



www.michiganworks.org

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Request for Proposal

2022 Michigan Works! Annual Conference

Due Date: July 26, 2019, 12:00 pm (EDT)

Inquiries and Proposals Should Be Directed To:

Anisa Mazuca
Director of Operations
mazucaa@michiganworks.org



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BACKGROUND INFORMATION

Michigan Works! Association

The Michigan Works! Association is a 501(c)(3) non-profit membership organization that supports Michigan's talent development system: Michigan Works!.

The Association connects members with resources to help them better serve employers and job seekers:

- Michigan Works! Organizations
- Michigan Works! Organizations Board Chairs
- Chief Local-Elected Officials
- Associate Members
- Service Providers

Michigan Works! Association provides the following services to its members:

- Advocacy and participation in the legislative process by advancing and defending interests on behalf of the Michigan Works! System
- Convening meetings as a way for members to network and share best practices
- Events to promote the Michigan Works! System
- Staff development and technical assistance

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 assist businesses find the skilled workers they need, and help job seekers find satisfying careers and employment opportunities.

The Michigan Works! System 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.

STATEMENT OF NEED

Michigan Works! Association is seeking proposals for consideration to host the Michigan Works! Annual Conference for year 2022. Specifications for this event are described on the following pages. Criteria for selection will include dates available, travel accessibility to location, competitive pricing, adequate function space and sleeping rooms.

BID PROCESS

The purpose of this RFP is to identify potential vendors to provide services described in the Statement of Need.

INSTRUCTIONS ON BID SUBMISSION

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.

Offerors may submit their proposals electronically or via hardcopy and will be accepted through **July 26, 2019, 12:00 pm (EDT)**.

Electronic bids must be submitted in PDF format only to mazucaa@michiganworks.org.

Hardcopy bids may be delivered in person or via mail service delivery and must include one original and one copy of the completed bid. Any differences between the original or copies liability of the bidder:

Michigan Works! Association
Attn: Anisa Mazuca
2500 Kerry Street, Suite 210
Lansing, MI 48912

Inquiries

To ensure the Association maintains an open competition process, inquiries regarding this RFP must be in writing and sent to mazucaa@michiganworks.org. Inquiries and responses will be sent to all potential bidders that received this bid. Inquiries will be accepted through **July 17, 2019, 12:00 pm (EDT)**.

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 bid will be the responsibility of the Offeror and will not be reimbursed by Michigan Works! Association. Michigan Works! Association reserves the right to make an award without further discussion of the bids submitted.

General Information/Right to Reject:

This RFP does not commit the Michigan Works! Association to award a contract, to pay any costs incurred in the preparation of a proposal to this request, or to procure or contract for services or supplies. The Association may award a contract, based on offers received, without discussion of such offers. Accordingly, each offer should be submitted on the most favorable terms from a price and technical standpoint. The Association reserves the right to accept or reject any or all proposals received as a result of this request, if it is in the best interest of the Michigan Works! Association. The Association may require the offerors selected to participate in negotiations and to submit such cost, technical, or other revisions of their proposals as a result of negotiations. The Association is not liable for any costs incurred by the bidder prior to the signing of a contract and/or written authorization from the Association to proceed with the service.

The Michigan Works! Association encourages small businesses, minority-owned firms and women-owned business enterprises to submit a proposal, and to indicate as such on the cover sheet.

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

Bids will be reviewed with notification of acceptance or refusal within six weeks of submission.

NARRATIVE REQUIREMENTS

The Offeror shall respond to each of the following in the proposal:

PLEASE ENCLOSE THE FOLLOWING INFORMATION WITH YOUR PROPOSAL:

1. Map of Facility
2. Menus *with* prices

Qualifications

I. DATES REQUESTED

September 11, 12, 13 – 2022

SPACE REQUIREMENTS KEY BELOW:

- Indicates an item that must be present and mentioned
- ✓ Indicates an item you should clarify and address in your proposal

II. SPACE REQUIREMENTS [from Sunday, September 11 at 7:00 a.m. to Tuesday, September 13 at 12:00 p.m.]

A. Workshop Rooms:

- ✓ **Eight** breakout rooms set theatre style for 60-100 people **each** (Sunday noon to Tuesday noon)
- ✓ One extra meeting room for 50 people, board to theater styles for miscellaneous activity
- ✓ Breakout rooms must be separate from the general session space and accommodate trainers, AV equipment and water service

Proposal:

- List the name of each room in the proposed block, the room size and maximum number the room will hold for workshop rooms
- Is there a room rental charge for the breakout/meeting space? If so, what is the charge?

