



## DESC Contextualized Integrated Education and Training Programs (CIET) RFP Response to Questions

**Note:** Contextualized Integrated Education and Training Programs (CIET) RFP CIET RFP Updated documents, including Self-Assessment Tool (Helpful Tools zip file) is available at <https://www.descmiworks.com/opportunities/rfps-and-rfqs/>

- 1. Can you please help me understand this last bid that was sent out? It looks like that is for MichWorks Partners that have WIOA and PATH programs? That wouldn't be for us, a training provider? Right?**

We are not certain whether this bid is referring to one released by Detroit Employment Solutions Corporation (DESC) or the State of Michigan. If this question refers to DESC's RFP for Contextualized Integrated Education & Training (CIET) programs, the following organizations are eligible to apply as stated in Section III. Review Section III for other requirements the various eligible applicants must meet.

*"Eligible applicants include non-profit organizations, private for-profit companies, units of local government including community colleges and universities, and faith-based and community organizations."*

- 2. My Nursing Assistant Program has not been approved through the state as of yet, I am still in the process of submitting my application. Would I still qualify to submit my proposal?**

DESC does not require programs to be on the State's Eligible Training Provider List (Michigan Training Connect) to qualify for funding through the CIET RFP. This is because it is possible that some CIET programs will build academic and technical skills for jobs that do not require an industry-recognized credential.

DESC released a second funding opportunity, the FOA for Sector Partnership Training, to select programs for its local, supplemented Eligible Training Provider List (ETPL). Those programs must be on the State's ETPL. However, Nursing Assistant programs do not meet the criteria for DESC's list due to the average wages earned by graduates.

Nursing Assistant programs may qualify for the CIET opportunity if they meet the required elements specified in the RFP. Applicants may utilize the self-assessment tool attached to the RFP to determine whether their program aligns with the CIET model and which areas may need further development. Applicants may still submit a proposal if they have to further develop their curriculum and program during the initial phase of the grant period. CIET programs must build both academic and technical skills required for direct training-related employment and/or career advancement opportunities.

- 3. Is there a cost per participant target?**

DESC has not identified a strict cost per participant target as programs will vary widely in terms of length, scope and outcomes. A cost analysis is conducted prior to initiating an RFP as a method of evaluating proposed costs as it relates to comparable program costs. DESC will also evaluate your budget against the



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proposed scope, length, outcomes and other relevant features of your program to determine whether the costs are reasonable, allowable and cost-effective. Finally, DESC also considers administrative costs when evaluating whether a budget is cost-effective.

#### **4. What is the topic of the second bidders conference later this week?**

DESC held a bidders' conference on May 7, 2021 for the Funding Opportunity Announcement (FOA) for Sector Partnership Training. DESC uses the FOA to select programs for its local, supplemented Eligible Training Provider List. If you are a current approved preferred training provider and your program is on the target occupation list attached to both the RFP and FOA, *and* there's an 'X' next to your program type under the ETPL column, you do not need to reapply. DESC will automatically evaluate your contract for renewal based on criteria in the Master Training Agreement and the program data you submitted within DESC's information management system.

#### **5. What is the anticipated date of release for the Sector Partnership Training program FOA?**

Sector Partnership Training Program FOA was released on April 28, 2021 and is available at this link:

<https://www.descmiworks.com/opportunities/rfps-and-rfq/>

#### **6. Will DESC please provide the anticipated funding allotment for the CIET program?**

DESC has not yet finalized the funding allotment for the CIET program. We plan to utilize both our allocated federal funds (WIOA, PATH, etc.), local city funds, and philanthropic funds raised for the People Plan. We hope to invest *at least* \$1MM per year into CIET programs but are still in the process of securing necessary funds.

