



A proud partner of the American Job Center network.

CAPITAL AREA MICHIGAN WORKS! REQUEST FOR PROPOSAL (RFP)

Workforce Innovation and Opportunity Act (economically disadvantaged adults)
Workforce Innovation and Opportunity Act (dislocated workers)
Workforce Innovation and Opportunity Act (economically disadvantaged youth)
Wagner-Peyser – Employment Service (all job seekers & employers)
Trade Act - Trade Adjustment Assistance/Trade & Global Adjustment Assistance
Act of 2009 (dislocated workers)
Partnership, Accountability, Training, Hope (public assistance recipients)
Food Assistance Employment & Training Program (food stamp recipients)
One-Stop Operator

March 7, 2025

Equal Opportunity Employer/Program
Auxiliary Aids and services are available upon request to individuals with disabilities.
Michigan Relay Center/TTY Callers Use 711 or 1-844-578-6563

INSTRUCTIONS TO BIDDERS

Capital Area Michigan Works! (CAMW!) is releasing a Request for Proposals for the services as described below. All program services will be rebid.

1. **One** sub-recipient will be selected to provide the following Adult program services for the tri-county region: WIOA Adult, WIOA Dislocated Worker, Partnership. Accountability. Training. Hope. (PATH), and the Food Assistance Employment and Training (FAE&T) program. Bidder will need to document the transition to becoming the tri-county Adult program sub-recipient.
2. **One** sub-recipient will be selected to provide Wagner-Peyser Employment Services for the tri-county region. Bidder will need to document the transition to becoming the tri-county Wagner-Peyser Employment Services sub-recipient.
3. **One** sub-recipient will be selected to provide One-Stop Operator services for the tri-county region. Bidder will also need to document the transition to becoming the One-Stop Operator if not the current tri-county sub-recipient.
4. **Up to two** sub-recipients may be selected to provide WIOA Youth services to in-school and out-of-school youth for Clinton, Eaton, and Ingham counties. The selected sub-recipient must work with the Lansing School District to continue the Jobs for Michigan's Graduates (JMG) Alternative School and Out-of-School program that is currently operating and provide a letter of support from the superintendent confirming that support if bidding for Ingham County. The selected sub-recipient must work with the Waverly School District to continue the Jobs for Michigan's Graduates (JMG) Alternative School and In-School program that is currently operating and provide a letter of support from the superintendent confirming that support if bidding for Eaton County.

Expansion of JMG programming to other districts or schools is strongly encouraged, as is expansion of JMG Out-of-School programming. If proposing to serve in-school students, the bidder must provide letters of support from the district superintendents stating support for allowing the bidder to provide services to students in the district. Bidder will also need to document the transition of each WIOA youth if the agency is not the current sub-recipient.

A minimum of 75% of WIOA youth funding must be spent serving out-of-school youth and 25% of WIOA youth funding must be spent on work-based learning.

*** CAMW! reserves the right to direct deliver programs in Eaton, Ingham, and Clinton County if it is determined that it can be done more cost-effectively based on the proposals received, except for WIOA Youth and One-Stop Operator programming. In addition, because an agency must be merit-based to operate ES, exercising this option will allow non-merit-based agencies to bid on the other program services.

I. PRELIMINARY CRITERIA (must be met for proposal review to continue beyond Section I.)

A. Proposal Completion

All sections of the RFP must be completed and the signature of an authorized signer must be provided on the cover page. The proposal must be valid for 90 days from the date of the signature.

B. Requirements

The following stipulations will be required of the organization(s) which receive(s) the contract. If the organization is willing and able to agree to these requirements, indicate so with the signature of the organization's Chief Executive Officer (CEO) on the appropriate section of the Proposal Cover Page.

1. Equitable services relative to population must be provided in the programs in which you have proposed.
2. In Ingham County, direct service staff and first-line management staff are all to be located in the CAMW! Lansing American Job Center unless an exemption is requested and approved. The bidder agrees to provide coverage during all the open hours of the Center. Bookkeeping may be located elsewhere.
3. Sub-recipients will identify all services as CAMW!. The sub-recipient will abide by the mission, objectives, and guiding principles of CAMW!.
4. The sub-recipient will participate in marketing and staff training activities that are developed for the CAMW! system.
5. The sub-recipient will abide by direction from CAMW! regarding the attainment of performance measures, program expenditure goals, and the philosophical direction of programs.
6. All financial and One Stop Data Management Information System (OSMIS) functions will be provided and maintained by the sub-recipient.
7. Any revenue generated as a result of program activities funded by the contract becomes "Program Income" which must be reported to CAMW! and can only be retained by the sub-recipient if used to support allowable program activities within the contract year.