B. General Session Space:

- ✓ Space for 575 – 650 people in rounds with a head table, on a riser, for 8 people

Proposal:

- Is there a room rental charge for this space? If so, what is the charge?
- List the name of the room and the room capacity

C. Reception Space:

- ✓ Space for 350-450 people with hors d'oeuvres and cash bar
- ✓ Receptions are held Sunday night

Proposal:

- Is there a room rental charge for this space? If so, what is the charge?
- Identify the space designated for the reception

D. Exhibitor Space: (setup beginning Saturday night)

- ✓ Space for 20 – 30 Exhibitors (tables and/or booths, approximately 8' x 8', near the general session room)

Proposal:

- Is there a room rental charge for this space? If so, what is the charge?
- Where is this space located within your facility?
- Is there a charge for tables/booths? If so, what is the charge?

E. Storage Space: (setup beginning Friday morning, September 9, 2022)

- ✓ Space for storing conference items (Friday 10:00 a.m. to Tuesday 1:00 p.m.)

Proposal:

- Is there a room rental charge for this space? If so, what is the charge?
- Where is this space located within your facility?

SLEEPING ROOMS

Requirements:

- ✓ Saturday, September 11: 50 rooms
- ✓ Sunday, September 12: 325 rooms
- ✓ Monday, September 13: 300 rooms
- ✓ Conference participants will be responsible for their own reservations and room charges

Proposal:

- List the single and double room rates you are prepared to offer for 2022 and the total number of sleeping rooms in your facility
- Will any complimentary rooms be offered? How many?
- How many handicapped rooms does your facility have?
- List any facilities nearby that could provide additional sleeping rooms
- Can you offer a room rebate?
- What are any additional charges associated with the rooms? Resort fees, City tax, etc.

IV. FOOD & BEVERAGE REQUIREMENTS

Requirements:

- ✓ Two Continental Breakfasts with protein – (350-450 people) coffee, juice, eggs, bagels, protein and pastries
- ✓ One Lunch – (525-600 people) hot, plated, chicken
- ✓ Two-Three Breaks – (300-400 people) coffee, sodas, water, snacks
- ✓ One Reception – (350-450 people) - possibly two, if we do not go off site for the second reception, Hors d'oeuvres (hot and cold), sodas, coffee, cash bar

Proposal:

- List an average cost per person for each meal/break function listed
- Indicate how many months out you will guarantee food prices
- Specify your Gratuity/Service Charge: _____
- Does your facility have an on-site restaurant? If so, provide information on hours of operation

V. AV EQUIPMENT

Requirements:

The following is a list of AV equipment (most likely) needed:

- ✓ Podiums
- ✓ Microphones (hand held and Lavalieres)
- ✓ Screens
- ✓ House Sound
- ✓ Overhead Projectors
- ✓ Flipchart w/markers
- ✓ High-speed internet access in meeting spaces and exhibit area

Proposal:

- Please list the rental fees per each item
- Which rooms in this proposal have High-speed internet access?
- Does the exhibit area have High-speed internet access? If so, what is the charge?
- Do the meeting rooms have High-speed internet access? If so, what is the charge?
- Do sleeping rooms within the hotel facility have internet, what kind? If so, what is the charge?

VI. OFF SITE RECEPTION OPTIONS

Requirements:

- ✓ Must be conveniently located (less than a 10 minute drive) to at least one local site of interest which could accommodate a catered 350+ person off-site reception (e.g. historical sites, museums, places with a view, etc.)