#### **7. Since the People Plan includes references to the broader Southeastern Michigan region, may our proposed program's target population include areas outside Detroit within Southeastern Michigan?**

DESC seeks programs that target lower-skilled Detroit residents. DESC's review team will score proposals accordingly, with programs receiving negatively impacted scores if they target different geographies. DESC plans to fund the majority of the selected contextualized IET programs with city dollars and philanthropic dollars raised for the People Plan. Both the City of Detroit and our philanthropic partners have designated their funds for Detroit residents. If DESC utilizes WIOA funds exclusively for any CIET program, we will comply with federal regulations regarding residency.

#### **8. I did not notice any target occupation for Energy & Utilities; however, I see a target occupation in Construction that is also available in Energy & Utilities (i.e. Operating Engineer). Can that be used as a target occupation for Energy and Utilities?**

During the CIET bidders' conference and in reviewing submitted questions, DESC realized the list of targeted occupations needed to be updated. We made revisions to further clarify occupations targeted in construction



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and to address a formatting error that omitted several occupations in the earlier version. Please refer to the revised target occupation list (Reference 1) that is posted to our website and was shared with the bidders' list via email on May 12, 2021.

Please note that you may provide training that leads to employment in one of the target occupations even if the graduate is employed in an industry that is different than the one specified on DESC's list. Many occupations cross over industries. For example, an IT professional may work for a business in the manufacturing or healthcare industry. We group occupations by the "primary industry" to organize the list. It is not a strict requirement.

**9. For the CNA program if the job placement offers a rate far more than the ETPL, and this information can be provided, can we apply for both grants?**

As Nursing Assistants are in high demand and many Detroit residents are interested in careers in healthcare, we encourage training providers to consider submitting a CIET proposal. Data shows that Nursing Assistants often do not retain employment for long periods of time, moving from employer to employer or leaving the field altogether. While many remain interested in a career in healthcare, too many of these workers are unable to advance to the next step of healthcare training because they do not possess the academic proficiency required for those programs. It is our hope that the CIET model will address that barrier and that Detroit at Work can offer residents access to true career pathways in healthcare.

*In regard to the FOA for Sector Partnership Training:*

DESC is using the 25<sup>th</sup> percentile wage for occupations as a proxy for the market rate for new graduates of associated programs. Data on actual earnings of graduates from Detroit at Work training programs supports this approach. In general, recent graduates of training programs (not limited to Detroit at Work) typically do not earn the median or higher wage rate as those wages often reflect earnings of experienced workers. Further, the Nursing Assistant (C.N.A.) programs currently funded by DESC have average wage rates of \$11 to \$14 depending on the program. It is critical that Detroit at Work can assure Detroit residents that they will obtain a permanent, full-time job paying **at least** \$15 per hour if they successfully complete one of the sector partnership training programs. We established \$15 per hour as the absolute minimum and strive to identify programs that lead to wages closer to \$20 per hour. There are hundreds of job opportunities available to Detroiters right now that pay \$15 per hour and require no training or related experience. Accordingly, DESC aims for investments in training to produce better wage outcomes.

While there may be some employers that pay \$15 or more for Nursing Assistants, actual wage data of Nursing Assistants in the tri-county metro Detroit region, analyzed by the Bureau of Labor Statistics and others, indicate that this is not the wage earned by new graduates or others with less experience. If you believe that official Labor Market Information (LMI) does not accurately reflect the wage earnings of new graduates, you may submit an application in response to the FOA provided you can include compelling evidence that the LMI does



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not reflect local job market realities. DESC will evaluate the evidence along the same criteria used to select target occupations to determine whether the application should be fully reviewed and scored. Please note that identifying a small number of employers that pay \$15 or more will not be sufficient proof to indicate any graduate from a Nursing Assistant program will have the ability to earn \$15 or more. This includes larger health systems or hospitals that often require previous experience as a Nursing Assistant.

- 10. Why did DESC choose the 25% wage when the 50% median is much higher and meets the \$15/hour standard of approval? The occupational associated with our program shows a 25% wage below \$15 but some of our graduates earn \$16 and all temporary agencies pay at least \$16-18 an hour. Also, our program is one of the most sought after positions in the industry per the US Bureau of Labor Statistics. Can we appeal DESC's decision?**

Please refer to the response to question #9 above.