8. The sub-recipient will receive prior approval from CAMW! for any equipment purchases with contract funds over \$1,000 per CAMW! policy. All equipment, computers and software licenses, materials, and supplies (except consumables), purchased with contract funds will be retained in ownership by CAMW!
9. The sub-recipient will abide by all customer service standards and desired outcomes established by CAMW! for specific programs under this contract.
10. The sub-recipient will comply with all federal, state and local mandated policies and procedures relevant to the programs within this RFP.
11. If proposing to provide Wagner-Peyser Employment Services, the sub-recipient will certify that it is a merit-based entity for purposes of its personnel system and will include a signed "Certification of Merit-Based Entity" form with the proposal. (See Exhibit A.) **Attach the signed Exhibit A certification form to the end of the proposal.**

II. PROPOSAL NARRATIVE

A. Direct Customer Services

1. Workforce Innovation and Opportunity Act (WIOA) Adult Services

Describe the services to be provided and methodology, addressing at a minimum:

- a. Focus and purpose of the program;
- b. Identification of eligible individuals;
- c. Projected enrollment levels;
- d. Equitable service distribution;
- e. Assessment tools and processes;
- f. Service tier incorporation for participants;
- g. Job search assistance services;
- h. Case management philosophy and methods;
- i. Incorporation of revised WIOA requirements and performance metrics;
- j. Maintenance of personally identifiable information (PII); and
- k. Other

2. Workforce Innovation and Opportunity Act (WIOA) Dislocated Worker Services

Describe the services to be provided and methodology, addressing at a minimum:

- a. Focus and purpose of the program;
- b. Identification of eligible individuals;
- c. Projected enrollment levels;
- d. Equitable service distribution;
- e. Assessment tools and processes;
- f. Service tier incorporation for participants;
- g. Job search assistance services;
- h. Case management philosophy and methods;
- i. Incorporation of revised WIOA requirements and performance metrics;
- j. Maintenance of personally identifiable information (PII); and
- k. Other

3. Workforce Innovation and Opportunity Act (WIOA) Youth Services

Describe the services to be provided and methodology, addressing at a minimum:

- a. Focus and purpose of the combined youth program;
- b. Identification of eligible individuals;
- c. Projected enrollment levels;
- d. Equitable service distribution;
- e. Specific year-round and summer activities to be conducted;
- f. Affirm names and descriptions of assessments you will use;
- g. Linkages with secondary schools and intermediate school districts;
- h. Linkages with K-12 Career/Tech Preparation efforts;
- i. If proposing to run a Jobs for Michigan's Graduate's (JMG) Program, correlate your plans for implementing a JMG model;
- j. Incorporation of revised WIOA requirements and performance metrics;
- k. Maintenance of personally identifiable information (PII); and
- l. Other.

4. WIOA Training Activities

Describe the training and retraining services to be provided under WIOA Adult, Dislocated Worker, and Youth, addressing at a minimum:

- a. On-the-job training (OJT) philosophy, procedures, priorities, methodology, development of training sites, and counseling support to both participants and employers;
- b. Occupational training philosophy, procedures, priorities, methodology, and counseling support to participants;
- c. Training institutions and organizations to be used for occupational training, and types of training programs targeted for Individual Training Accounts (ITAs);
- d. Any specific differences in OJT and occupational training activities among the different WIOA participant categories;
- e. Work experience philosophy, procedures, priorities;
- f. How the WIOA dislocated worker retraining funds will be managed to ensure that needs can be adequately addressed for business closings or mass layoffs that occur late in the year;
- g. Group orientations and/or one-on-one sessions for individuals;
- h. Handling of waiting lists for orientations and training;
- i. Maintenance of personally identifiable information (PII); and
- j. Other.

5. Wagner-Peyser Employment Services

a. Basic Labor Exchange & Facilitated Access

The Pure Michigan Talent Connect (PMTTC) is the labor exchange system prescribed for workforce development services in Michigan. Describe how the use of the PMTTC will be implemented with customers:

- i. How self-service will be implemented;
- ii. How facilitated service will be implemented;
- iii. Interface with the Unemployment Insurance Agency and how the Unemployment Insurance Agency (UIA) “work test” and Re-Employment Services and Eligibility Assessment (RESEA) for UIA claimants will be implemented and assured;
- iv. How the system for clearing labor between the state will be implemented;
- v. How the local component of the ES complaint system will be implemented;
- vi. What contribution will be made to ensure veteran preference; and
- vii. Type, degree, and locations of access to the Internet labor exchange (PMTTC).

b. Mediated Services

Describe how mediated services will be implemented, addressing at a minimum:

- i. How résumé assistance will be provided;
- ii. How job search assistance will be provided;
- iii. How bonding assistance will be provided;
- iv. Targeted enrollment levels; and
- v. Interface with targeted, mediated services for veterans and migrant-seasonal farm workers through locally-based employees.

c. Trade Adjustment Assistance/Trade & Global Adjustment Assistance

Describe how mediated services will be implemented, addressing at a minimum:

- vi. How resume assistance will be provided;
- vii. How job search assistance will be provided;
- viii. How bonding assistance will be provided;
- ix. Targeted enrollment levels;
- x. Interface with targeted, mediated services for veterans and migrant-seasonal farm workers through locally-based employees.

