REQUEST FOR PROPOSALS (RFP)
for
Career Services and Readiness Training (CSRT)
RE-ISSUED

RE-ISSUE DATE: 07/30/21
(Previously issued on 7/2/2021)

RESPONSES DUE: 8/9/2021

AWARD NOTIFICATION: 8/25/2021

City of Detroit
Michael E. Duggan, Mayor
Nicole A. Sherard-Freeman, Group Executive, Jobs, Economy & Detroit at Work

Mayor's Workforce Development Board
Cynthia J. Pasky, Co-Chairperson
David E. Meador, Co-Chairperson

Detroit Employment Solutions Corporation
Calvin C. Sharp, Chairperson
Terri Weems, President

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BIDDING INFORMATION	
Re-Issue Date: ~~Issue Date:~~	**July 30, 2021** ~~July 2, 2021~~
Bidders Conference:	**July 13, 2021 at 2:00 PM (EST)** Join Zoom Meeting https://us02web.zoom.us/j/82458710432?pwd=bGVHdjl1a0hTYnh6UWJsNThFS3U1UT09&from=addon **Meeting ID**: 824 5871 0432 ▪ **Passcode**: 459426 One tap mobile +13126266799,,82458710432#,,,,*459426# US (Chicago) +16468769923,,82458710432#,,,,*459426# US (New York) **Dial by your location** +1 312 626 6799 US (Chicago) +1 646 876 9923 US (New York) +1 301 715 8592 US (Washington DC) +1 253 215 8782 US (Tacoma) +1 346 248 7799 US (Houston) +1 408 638 0968 US (San Jose) +1 669 900 6833 US (San Jose) Meeting ID: 824 5871 0432 Passcode: 459426 Find your local number: https://us02web.zoom.us/u/kbH9k1itp8 *DESC strongly encourages applicants to attend the bidders' conference.
Questions Deadline:	**July 16, 2021 at 5:00 PM (EST)** All questions should be received in writing via email to procurement@detempsol.org. To be properly received, Email Subject line must include: **Questions for CSRT RFP** DESC will provide a response to all companies/individuals that requested an RFP via email upon completion of responses.
Response to Questions:	**July 21, 2021 at 5:00 PM (EST)** Responses to questions will be available at this link: **https://www.descmiworks.com/opportunities/rfps-and-rfqs/**

BIDDING INFORMATION CONTINUED	
Proposal Due Date:	**August 9, 2021** ~~August 2, 2021~~ **at 12:00 PM (Noon) EST** Responses must be received electronically by email to: **procurement@detempsol.org**. • Files submitted via email must not exceed 25 MB. • Do not include embedded links to external information in proposal submissions. Links provided in response to this RFP will not be evaluated. • To be properly received, Email Subject line must include: **Response to CSRT RFP** • Proposal email submissions that include DESC staff will not be accepted. • Confirmations of proposals received will be provided within 48 hours of receipt. **Please note:** *Allow ample time for submitting your proposal. DESC strongly encourages submitting at least one business day prior to due date above. DESC will not extend the submission deadline due to technical issues or outages. Proposal email submissions that include DESC staff will not be accepted. Confirmations of proposals received will be provided within 24 hours of receipt.* **DESC WILL NOT ACCEPT PAPER/HARD-COPY OR LATE PROPOSALS.**
Oral Presentation / Site Visit:	**Please HOLD: August 17, 2021; 1:00 PM – 5:00 PM (EST)** DESC will host Oral Presentations on an **INVITE ONLY** basis with those organizations selected as finalists during the review process, as required. All prospective responders should hold this date. Finalists will be notified by **email by August 16, 2021 at 12:00 PM (Noon) upon completion of written proposal evaluations** regarding presentations (length, location, materials) etc.
Award Notice:	The award notification is planned to be provided by **August 25, 2021**
Contract Start Date:	The contract period is scheduled to begin **September 1, 2021**

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I. INTRODUCTION

The Mayor's Workforce Development Board (MWDB) is directly responsible and accountable to the State of Michigan, Labor and Economic Opportunity, Workforce Development (LEO/WD) for the planning and oversight of talent development programs in the City of Detroit. Designated by the MWDB, Detroit Employment Solutions Corporation (DESC) serves as the fiscal and administrative entity and Michigan Works! Agency that provides workforce services to job seekers and employers, using a range of federal, state, local and private funds. DESC oversees nine (9) Detroit Michigan Works! One-Stop Service Centers and contracts with qualified entities to provide workforce development services to job seekers and employers. Locally, the Michigan Works! One-Stop Service Centers are branded as Detroit at Work Career Centers. DESC is also a proud member of the American Job Center network.