This program may qualify for the CIET RFP if it meets the specified required elements and is on the target occupation list. We recognize that some of the programs that are not eligible for the FOA for Sector Partnership Training are in high demand by employers. DESC included these occupations on the target list so that we can continue supporting them if they meet the required elements of the CIET model or customized or incumbent worker training. However, they are no longer eligible for the supplemented ETPL.

*In regard to FOA for Sector Partnership Training:*

When reviewing the actual wages earned by Detroit at Work training program graduates, it is clear that the median wage is initially out of reach for new graduates who have less experience. It is critical that we can assure Detroit residents they will earn \$15/hour in a permanent, full-time job if they successfully complete a program. Therefore, we used the 25<sup>th</sup> percentile wage to determine whether an occupation should be on our target list for the supplemented ETPL. Per the Master Training Agreement, preferred training providers should be placing graduates into permanent, full-time employment and not with temporary staffing agencies. Temporary staffing agencies often pay a higher wage to offset the lack of benefits and transitional nature of the assignment.

Please contact Robert Shimkoski at [rshimkoski@detempsol.org](mailto:rshimkoski@detempsol.org) for information on DESC's grievance and compliant policy.

- 11. Please clarify one more time that the IET program will work with all career centers for potential candidates unless the IET program poses a comprehensive program that includes job readiness.**

All Detroit at Work Career Centers and the Detroit at Work website will promote the selected CIET programs. In most cases, we expect Career Centers to be the organization that provides career coaching, supportive services, WIOA eligibility determination, and career readiness (job readiness) training, along with other



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standard services specified in the RFP. Because CIET programs require integration of academic, technical and workforce preparation activities, we will work to facilitate a higher level of coordination between CIET providers and Career Centers. CIET providers should demonstrate their willingness and capacity to coordinate with Career Centers to deliver the program if they are not proposing a fully comprehensive program.

**12. Please help, I am listed how can people apply to my training institute?**

If you are a current DESC preferred training provider and have not been receiving referrals, you can contact Jessica Carr-Sokolowski at [jescarr@detempsol.org](mailto:jescarr@detempsol.org) to learn more about the process used by the Career Centers to connect job seekers to training.

**13. We are on the list but we do not have an X by our program. Our graduates make over \$15 but on the list it states 12.50.**

Please see responses to #9 and #10. We are unsure which program this refers to as there are no occupations on the list with a 25% wage of \$12.50.

DESC updated the target occupation list to more clearly indicate that a program associated with any of the listed occupations is potentially eligible for funding if it meets requirements for CIET or customized/incumbent worker training models.

Please note that if your program targets an occupation under the Small Business section that it may qualify for the CIET RFP if you partner with small businesses based in Detroit. In addition, we are strongly interested in supporting customized or incumbent worker training programs for these occupations; if your program targets one of these occupations and you have one or more employer partners willing to contribute to the cost (includes in-kind contributions) of the program and commit to hiring graduates, please see the FOA for Sector Partnership Training for more information. See specific list of occupations below:

SOC Code	Target Occupation
39-9011, 25-9045	Childcare Workers (also Teaching Assistants)
35-2014	Cooks, Restaurant
35-1012	First-Line Supervisors of Food Preparation and Serving Workers
27-1024	Graphic Designers
39-5012	Hairdressers, Hairstylists, and Cosmetologists
39-5094	Skincare Specialists
15-1257	Web Developers and Digital Interface Designers



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### In regard to the FOA for Sector Partnership Training:

There must be an "X" under the ETPL column for the program to qualify for the FOA for Sector Partnership training. Further, programs must fall under one of the following industries: Construction/Skilled Trades, Transportation, Energy & Utilities, Healthcare, Manufacturing or Information Technology. Project Management, which is listed under "Other Industries" also qualifies. DESC will **not** consider applications for programs that lead to target occupations under the Small Businesses category, even if the applicant submits evidence that graduates earn more than \$15 per hour.