6. Partnership. Accountability. Training. Hope.

Describe all services to be provided and methodology, addressing at a minimum:

- a. Focus and purpose of the program;
- b. Projected enrollment levels;
- c. What strategy/process will be used to ensure all clients meet or exceed their federal work participation requirement;
- d. The process and staff involved in providing TANF Data Verification and Internal Controls documentation to CAMW!'s and the steps taken to ensure accuracy;
- e. The process for evaluating, planning, and implementing the 10-Day Application Eligibility Period (AEP);
- f. Specific service components and methods of delivery;
- g. How job placement will be implemented;
- h. What procedure/strategy will be implemented for community service/work experience? At what point in this process is the customer enrolled in community service/work experience;

- i. What, how, and to what extent post-employment training activities will be used to foster improvements in employment and wages;
- j. How follow-up and retention will be facilitated;
- k. What and how support services will be carried out;
- l. Interface with MDHHS, Michigan Rehabilitation Services (MRS), and other partner agencies;
- m. Maintenance of personally identifiable information (PII); and
- n. Other.

7. Food Assistance Employment & Training

Describe the services to be provided and methodology, addressing at a minimum:

- a. Focus and purpose of the program;
- b. Projected enrollment levels;
- c. How job placement will be implemented;
- d. How work-based learning will be implemented;
- e. What and how support services will be implemented;
- f. Maintenance of personally identifiable information (PII); and
- g. Interface with the Department of Health and Human Services.

8. One-Stop Operator

Describe how One-Stop Operator functions will be carried out, addressing at a minimum:

- i. How you would propose to deliver the proposed activities as outlined under the program description section? Identify the priority areas for coordination to improve service offerings, degree of effective collaboration, and customer service;
- ii. Your experience with creating and utilizing survey tools. Include information about previous experience with using survey results to implement system change;
- iii. Describe your knowledge and experience regarding the specifics of WIOA law, regulations, and programming, as well as other programs operated at CAMW!;
- iv. Describe your knowledge and experience with coordinating multiple programs and partners for a unified delivery system of programming;
- v. Describe any related experience you have with the operation of workforce development services, addressing:
 - Types, quantity, duration, and locations of service.
 - Population group(s) served.
 - Specific, previous participation with CAMW!

- How the organization's current mission and customer base are related to the One-Stop Operator activities.
- vi. Describe your administrative structure and how it will support the operations of this contract, addressing:
 - Overall administrative structure.
 - Specific administrative functions will be provided.
- vii. Describe your relationships with other public and private organizations in the region, addressing:
 - Formal and informal linkages with other organizations.
 - Results of collaborative relationships with other organizations.
 - Nature and extent of relationships with the business community.
- viii. Disclose any potential conflicts of interest arising from the relationship of the bidding organization that would be the One-Stop Operator with particular workforce training providers or other service providers, and/or with the Workforce Development Board.
- ix. Provide a statement committing to refrain from establishing practices that create disincentives to providing services to individuals with barriers to employment who may require longer-term services, such as employment, training, and/or education.
- x. Provide a statement of commitment to comply with federal regulations and procurement policies relating to the calculation and use of profits from this one-stop activity.

9. Service Integration

a. Services to Job Seekers

- i. Describe how the various services to job seekers represented by all the programs in A.1-8 above will be integrated for seamless delivery to customers. Describe how the services relate to each other and give typical service flow examples. In addition to a general, philosophical description of integration, give several specific examples. Also, discuss how the various services under this contract will be integrated with other service providers within the broader CAMW! system.
- ii. Discuss the operation of the public Resource Rooms, including what services will be available and how they will be staffed. If proposing to implement WIOA Adult, Dislocated Worker, PATH, and Food Assistance, discuss the structure for having staff on the Resource Room Floor daily/weekly to assist with program participants. Discuss how job seekers will be

transitioned from the Resource Rooms to more comprehensive services.

b. Collaboration with Business Services Team

Describe how you will work with the Business Services Team to:

- i. Ensure that you are responding to the request for qualified candidates as employers are hiring;
- ii. Ensure that your participants are informed as to the occupations that employers are hiring from;
- iii. Name the person who will be the single point of contact with the Business Services Team. If not senior management, explain the credentials that would allow this individual to be knowledgeable across all grant programs.

c. Assurance of Equal Opportunity Policy and Establishment of EO Liaison

The responsibility for ensuring that sub-recipients comply with EO and non-discrimination provisions rests with CAMW! Accordingly, the EO Officer designated by CAMW! will serve as a technical resource and will provide administrative oversight to program sub-recipients to ensure compliance with EO systems and practices. To assist CAMW! in carrying out this function, sub-recipients must designate an individual to coordinate its internal EO compliance efforts as an EO Liaison. Describe how you will ensure EO policies are adhered to, addressing at a minimum:

- i. Training that will be conducted to ensure all staff are trained on Equal Opportunity policy, non-discrimination policy, affirmative action policy, and civil rights policy;
- ii. How you would assist the EO Officer of CAMW! with the investigation and resolution of complaints alleging EO violations;
- iii. Name the person who will be designated as the EO Liaison for your agency as the single point of contact with the CAMW! EO Officer.

B. Organizational Background

1. Relevant Experience

Describe any related experience the organization has had with the operation of workforce development services, addressing at a minimum:

- a. Types, quantity, duration, and locations of service;
- b. Population group(s) served;
- c. Specific, previous participation with CAMW!;
- d. How the organization's current mission and customer base are related to the programs in this proposal.