Proposal:

- List of eligible sites/facilities
- Include name of site, address, phone number and contact person (if known)
- Please include any extra information you may have on the site(s) you have suggested

VII. DISABLED ACCESS AND PARKING

Requirements:

- ✓ Must be in full compliance with the Americans with Disabilities Act of 1990 (ADA) and the Michigan Handicapper's Civil Rights Act (MHCRA)

Proposal:

- Is your facility in full compliance with ADA/MHCRA?

VIII. PARKING

Requirements:

- ✓ Must have adequate and easily accessible parking for attendees

Proposal:

- How many parking spaces are available?
- Is there a charge for parking?

Attachments

Please limit organizational attachments to one or two succinct pieces of information such as brochures that help to provide background and context for the organization.

Delivery Schedule

If the Offeror fails to produce within specified time frames, Michigan Works! Association may, by written notice of default to the Offeror, terminate the whole or any part of this contract.

NOTIFICATION OF AWARD/DISCLAIMER

Proposals will be reviewed with notification of acceptance or refusal within six weeks of submission.

This request for proposal does not commit Michigan Works! Association to award a contract, to pay any costs incurred in the preparation of an application to this request, or to procure or contract for services or supplies.

Michigan Works! Association reserves the right to accept or reject any or all applications received as a result of this request, or negotiate with all qualified sources, to waive any informalities or minor irregularities in applications/proposals, or to cancel in part or in its entirety the RFP if it is in the best interest of Michigan Works! Association.

Michigan Works! Association is not required to award bids to the lowest bidder or to the best score, but must make award decisions based on the best overall proposal considering all relevant factors, including price, technical qualifications, demonstrated experience, etc. Michigan Works! Association reserves the right to negotiate a renewal of contract award for up to two additional years, or to negate the renewal due to funding availability.

EVALUATION

Bid Evaluation Criteria

All bids will be reviewed and rated by a Michigan Works! Association review team. Incomplete bids or bids 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):

40	Vendor Experience Vendor has successfully held similar events / has the qualifications and capacity necessary to hold the event and has appropriate staff to support and provide service for the event.
30	Cost Vendor will be able to guarantee quoted rate and cost is commensurate with the value offered by the proposer.
20	Bid Completeness Information is presented in a clear, logical manner. The proposal meets the needs and criteria set forth in the RFP.
10	Prior Working Relationship with the Michigan Works! Association Conferences contracted for the Michigan Works! Association
100	Total points awarded

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 Proposal – 2022 Michigan Works! Annual Conference

Applicant Organization		Federal ID Number/ SSN
Street Address		
City	State	Zip Code
Printed Name		Title of Applicant's Authorized Representative
Telephone Number		Fax Number
E-mail Address		Web site
<i>Certification</i>		
<p>I certify that:</p> <p>(a) I have been authorized to submit and sign this proposal on behalf of the submitting organization;</p> <p>(b) that the quotation is accurate and true to the best of my knowledge, the costs are reasonable and necessary for the proposed service;</p> <p>(c) the proposed costs do not duplicate other funds already available, or which may become available, to pay the projected costs;</p> <p>(d) my organization will implement the services in compliance with the stipulations and guidelines set forth by Michigan Works! Association;</p> <p>(e) the proposed rates will be valid for the Conference timeframe (September 11-13, 2022), and,</p> <p>(f) the organization that I represent is an equal opportunity employer/provider.</p>		
_____		_____
Authorized Signature		Date

SECTION II – QUALIFICATIONS / PROPOSAL COMPONENTS

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

ORGANIZATIONAL BACKGROUND

Provide a brief description (100 words or less) of your organization

REFERENCES

Please attach references to the narrative response, which include the names, physical and electronic addresses, and telephone numbers of a minimum of three (3) clients for whom the respondent has conducted similar services.

BUDGET

Please provide breakdown of room rate, catering, audio visual, parking and function space.

SUCCESSFUL EVENTS

Please provide a successful event hosted recently and the size of the event.