- 14. I am looking at the 3-page document listing the target occupations, then there is constructions then it goes into healthcare there are operating engineers positions, in the Energy Utilities industry. So wondering if we can use this as a target occupation in E&U industry?**

Please see response to #8. This was related to the formatting error. Please refer to the revised target occupations list (Reference 1) on pages 31-34 of the RFP document. Energy and Utilities is the third industry listed on page 2.

- 15. Our sector has been taken off the FOA so there is no X for our sector. So, we have no choice for funding except for CIET. We do not have a comprehensive program so are we still eligible for the CIET?**

Please see responses to questions #9, #10, and #13.

If your program targets an occupation on the list, it qualifies for the CIET as well as customized or incumbent worker training. These program types are defined in the target occupation list (Reference 1).

Applicants may utilize the self-assessment tool attached to the RFP to determine whether their program aligns with the CIET model and which areas may need further development. Applicants may still submit a proposal if they have to further develop their curriculum and program during the initial phase of the grant period. CIET programs must build both academic and technical skills required for direct training-related employment and/or career advancement opportunities.

You and your employer partners may also qualify for a customized or incumbent worker training contract. If you have one or more employer partners willing to contribute to the cost (includes in-kind contributions) of the program and commit to hiring graduates, please contact Jessica Carr-Sokolowski. A formal application is not required to initiate the process of entering a contract customized or incumbent worker training programs.

- 16. A lot of our graduates go on to start their own business. How does this affect us?**

This may impact the wage and placement outcomes of your program if you are unable to document the individual's business or income. For the CIET, DESC is open to training programs that lead to entrepreneurship



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outcomes. You may propose such a program in response to the RFP. In your proposal, please describe how you will measure success and document outcomes. DESC has additional flexibility with CIET programs and is open to negotiating outcomes that are more appropriate for programs that intend to help someone start their own business.

### 17. How do they apply to the Michigan Training Connect?

Please refer to [www.mitalent.org/mitc](http://www.mitalent.org/mitc) for details on requirements and the application process. The State of Michigan oversees this process and reviews applications for accuracy and basic eligibility; upon an initial review the application is submitted to the local Michigan Works! Agency for a final approval to be included on the State’s Eligible Training Provider List (ETPL). The State does ask DESC to review applications from training institutions based in Detroit. Our staff reviews the application for an approval decision including ensuring there is an industry recognized credential that meets WIOA requirements. We may also conduct a site visit. We do not apply the same stringent criteria we use for the supplemented ETPL when providing a recommendation to the state. Therefore, we will continue to recommend programs to the State even if the program leads to a job less than \$15 per hour. This will allow providers based in Detroit to train individuals referred by other Michigan Works! Agencies, assuming those agencies do not have a wage requirement and/or other approval requirements for their local policy.

### 18. The CIET RFP Budget Detail Worksheet allocation and Summary Excel spreadsheet tab titled "Budget Instruction Sheet" refers to a sample budget narrative. We did not receive or are unable to find this "sample budget narrative." Could you kindly let me know where to find this sample? See snip below. Thank you.

number of weeks per year and the percentage of time to be allocated to activities must be consistent with that paid for similar work activities. (Please refer to sample budget narrative)


DESC has now shared the budget narrative template with the bidders’ list and on our website.

### 19. Through a WIOA Title II IELCE grant, ORGANIZATION offers an integrated and contextualized Adult Basic Skills Education program and Occupational Training program in the field of healthcare. Specific to DESC’s CIET, ORGANIZATION is proposing an integrated Adult Basic Skills Education with a Certified Nursing Assistant [CNA] training program.

- a) I need clarification re the Detroit at Work Target Occupations page 2 of 3 and the ETPL. Can you please clarify the ETPL? Can you please clarify what the X next to each occupation entails? Will a CNA training program qualify for this CIET RFP?