2. Community Relationships

Describe the organization's relationships with other public and private organizations in the region, addressing at a minimum:

- a. Formal and informal linkages with other organizations;
- b. Results of collaborative relationships with other organizations;
- c. Nature and extent of relationships with the business community.

C. Operational Structure

1. Location and Facility Management Experience

- a. **Disclose possible locations** where services will be provided.
- b. **Rental of Facilities:**
If facilities will be leased, provide the following information: landlord's name(s); length of lease(s) start/end date; square footage; location(s); cost per square foot (include all buildout and depreciation); explanation of buildout costs, if applicable; and accessibility to participants and for individuals with disabilities.
- c. **Non-Rental/In-Kind Facilities:**
For facilities that will not be leased, please provide the following information: location(s), square footage, and accessibility to participants and individuals with disabilities. For public organizations that are planning to charge a "depreciation cost," (OMB 2 CFR Part 200.436) please include an explanation for determining the basis for the charge.
- d. **Management Experience:**
 - i. Describe your experience in managing a property. How will you provide management of facilities, property, and inventory for the service center?

- ii. Describe how you will ensure facility compliance with the Americans with Disabilities Act that meets the intent, not just the letter of the law.
- iii. How will you develop a plan for assessing the best flow of traffic design? (Provide an example of a customer flow chart that you have operated under in a one-stop service center environment and the principles behind the selected customer flow).
- iv. Describe how the facility's needs and requirements will be identified. How will facilities be used to maximum potential (including usage of community rooms, leasing of office space, and generation of rental revenue)?
- v. If proposing location(s) different from the current locale, describe the rationale, facilities, and any experience you have with an office move. Describe if the location(s) will be a full-service or affiliate American Job Center.
- vi. Prepare a timeline for full operation of services, assuming full operation of a contract by July 1, 2025. The agency operational date of July 1, 2025 is subject to being extended to October 1, 2025, based on the results of program awards. At a minimum, include: hiring of staff, training of staff, preparation of space (electronic access for all staff available, email accounts assigned, moving time and readiness to being functions), and full operation in place (all services functional, all agreements in place).
- vii. Describe how an “investment” of being selected as a new sub-recipient will be accommodated, that investment being uncompensated time and effort in training new staff, transitioning from the current sub-recipient to a newly selected sub-recipient, etc. for program services to not be interrupted on July 1, 2025. The agency's operational date of July 1, 2025, is subject to being extended to October 1, 2025, based on the results of program awards.

2. Operational Workflow

a. Administrative Capability

Describe the organization’s administrative structure and how it will support the operations of this contract, addressing at a minimum:

- i. Overall administrative structure of the organization;
- ii. Specific administrative functions that will be provided;

- iii. How administrative oversight functions will be carried out (does not include the program-specific telephone, administrative support, OSMIS and bookkeeping functions.)

b. Administrative Support

Describe specifically how the direct customer services and staff will be supported by administrative support, including titles, numbers, and locations of staff positions.

c. One-Stop Management Information Systems (OSMIS) Services

Describe specifically how the direct customer services and staff will be supported by OSMIS services, including at a minimum:

- i. Titles, roles, numbers, and locations of staff positions;
- ii. Interface with Capital Area Michigan Works! administration.

d. Bookkeeping Services

Describe specifically how the direct customer service functions will be supported by bookkeeping services, including at a minimum:

- i. Titles, roles, number, and locations of staff positions;
- ii. Receivables, payables, petty cash, and purchase order systems;
- iii. OJT and ITA payments;
- iv. Support service payments;
- v. TAA expenditures and reimbursements, if applicable;
- vi. Response time of payments to vendors and customers;
- vii. Interface with Capital Area Michigan Works! administration
(Staff payroll function and other administrative functions are not to be included in this section).

D. Staffing

1. Direct Client Services (Frontline)

Describe the staffing pattern that will be used to carry out the direct customer services, addressing at a minimum:

- a. Position titles, numbers, workforce development credential training/backgrounds (such as Business Solutions Professional and/or Career Development Facilitator credentials), and locations;
- b. General responsibilities of each position;
- c. How the various positions relate to one another;
- d. How teamwork among staff positions will be facilitated;
- e. How, why, and to what extent cross-training among staff will be utilized;

- f. How staff positions will be utilized to promote seamless service delivery.

2. Management (Administration & Supervisory)

Describe specifically how the daily management of direct customer services and staff, as well as customer service support functions and staff, will be implemented, addressing at a minimum:

- a. Titles, workforce development credential training/backgrounds (such as Business Solutions Professional and/or Career Development Facilitator credentials), roles, number and locations of management staff;
- b. Management philosophy and approaches;
- c. Customer service philosophy, standards, and oversight;
- d. Interface with other managers within CAMW!;
- e. Describe your system for ensuring contract compliance, fiscal and programmatic reporting, and reporting participant data on the OSMIS system;
- f. Concisely describe the methods and frequency with which components and activities will be monitored by your staff for contractual, program, and quality compliance. **All proposals MUST include a provision and system for conducting internal monitoring.** Describe the procedures for corrective action;
- g. Name the person who will ensure that all marketing efforts will be coordinated and approved by the CAMW! contracted Public Relations organization or their designee. Describe how you will ensure that all staff whose positions are funded 50% or more with CAMW! funds will wear CAMW! name badge;
- h. Provide an organization chart that shows the lines of authority and responsibility related to the proposed project. Include all staff associated with this proposed project.

