exchange Requirements
- Monitoring/Audit Preparedness
- Motivational Interviewing
- Occupational Assessments including Work Keys
- OSMIS, File Management, and Data Validation
- Partnering with Economic Development
- Preventing Sexual Harassment
- Procurement - Advanced
- Procurement - Basic
- Resource Mapping and Identifying Skills Gaps
- Resume Writing
SAMPLE TRAINING TOPICS continued -
Serving Customers with Disabilities: Compliance and Standards
Serving Ex-Offenders
Social Media for Organizations
Standards for Using Social Media
Strategic Planning
Supervising and Managing Skills
Technology Audits for Organizations
Technology for Organizations, Smart Phones, Tablets, Email
Trade Adjustment Assistance and Related Acts
Training Waivers (Unemployment)
Using Social Media for Business Services
Veterans Services
Vocational Training for TANF Customers
WIA Adult/Dislocated Worker Case Management
WIA Eligibility, Intake, and Documentation
WIA Nondiscrimination and Equal Opportunity Provisions
WIA Performance
WIA Youth Case Management
Writing and Managing Effective RFP's
Writing Effective Job Descriptions