Detroit at Work & The People Plan

In July 2019, the MWDB and DESC, known collectively as Detroit at Work, launched a re-designed public workforce system. This included expanding from 3 to 9 Career Centers; doubling the number of youth service locations; physical co-location of federally funded programs with a common intake process; a centralized call center that serves as a single point of entry to our system; expansion of technology-enabled and web-based services; and integration of on-site financial coaching services. In addition, one of the most critical components of the new system has been reorienting program delivery through a Human-Centered design lens that puts the customers' needs at the center of service delivery.

Building on the transformative impact of the new system, Detroit at Work launched the People Plan in December of 2020 to raise philanthropic and private funds to support and expand its impact. The People Plan is a focused, scalable strategy by Detroit at Work to ensure all Detroiters – especially Black and Brown Detroiters – have a pathway to the middle class. The People Plan will expand or launch signature initiatives that build skills and provide comprehensive supports using evidence-based methods. The Career Centers and youth service locations serve as the foundation for all initiatives.

In anticipation of potential American Rescue Plan Act (ARPA) funding, the City of Detroit and Detroit at Work developed a new program, Skills for Life, that incorporates multiple evidence-based components of the People Plan. Skills for Life is a paid, full-time, 4-to-14-month program that has two goals: upskill Detroit residents and place them along a pathway to the middle class and increase the capacity of City departments, including General Services, to reduce blight and deliver other services to residents. On June 29, 2021, Detroit City Council approved the City's high-level plan for ARPA funds. **The full implementation of Skills for Life is contingent on Detroit City Council's final approval of several key program components.** Prior to entering into a contractual agreement, DESC and the awarded applicant will negotiate the scope, outcomes and budget in order to align with the final project as proposed by the City of Detroit and, as applicable, approved by Detroit City Council.

To support the successful implementation of Skills for Life, DESC is seeking proposals from qualified individuals and/or organizations to provide as needed, <u>Career Services and Readiness Training</u> for DESC and the MWDB, known collectively as Detroit at Work.

DESC plans to award one (1) contract for requested services as detailed in this RFP.

II. CONFIDENTIALITY

DESC will treat as confidential any non-public information that we receive from you in our discussions about the transaction contemplated by your RFP (other than information that we also receive from other, non-confidential sources, or that we independently develop ourselves).

III. ORGANIZATION QUALIFICATIONS

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.

Organizations and individuals are ineligible if they are currently barred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by a federal department/agency, or if they are not in compliance with the State of Michigan Department of Revenue or Internal Revenue Service requirements.

Small businesses, minority-owned firms, women's business enterprises, and labor surplus area firms are particularly encouraged to apply.

Applicants must possess the following:

- Required licenses, bonding, equipment, and identified core personnel necessary to perform the work as required in the RFP;
- Documentation of the business structure (e.g. corporation., LLC, sole proprietor, partnership, etc.) you have registered to conduct business; and
- Personnel policies and procedures demonstrating compliance with Equal Employment Opportunities requirements, Americans with Disability Act, and Drug Free Workplace and Byrd Anti-Lobbying Act.

As a condition to the award of this contract, the applicant must assure that it has the ability to comply with all applicable laws and regulations, as well as the nondiscrimination and equal opportunity provisions of 29 C.F.R. § 38.25, if awarded a contract, and will remain in compliance for the duration of the award.

Applicants must be financially and operationally stable and must possess sufficient scale in terms of staff and other resources to support DESC throughout the term of a contract, if awarded as a result of this RFP.

If a contract is awarded as a result of this RFP, Applicants must be able to comply with insurance requirements, as necessary based on the nature of the particular contract. Required coverage may include:

a) Commercial General Liability Policy ($3,000,000 per occurrence) with the following coverages:

- Broad form property damage
- Premises/Operations
- Independent Contractors

- (Blanket) Broad form Contractual
- Personal Injury

b) Workers' compensation insurance, as required by law,

c) $1,000,000 combined single limit automobile liability insurance, including hired and leased vehicles, owned and non-owned autos, and "no fault" coverage,

d) Errors and omissions liability insurance with minimum limits of $1,000,000 per occurrence and $1,000,000 dollars aggregate.

IV. SCOPE OF WORK

A. Summary

Awarded applicant(s) will recruit, assess and help onboard potential candidates for the program. They will assist enrolled participants to:

1. build career readiness skills that lead to job retention and advancement,
2. explore available careers, develop a plan and select the most appropriate education and training pathway,
3. improve workplace navigation skills while working for the City of Detroit or its contractor(s),
4. alleviate any challenges that impede workplace success,
5. achieve academic and technical skills gains,
6. successfully complete training and obtain a high school diploma or equivalent and/or an industry recognized credential of value, and
7. secure and retain advanced employment with the City or a private sector employer.

B. Key Partners, Overall Program Structure & Desired Outcomes

Skills for Life is a paid, full-time, 4-to-14-month program that has two goals: 1) upskill Detroit residents so they may achieve middle-class employment and 2) increase the capacity of the City of Detroit to reduce blight and deliver other services to residents.