E. Bonus Section: In-Kind Donations and Value-Added (Up to 10 Bonus Points Per Response)

- 1. Describe any in-kind donations or cash matches that the organization will provide to support the operations of the programs under this, or the CAMW! system in general. Describe any value-added services and/or funding sources that will be offered by the organization.
- 2. Describe if any other programs of a similar nature affiliated with your organization would be willing to co-locate to the American Job Center location and how this would assist in building a more robust One-Stop system.

III. BUDGET

A. Budget Format/Definitions

The WIOA Adult and Dislocated Worker 60% Training requirement remains in effect. Training includes individual training accounts, books and fees, on-the-job training, and supportive services. Waivers may be requested; however, the bidder must make the justification for requesting a waiver from the 60% threshold.

The Budget Template format distinguishes direct customer service [front-line] costs from administrative [indirect] costs, involving no direct client contact. Staffing costs should be identified by name and position title. If any anticipated position is not filled, list it separately as “Vacant” with the position title and salary rate. There should be no grouping of staff costs. Administrative costs are defined as follows:

Costs associated with performing the activities or functions listed in the regulations and ones that are not related to the direct provision of workforce investment services

A. Accounting, financial, cash management, budget activities, procurement, personnel, payroll, property management, audit, and general legal services functions are administrative, as are coordinating the resolution of findings arising from audits, reviews, investigations, and incident reports and developing systems and procedures, including information systems, required for these administrative functions

B. Oversight and monitoring activities are classified depending on whether the activity being monitored is administrative or programmatic. The costs of supplies and equipment used for administrative functions or activities and the cost of staff that perform and/or supervise administrative functions or activities are considered administrative costs.

The Staff Allocation page in the Budget Template must be completed. The Staff Allocation page in each template should be a Master list detailing ALL staff, by name or “vacant”, charged to the Workforce Development Board funds regardless of the program source. The template format also distinguishes direct customer service [front-line] staff FTEs from administrative [indirect] FTEs. The detailed hours should be for the agency work week. All FTE calculation formulas in the template are based on a 40-hour work week. If your agency has a work-week that differs, the formulas must be modified to correctly calculate the FTE.

The Analysis page in each budget template by fund source contains links for all financial data – no data entry is needed for this. If the number of staff exceeds 18 and seven for direct customer service [front-line] and management [administrative & supervisory] staff, respectively, then rows must be added and linked to the data for the additional

individuals entered on the detailed Budget tab. **REQUIRED:** Once the Budget Template is completed for all fund sources, a Master Analysis must be compiled for a total of all fund sources (by hard keying the amounts). A separate template named Master Analysis Worksheet will be provided. **Sub-recipient(s) Requirements:** If a sub-recipient(s) has been procured to provide workforce development services, the same budgeting requirements and constraints apply to such sub-contractor(s). The sub-contractor(s) must provide all Budget Templates to the sub-recipient and collect the financial information in uniformity with the RFP requirements. Once the sub-contractor Master Analysis is obtained, the sub-recipient must combine the sub-contractor Master Analysis and the sub-recipient Master Analysis to compile and submit the final Master Analysis – Sub-Recipient.

B. Budget Line-Items

The proposed line items below are not required to designate the particular funding source ***in this narrative section; however, these items will need to be cost-allocated in the budget templates by funding source (including the Cost Allocation Plan).*** The program budget should reflect the service plans described in the proposal narrative and should be detailed in nature.

1. Staff Travel: Specify annual amount, car leases, maintenance, insurance vendor and amount, and mileage reimbursement.
2. Supplies: Specify annual amounts and vendor(s).
3. Postage: Specify annual amounts and vendor(s).
4. Memberships and Subscriptions: Specify annual amounts and vendor(s).
5. Staff training and education materials: Specify annual amounts and vendor(s).
6. Printing: Specify annual amounts, purpose, and vendor(s).
7. Audit: Specify annual amounts and vendor(s).
8. Payroll: Specify annual amounts for direct client service [front-line] staff and administrative [indirect] staff and, if outsourced, vendor(s).
9. Insurance: Specify annual amounts, purpose, and vendor(s).
10. Miscellaneous: Specify annual amounts, purpose, and vendor(s).
 - a. Lease and Build-Out Costs, if applicable
 - b. Indirect Costs (copy of the organization's approved Indirect Cost Rate)
 - c. Give details of the organization's cost allocation method and plan if one is used; e.g., prorating the cost of supplies based on the number of staff, or the cost of salaries based on the percentage of time spent on this contract. Reference OMB 2 CFR Part 200 for further information on cost allocation plans.

IV. PERFORMANCE

1. Complete the performance measures, fiscal and monitoring charts.
2. If you are a current sub-recipient or have run WIOA, PATH, or FAE&T programs in other areas during PY22 through current, or FY23 through current, complete the charts below that are applicable.
3. If you are not a current sub-recipient, provide information related to past program performance for other grants or programs.