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The ETPL column applies only to the FOA for Sector Partnership Training. A program must have an “X” in that column to qualify for DESC’s local, supplemented ETPL which applies to sector partnership training only. The revised target occupation list clarifies that any target occupation listed qualifies for the CIET and other training such as customized or incumbent worker training.

- b) Additionally, does *ORGANIZATION*’s training program need to be registered with the state and/or DESC or the city?**

See response to question #2.

- c) Lastly, *ORGANIZATION* has offered, as a core service, career navigation to low-income Detroiters, both native and foreign born, since its inception in 1919. Thus, *ORGANIZATION* is proposing an inclusive program. However, *ORGANIZATION* does work with Detroit at Work Career Centers and will continue to do so for purposes of the CIET. Will preference be given to training programs that only work with Detroit at Work Career Centers and not fully inclusive programs? Is there limited funding for inclusive programs? *ORGANIZATION* has over 100 years of expertise working with Detroit’s immigrant and refugee populations providing comprehensive Career Navigation. *ORGANIZATION* is also a United Way funding partner and implements the Center for Working Families framework, which includes Career Navigation. *ORGANIZATION* is also funded by the City of Detroit’s CDBG/NOF program for this purpose as well as DESC’s FAE&T Plus program.**

As stated in the RFP, applicants may propose a fully inclusive program if they can demonstrate they have the capacity and experience to provide **all** of the standard services found at the Career Center. The proposal must describe all of the services listed in the table below. Selected applicants that offer a fully inclusive program may also be required to determine and document WIOA eligibility and enter data directly into both the state’s system, OSMIS, and DESC’s local system. Note that fully inclusive programs are responsible for direct recruitment and enrollment and providing all career, support and job placement services. If you plan to focus on training and career navigation (as defined below) only and propose to partner with a Career Center to provide career coaching, case management, WIOA eligibility, job placement and other services, DESC would not consider this a fully inclusive program.

To avoid duplication of effort and inefficient use of limited public and private funds, DESC is setting aside a larger amount of funding for programs offered in partnership with a Detroit at Work Career Center. We may also fund fully inclusive programs proposed by qualified applicants, in recognition that there may be existing comprehensive programs that are yielding impressive results.





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Service	Definition
<b>Assessment- general and vocational</b>	Identify participant background, skill level, work history, needs, assets/strengths. Identify participant career interests and related aptitudes and skills. NOTE: <i>Self-guided assessment tools should be made available to all customers, even if not enrolled in individualized services.</i>
<b>Career Navigation</b>	Assist participants in identifying and meeting career goals through advising on occupational choices, requirements, and labor market demand. Assist participants in developing a career plan.
<b>Career Coaching</b> (includes Barrier Resolution)	Assist participants in meeting career goals by providing motivation, support, encouragement and general assistance in addressing psychological, emotional or physical barriers. Connect participants to appropriate resources; manage administrative requirements of serving participants.
<b>Job Matching and Job Placement</b>	Screen and refer participants to appropriate job openings. Help participants obtain employment by developing and/or referring to job leads, hiring events or other employment opportunities. Assist participants in preparing for specific job opportunities (customizing resume, understanding employer preferences, etc.).
<b>Career Readiness Training</b>	Help participants develop workplace navigation skills, including communication, conflict resolution, critical thinking, empathy, punctuality, and other skills.
<b>Job Search Training/ Assistance</b>	Help participants develop job search skills – resume, job application, interviewing skills, etc. – 1:1 or group
<b>Post- Placement/ Retention</b>	Ongoing individual case management or coaching conversations, access to barrier removal services, follow-up alumni support groups, etc.
<b>Financial Capability Services</b>	One-on-one and group-based activities to increase general financial knowledge and assist participant in developing a plan, create a budget, reduce debt, improve credit and build assets.