Chart 1: Performance Summary for WIOA Programs

Use 4th quarter results only for PY 23 and through 2nd quarter for PY 24. Indicate if you failed, met, or exceeded the standard.

PERFORMANCE MEASUREMENT WIOA Adults	PY 23	PY 24 (7/1/24-12/31/24)	Indicate if you failed, met, or exceeded the standard
# of Participants Enrolled			
# of Participants Exited			
Cost Per Enrollment			
PERFORMANCE MEASUREMENT WIOA Dislocated Workers	PY 23	PY 24 (7/1/24-12/31/24)	Indicate if you failed, met, or exceeded the standard
# of Participants Enrolled			
# of Participants Exited			
Cost Per Enrollment			
PERFORMANCE MEASUREMENT WIOA Youth	PY 23	PY 24 (7/1/24-12/31/24)	Indicate if you failed, met, or exceeded the standard
# of Participants Enrolled			
# of Participants Exited			
Cost Per Enrollment			

Chart 2: Performance Summary for PATH Program

Use 4th quarter results only for FY23 and FY24. Use 1st quarter results for FY25.

PATH Program Performance Analysis-A						
	FY 23		FY 24		FY 25 (10/1/24-12/31/24)	
Performance Criteria	Proposed	Achieved	Proposed	Achieved	Proposed	Achieved
# of Participants Enrolled						
Cost Per Enrollment						
# of Participants Placed in Employment						
Cost Per Employment						
Average Wage at Placement						
# of Participants Placed in Education Programs						
% of Enrollments Placed in Education Programs						
% to Meet/Exceed Work Participation Requirement						

PROPOSED PERCENTAGE PERFORMANCE OUTCOMES FOR PATH

Work Participation Rate	Attended Orientation Data Entry Timeliness	Triage Data Entry Timeliness	Participant Assessment	Entered Employment Rate	Percentage of Work Experience/Community Service Positions Filled

Chart 3: Performance Summary for FAE&T Program

Use 4th quarter results only for FY23 and FY24. Use 1st quarter results for FY25.

FAE&T Program Performance Analysis-A						
	FY 23		FY 24		FY 25 (10/1/24-12/31/24)	
Performance Criteria	Proposed	Achieved	Proposed	Achieved	Proposed	Achieved
# of Participants Enrolled						
Cost Per Enrollment						
# of Participants Placed in Employment						
Cost Per Employment						
Average Wage at Placement						

Chart 4: Fiscal and Monitoring Summary Workforce Innovation and Opportunity Act Programs

Complete one chart for each applicable WIOA program (Adult, DW, and Youth) and include total numbers for the program years below.

	Measurement	PY22	PY23	PY24 (7/1/24-12/31/24)
	# of Involuntary Deobligations			
	# of Late Financial Reports (\$100 each)			
	# Monitoring Findings by State Mon (if app)			
	# Program Monitoring Findings by CAMW!			

Chart 5: Fiscal and Monitoring Summary for PATH Program

Complete the chart for the program and include the total numbers for the fiscal years below.

	Measurement	FY23	FY24	FY25 (7/1/24-12/31/24)
	# of Involuntary Deobligations			
	# of Late Financial Reports (\$100 each)			
	# Monitoring Findings by State Mon (if app)			
	# Program Monitoring Findings by CAMW!			

Chart 6: Fiscal and Monitoring Summary for FAE&T Program

Complete the chart for the program and include the total numbers for the fiscal years below.

	Measurement	FY23	FY24	FY25 (7/1/24-12/31/24)
	# of Involuntary Deobligations			
	# of Late Financial Reports (\$100 each)			
	# Monitoring Findings by State Mon (if app)			
	# Program Monitoring Findings by CAMW!			

REQUIRED FORMS FOR ALL PROPOSERS

The **Intent to Bid Notice must be submitted by 5:00 p.m on Monday, March 24, 2025.**

Proposals will not be considered if this form is not submitted by the due date and the bidder decides to submit a proposal by the due date.

The documents below are part of the complete proposal document and should be submitted in the order specified below.

Required Forms:

1. Signed Cover Sheet
2. Proposal Narrative and Requested Documents
3. Proposal Budget
4. Program Administration
5. Proof for Financial Liability
6. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions
7. Certification Regarding Lobbying/Certification for Contracts, Grants, Loans, and Cooperative Agreements
8. Agency Audit Information Form
9. Audit (only required for new bidders)
10. Merit Staffing Certification Form (Attachment A) must be submitted if the bidder is proposing to provide Wagner-Peyser Employment Services.

INTENT TO BID NOTICE

All program bidders must complete this form and e-mail (crosingana@camw.net) or hand-deliver it to Carrie Rosingana, Capital Area Michigan Works!, 2110 South Cedar Street, Lansing, MI 48910. **This notice must be received by 5:00 p.m. on March 24, 2025. Do not submit this form if you do not intend to bid.**

1. Name of Agency: _____

Contact Person: _____

Phone Number: _____ Fax No.: _____ Email: _____

2. Proposal Submission (*identify by checking all that apply*)

___ One-Stop Operator (Tri-County)

___ Wagner-Peyser Employment Services (Tri-County)

___ WIOA Adult and Dislocated Worker, PATH, Food Assistance (Tri-County)

3. Proposed County (WIOA Youth Only):

_____ Clinton

_____ Eaton

_____ Ingham

CONFLICT OF INTEREST DISCLOSURE

List the name(s) and title(s) of all the owners, members of the board of directors, and other officers of the agency, corporation or business. Indicate owners, or members, or officers who are present members of the Workforce Development Board (WDB), Administrative Board, or Career Education Advisory Council (CEAC) with an asterisk (*) (See Exhibit One). Individuals who are known to be directly related to members of the WDB, CEAC, or the Administrative Board should also be noted.

PROPOSAL COVER SHEET

PROPOSING AGENCY: _____

ADDRESS: _____

PROPOSAL CONTACT PERSON:

PHONE: _____ EMAIL: _____

COUNTY/COUNTIES TO BE SERVED: _____

NAME/TITLE OF CHIEF EXECUTIVE OFFICER: _____

TYPE OF ORGANIZATION:

GOVERNMENT _____ SCHOOL DISTRICT _____ OTHER (SPECIFY) _____

AGENCY DUNS NUMBER: _____

PROPOSAL INFORMATION

FOOD ASSISTANCE FUNDS REQUESTED: _____

ONE-STOP OPERATOR FUNDS REQUESTED: _____

PATH FUNDS REQUESTED: _____

WAGNER-PEYSER EMPLOYMENT SERVICE FUNDS REQUESTED: _____

WIOA ADULT FUNDS REQUESTED: _____

WIOA DISLOCATED WORKER FUNDS REQUESTED: _____

WIOA IN-SCHOOL YOUTH FUNDS REQUESTED: _____

WIOA OUT-OF-SCHOOL YOUTH FUNDS REQUESTED: _____

ACCEPTANCE OF THE CONDITIONS OF THE REQUEST FOR PROPOSAL

By signing this request for proposal application, I acknowledge that this agency hereby accepts all the terms and conditions set forth in this entire document and Part A of the RFP. I also certify that the information in this application is correct to the best of our knowledge and belief and that the completion of this application has been fully authorized.

SIGNATURE OF AUTHORIZED OFFICIAL: _____

TYPED NAME AND TITLE: _____

PROGRAM ADMINISTRATION

1. Are the participants in the program being supported by any other funding sources (public or private, federal, state or local monies)?

_____ YES _____ NO

If yes is checked, please indicate in the line-item budget the estimated amount and source of additional funds be used:

2. Is the program's cost the same as your agency charges other organizations or the general public?

_____ YES _____ NO

If no is checked, please attach an explanation.

3. Has your agency been audited within the last three years?

_____ YES _____ NO

If you answered yes and you are not a current CAMW! sub-recipient, include a copy of the most recent management letter, audit opinion, and audit report as an addendum.

For all audits identified above, indicate what action has been taken in regard to the letters of opinion.

4. Program Management

Indicate your agency's experience over the past four years in reference to the following items. Check one for each item:

YES	NO	
_____	_____	(1) Grievance or complaints against the organization (not including discrimination)
_____	_____	(2) Lawsuits or judgments
_____	_____	(3) Investigations of fraud, abuse, conflict of interest, political activities, nepotism, or any criminal activities

- | | | | |
|-------|-------|--|---|
| _____ | _____ | | (4) Default or breach of contract |
| _____ | _____ | | (5) Cancellation or non-renewal of contracts due to non-performance or poor performance |
| _____ | _____ | | (6) Bankruptcy or receivership by this organization or a parent organization |
| _____ | _____ | | (7) Discrimination complaints or rulings against the organization/agency |

If yes was checked for one or more of the above, information must be provided which should include at a minimum:

- a. Date item checked was initiated
- b. Party or parties involved with specific reference to any federal funds
- c. Brief description of the circumstances
- d. Final disposition and date
- e. Brief description is action is still pending.

The information above must be included as an addendum and may be submitted as a table if desired. Failure to include the above information or the omission of relevant information may be grounds for not awarding a contract or canceling a contract if awarded.

5. Program Income/Excess Revenue

Program income is gross income earned by the non-federal entity that is directly generated by the supported activity or earned as a result of the federal award during the period of performance. Program income includes but is not limited to income from fees for services performed, the use or rental or real or personal property acquired under Federal awards.

Is it expected that the program will generate income or revenue, which will accrue to the organization?

Yes _____

No _____

If the answer is yes, provide a description of how the revenue will be generated. Also include a discussion of how the income will offset costs for the WIOA program.

All program income earned that is not spent during the period of program operations must be returned to CAMW!

PROOF FOR FINANCIAL LIABILITY

If funded by the State of Michigan/Workforce Development Board and Administrative Boards of Capital Area Michigan Works!, the bidder agrees to assume financial liability for any and all disallowed costs that occur as a result of any financial agreement.

The Workforce Development Board and Administrative Boards of Capital Area Michigan Works! may require further documentation from the successful bidder prior to final execution of any agreement.

Place a check mark next to the manner in which financial liability will be assumed and provide a written description.