**20. For the Financial Fit/Capacity component, may we attach TWO audited financial statements if we have less than \$750,000 in federal funds? We opened in 2019 is why we only have TWO audited financial statements.**

Yes, please submit the 2 years of audited financials and include the explanation of opening in 2019.



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**21. In the CIET RFP 30-page instructional packet, can I get a little clarification on the "Price Proposal" (Number 9 on page 25)? Are we to write up a summary outlining the dollar amount that we are asking for and break down exactly how we will use the funds?**

Refer to page 25 to 26 for full details. DESC expects applicants to submit the following:

- Line-item budget using the Excel template provided; this requires you to break down and document program costs by specific line item.
- Budget narrative using the Word template provided; this requires you to describe each line item in more detail.
  - In the budget narrative, you must also specify an overall cost per person. Some programs may qualify for fee for service contracts where DESC pays an agreed to fee for each person trained that meets key milestones. For these contracts, DESC does not require contractors to specify or document actual costs. DESC will follow federal and state guidelines to determine whether to treat selected applicants as subrecipients (cost-reimbursement contract required) or subcontractors (fee for service contract will be used)

**22. Is there any set criteria for the training programs we submit for the CIET RFP? For example, is there any criteria relating to the amount of Hours for the course or the amount of weeks the course length should be?**

DESC expects training providers to propose a length and number of hours that aligns with employer needs and/or requirements for achieving or sitting for an exam for industry-recognized credentials (if applicable for the target occupation).

**23. Is there any course cost limit for these particular training programs for the CIET RFP? I know under the FOA Sector Partnership Training we were working with the WIOA training grants which are normally around \$5000.00. We were wondering if it was similar to the CIET RFP?**

See response to question #3. DESC has not yet set caps per person for training costs for CIET programs but this may be established in the future.

**24. Under the CIET RFP on Page 33, you have a list of Detroit at Work Target Occupations relating to TECHNOLOGY. If we have similar Target Occupations such as Jr. Network Administrator, Computer Help Desk Support, or Field Technicians which are very similar to the ones you have listed, can we create training programs to target those occupations as well?**

It appears that these questions are identifying job titles, which may fall under or align with the target occupations listed (see revised Reference 1). In your proposal, identify which target occupation(s) your



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program leads to. Each 6-digit SOC code occupation may include multiple job titles. Applicants may research various job titles to determine how they align with SOC codes at this website: <https://www.onetonline.org/>

If you believe that DESC's target occupation list does not include an occupation that is in high-demand and aligned with our target industries, you may propose a program in response to the RFP for CIET provided you can include compelling evidence that the LMI does not reflect local job market realities. DESC will evaluate the evidence along the same criteria used to select target occupations to determine whether the application should be fully reviewed and scored. We do not anticipate including additional occupations outside of exceptional circumstances.

**25. Is there a certain percentage or number of points as part of the evaluation process for those organizations with certain certifications such as being an SBA 8a, WBE, MBE, etc.?**

No. Evaluation criteria points are detailed on page 28 of the RFP.

**26. In terms of the budget range, how will payment be determined - a per person cost, a per course cost, a per unit cost or another calculation?**

DESC will enter into subrecipient contracts with selected training providers that deliver fully inclusive programs. These contracts will be cost reimbursement which means the provider invoices DESC on a monthly basis for actual costs incurred. These expenses must be agreed to by DESC prior to being incurred and this is done by establishing a line-item budget that outlines what type and level of cost is allowable. Depending on the scope of the proposed program, other selected CIET programs may also meet the subrecipient criteria and be paid in this format.

Selected applicants providing more standardized training services (i.e., the proposed program is offered to other trainees and receives other funding) may qualify for a subcontractor contract that is structured as a fee for service contract. In this instance, DESC will pay subcontractors a fee for each person trained, with the payment split between two milestones (start and completion of program).