_____ Taxing Authority. Describe.

_____ Insurance that is acceptable to the Boards and Capital Area Michigan Works!. Describe.
(Attach a copy of the policy behind this page).

_____ Pledging assets in an amount sufficient to cover all disallowed costs. Describe.

_____ Deposit of non-federal funds sufficient to cover all disallowed costs. Describe.

Signature (Must Be Authorized to Bind the Agency)

Date

Printed Name and Title

**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 Code of Federal Regulation (CFR) Part 98.510, Participants' Responsibilities. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19211). 2 CFR 180 is also applicable.

This certification is also required by the regulations implementing Executive Order 12689, Debarment and Suspension, 3 CFR 1989 Compiled, page 235.

- (1) The recipient of federal assistance funds certifies, by submission of this proposal, that neither it, nor its principals, were debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in any covered transaction by any federal department or agency from January 1, 2022, through the date of submission of this certification.

- (2) 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.

- (3) 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.

Signature

Date

Name and Title of Authorized Representative

INSTRUCTIONS FOR CERTIFICATION

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 US Department of Labor (USDOL) 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 which 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 Orders 12549 and 12689. 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 List of Parties Excluded From Procurement or Nonprocurement Programs.

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 USDOL may pursue available remedies, including suspension and/or debarment.

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

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 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, United States 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.

Signature (Must Be Authorized to Bind the Agency)

Date

Name and Title of Authorized Representative

Name of Organization

CAPITAL AREA MICHIGAN WORKS!

AGENCY AUDIT INFORMATION FORM

***Note, this form is only required for bidders that are not current program sub-recipients.**

Agency Name:

Amount of Federal Expenditures:

Fiscal Year:

ITEMS REVIEWED IN AUDIT WHEN RECEIVING FEDERAL DOLLARS

Financial Statements

Auditor Opinion

Report on Internal Controls

Schedule of Federal Financial Assistance

Schedule of Any Findings and/or Questioned Costs

Review of Management Letter

EXHIBIT A

**WAGNER-PEYSER EMPLOYMENT SERVICE
MERIT STAFFING SYSTEM CERTIFICATION FORM**

My signature below certifies that the proposing agency is a public organization that utilizes a merit staffing system, in accordance with Federal Regulation 5 CFR 900.603, which is applicable to the staff performing functions under this proposal.

The merit staffing system of this organization contains all of the following elements:

1. Recruiting, selecting, and advancing employees on the basis of their relative ability, knowledge, and skills, including open consideration of qualified applicants for initial appointment.
2. Providing equitable and adequate compensation.
3. Training employees, as needed, to assure high quality performance.
4. Retaining employees on the basis of the adequacy of their performance, and separating employees whose inadequate performance cannot be corrected.
5. Assuring fair treatment of applicants and employees in all aspects of personnel administration without regard to political affiliation, race, color, national origin, sex, religious creed, age or handicap and with proper regard for their privacy and constitutional rights as citizens. This “fair treatment” principle includes compliance with the federal equal employment opportunity and discrimination laws.
6. Assuring that employees are protected against coercion for partisan political purposes and are prohibited from using their official authority for the purpose of interfering with or affecting the result of an election or a nomination for office.

My signature below certifies that I am responsible for the validity of this certification and that all funds reimbursed under this certification will be disallowed if the certification is found to be invalid at a later date.

Signature of Authorized Official

Job Title of Authorized Official

Name of Organization

Date of Signature

EXHIBIT B: RFP EVALUATION CRITERIA

Evaluation Criteria	Number of Points
Budget	15
Financial/Accounting Review	15
Management Plan	20
Collaborating with Business Services Team	5
Performance	15
Proposal Design/Completeness	20
Presentation	10
Total	100

Note: Bonus points will be awarded in addition to the 100 points listed above.

Proposals will be recommended for funding based upon the following evaluation criteria:

Budget will be evaluated based upon completeness, mechanical soundness, and ability to provide required information.

Financial/Accounting Review will be evaluated based upon information that was requested including audit information, certification of accounting system, etc. Past or current sub-recipients will also be evaluated based upon the timeliness and accuracy of financial requests, the number of deobligations and modifications to past and current contracts, and the number of late financial reports.

Management Plan will be evaluated based on information provided in the document, your proposal responses, and any additional information that may be requested.

Collaboration with the Business Services Team will be evaluated based on the sub-recipient's plan for engaging new employers in the One-Stop system.

Performance will evaluate past performance and your response within the proposal regarding exceeding the measures for these programs. Past implementation of proposed programs will be reviewed and allow for higher point values under this section. Your responses to Average Wage at Placement, Cost per Enrollment, Cost per Entered Employment, PATH Work Participation Rate, PATH Data Entry Timeliness, PATH Work Experience/Community Service Placement, and WIOA Cost per Registered Client will also be evaluated within this section.

Program Design will be evaluated based on detailed information provided in the RFP. Proposers should consider designs that are unique, innovative and collaborate with partners and the community at-large. Designs should also include detailed responses on priorities that have been identified by CAMW!. Note that higher point values will be provided under this section for proposers with lower administrative overhead costs.

Presentation will be evaluated based on the conciseness and clarity of the oral presentation and the quality of responses to the questions.