**27. During the bidder's zoom it was mentioned that curriculum that are not fully complete will be acceptable. How much is needed to be considered a viable submission? Can it be a shell, does it need to have at minimum one segment complete with and an outline or a draft?**

Please use the self-assessment checklist tool to determine what components are missing and what would be needed to develop a full program. In your response, provide as much information as possible. At a minimum, this should include a high-level curriculum outline. You should also fully describe and demonstrate your plan to further develop the curriculum to meet CIET standards. Please specify the amount of time it will take to complete development and begin delivering instruction. DESC will evaluate your response following the criteria in the RFP. We will look for evidence that the applicant has a solid understanding of the CIET model and has a clear plan for developing their program.



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- 28. If we have several different occupations that we would like to address, do we submit each as a separate proposal or do we combine them but include separate curricula for each?**

If the different occupations require different curricula, multiple proposals should be submitted. If your program design and curriculum prepare students for more than one occupation you can submit one single proposal.

- 29. With an entrepreneurial training program, could a successful outcome be a job in one of the small business occupations listed and/or starting their own business. We know that most people have to work while they are getting a business started.**

See response to question #16.

- 30. Can a provider do some of the career center activities, but rely on the Career Centers for others: e.g. Could the Career Centers do the screening and enrolling, and the training provider do the career readiness and placement in addition to the customized academic and occupational training?**

Yes, this proposed approach is acceptable. DESC would not consider this a fully inclusive program because the Career Centers are still responsible for determining eligibility, enrollment, career coaching and supportive services.

- 31. Should we contact the career center nearest us to discuss our proposal in advance of submitting?**

Applicants are free to engage in conversations with other bidders and Detroit at Work subrecipients to better understand Career Center services. Applicants are not required to contact a Career Center and/or to obtain a commitment to partnering prior to submitting a proposal. DESC will expect Career Centers to refer residents to all selected CIET programs.

- 32. Are nominal student stipends (such as \$10 - \$15 per training day) allowed in the budget?**

Yes, this is an allowable proposed expense. DESC may not be able to approve stipends in the final negotiated budget and contract if the applicant is selected. This will be dependent on number of programs selected and available resources.

- 33. Does an industry association count as an employer partner?**

No.

- 34. Will DESC cover childcare costs; should it be included in the budget?**

Unfortunately, DESC has very limited funds available to cover childcare costs. Our Career Centers are able to offer modest stipends to a small number of qualified participants for a limited time period. We aim to help



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participants apply for subsidized childcare through the State of Michigan or to find affordable childcare if they do not qualify for subsidies after obtaining employment. While DESC does not have the resources to cover childcare stipends for individuals in a CIET training program budget, we are open to a very small portion of the budget being used for on-site childcare or another innovative approach if the costs are subsidized by other sources.

### **35. What is the test that will be used for pre-post measurement of reading and math? Is there a pre/post-test you would recommend for digital literacy?**

Detroit at Work uses CASAS for pre and post measurement of academic proficiency in reading and math. This follows State of Michigan requirements. Currently we have not identified a pre-post test system for digital literacy.

### **36. Will you accept reading and math scores administered by the training provider?**

Possibly – it depends on the type of test administered by the training provider and when the test was administered. Unless the program is fully inclusive, we do not recommend that training providers administer their own test. Career Centers are required to conduct the CASAS assessment for anyone interested in training. We may also be able to provide CASAS test results to training providers provided potential trainees sign a release of confidential information. Because it is our goal for Career Centers to be the source for referrals to training programs, requiring students to take a preliminary test before they are referred to Career Centers for eligibility determination is not advisable. We try to avoid requiring the CASAS test (which can take 3 hours) until we know the person is likely to qualify for funds. It is best that Career Centers complete this determination first.

The State of Michigan only accepts two specific tests: CASAS and the recent 11 & 12 TABE.

### **37. What is your general expectation in terms of program length?**

See response to Question #22.

### **38. Can we submit an application as a separate provider and another with a co-grantee?**

Yes, assuming the programs are not wholly identical in regard to program design and curriculum.

### **39. If we were to engage an instructor as an independent contractor, would we have to use the RFP procurement process or could we just use a contract with the individual?**

Funding requirements as a result of this RFP stipulate that any independent contractor or subcontractor that will be reimbursed for services using public funding is required to be procured.



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Subcontractors and subgrantees identified or named in a bid proposal response or bid proposal budget must be competitively procured for the intended purpose prior to the submission of the bid/proposal. See documentation stated in Section 8.D.10, Subgrantee and/or subcontractor Agreements (if applicable), page 15. This documentation must be included with the bid response.

Respondents to the RFP that have not identified a subcontractor and/or subgrantee at the time of submission - and plan to acquire resources to fulfill requirements of the RFP, should indicate their intention to conduct a competitive procurement in the proposal response. In this case, submission of documentation stated in Section 8.D.10, Subgrantee and/or subcontractor Agreements, page 15 must be provided for review and approval, prior to conducting any service if an award is recommended as a result of this RFP. Documentation of a proper procurement must be provided in a manner that will not impede fulfillment of requirements or deadlines detailed in the scope of work related to this RFP. DESC will not reimburse costs for services provided by a subcontractor without proper documentation of competitive procurement related to this RFP.

Applicants should read the State of Michigan's procurement policy (a link is shared in the RFP on page 15) to determine the type of procurement required. The type of procurement required (published RFP vs obtaining quotes, etc.) depends on the spend, type of service being offered by the independent contractor, etc. Please refer to the State's policy for more guidance.

### **40. Re the budget template:**

#### **a) How do we determine the allocation %'s to the columns E to I?**

Applicants do not need to specify the funding streams at this time. Only the total costs for each line item are required. If your proposal is selected, DESC will allocate the award by funding stream if applicable.

For informational purposes, budget allocation percentages in columns E through I for five funding streams are allocated as follows:

- Amount per funding stream #1 / Total contract amount.
- Amount per funding stream #2 / Total contract amount.
- Amount per funding stream #3 / Total contract amount.
- Amount per funding stream #4 / Total contract amount.
- Amount per funding stream #5 / Total contract amount.



## DESC Contextualized Integrated Education and Training Programs (CIET) RFP Response to Questions

**b) Why is the WIOA Statewide Activities (FCA) pulling from cell (F4) but not from the other statewide cells?**

This is a clerical oversight and should be updated accordingly. The formulas in column E should reference "\$E\$4" and not "\$F\$4". For example cell E10 should read "="+\$D10+\$E\$4".

**41. What are human centered practices?**

Human-Centered Design is a problem-solving method which centers on the individuals you're serving. Similarly, Human Centered practices are tools, services, and approaches which are designed for the customer's you're serving. Human-Centered Design is grounded in empathy for our customers and often requires continuous improvement and learning. If you are interested in further details. Please find here an article with an overview of Human-centered Design: <http://greatergoodstudio.com/hcdprocess/> and here a website for the global leader in Human Centered Design, IDEO: <https://www.ideo.com/>

**42. What is the state of Michigan OSMIS System?**

The OSMIS system is the One-Stop Management Information System. All programs supported by funds administered by the State of Michigan, including WIOA Title I and PATH, must be tracked in OSMIS. This includes all of the career services provide via Detroit at Work Career Center system. Additional information on this system may be obtained at [michiganworks.org](http://michiganworks.org).

**43. Do fully inclusive programs need to fill out information about administrative capacity?**

All applicants, including all co-grantees in a single application, must answer all questions in the RFP, including the section on administrative capacity.

**44. We have used the most conservative, reasonable costs for accurate representation on the "Budget Narrative" and the "CIET RFP Budget Detail Wrksht allocation and Summary" Excel spreadsheet. Also, we were unable to locate any kind of example on this. Please specify what you are looking for. Thank you.**

DESC has now shared the budget narrative template with the bidders' list and on our website.