Participants will be employed full-time, spending three (3) days per week working for the City of Detroit and two (2) days per week in paid training with Detroit at Work. After achieving a credential in two (2) to twelve (12) months, participants will have the option to continue working in their position for up to two (2) months before transitioning to a training-related permanent job with a private sector employer or the City of Detroit. See program schedule below:

COHORTS	MON	TUE	WED	THU	FRI	SAT	SUN
Pathway 1: GED/HS Diploma	WORK	WORK	WORK	TRAIN	TRAIN	X	X
Pathway 2: CDL A, Demo, Trades, etc.	X	TRAIN	TRAIN	WORK	WORK	WORK	X
Between Pathways/Job Placement	*WORK*	*WORK*	*WORK*	*WORK*	*WORK*	*X*	*X*

The following departments or its contractors will employ Skills for Life participants: the General Services Department (GSD), the Department of Public Works (DPW), the Demolition Department (Demolition), and the Water and Sewerage Department (DWSD). The chart below outlines key components of the program and associated partner roles.

Key Program Component	**Lead Partner(s)**	**Estimated Number served**
Recruitment of candidates	City of Detroit Talent Acquisition, Detroit at Work communications, Detroit at Work Career Centers	TBD
Hiring & general onboarding	City of Detroit Talent Acquisition and assigned Department	TBD
Work assignment & supervision	City of Detroit and assigned Department or its contractor(s)	TBD
Initial career readiness training & Skills for Life orientation	RFP awarded applicant(s)	2,500 to 5,000
Comprehensive assessment (academic, work history, career interest, etc.) and suitability determination	RFP awarded applicant(s)	2,500 to 3,000
Skills for Life enrollment & pathway selection	RFP awarded applicant(s)	2,250
Career services and barrier removal	RFP awarded applicant(s)	1,200 to 1,500
	Detroit at Work Career Centers	350 to 500
	Transitional Jobs provider(s)	300 to 500
High School Equivalency (GED)/High School Diploma (HSD) completion and Literacy	Detroit at Work and its partners	600 to 850
Occupational Training (includes 350 GED/HS graduates)	Detroit at Work and its contracted preferred training providers	1450 to 1700
Job placement & retention	Assigned career services contractor	2,250

The City of Detroit will pay participants an hourly wage for both their time at work and training. After participants earn a credential, Detroit at Work and its contracted partners will assist them to obtain training-related employment that pays a higher wage than their Skills for Life job. Participants will be eligible to work in their Skills for Life job for approximately two months while they transition to long-term employment with the City of Detroit or a private sector employer. Individuals who complete the high school diploma or GED track will also have the option to continue in Skills for Life while they participate in occupational training. See summary of pathways below.

Career Pathway	Starting Pay*	Post-Credential Pay	Estimated Length	Goal
High School Completion GED	$12/Hour	$14/Hour	2-12 Months	Transition to: • Job training • Permanent job ($14+/hr)
Job Training/Certification	$14/Hour	$15/Hour	6-8 months	Transition to: • Permanent job ($15 - $20/hr)

The Skills for Life program will require the awarded applicant(s) to closely coordinate and collaborate with all partners: Detroit at Work, various City of Detroit departments, Detroit at Work Career Centers and preferred training providers and education partners.

If approved by City Council, the program will run for approximately three (3) years and serve up to 2,250 total participants. Detroit at Work will initially partner with GSD and DPW to launch the first phase of Skills for Life, serving up to 1,250 participants over three (3) years. Detroit at Work will leverage its existing Career Center system partner(s) to manage the first cohort of incumbent City employees in August of 2021. Detroit at Work seeks provider(s) through this RFP to help recruit candidates beginning September 2021 and provide career services and readiness training beginning October 2021.

Detroit at Work and the City of Detroit are still in the process of identifying outcomes for the program. Detroit at Work typically aims for 80% of those who begin a program to successfully complete and for 80% of completers to obtain training related employment. Skills for Life will likely also include outcomes related to measurable skills gains, credential attainment, wage rate of long-term placements and financial coaching outcomes (increase in net income, net worth and credit score). Detroit at Work will negotiate contract outcomes with the awarded applicant(s).

The services to be provided by the applicant(s) awarded through this RFP are described in detail below.

C. Required Program Elements

The awarded applicant(s) will be expected to perform the following services:

1. ***Recruitment, Assessment & Onboarding***

   The awarded applicant(s) will leverage its existing network and relationships with community organizations and stakeholders to recruit and screen potential candidates for the program. The Detroit at Work Career Centers will also help identify and screen candidates across its nine (9) locations. The job opportunities will be advertised via the City of Detroit's website as well as Detroit at Work's web-based job matching and application system. The City of Detroit will work in close partnership with Detroit at Work partners to provide candidates with a streamlined and expedited application and hiring process that emphasizes rapid attachment to work.

   The City of Detroit will be responsible for interviewing and hiring candidates. While the City of Detroit and Detroit at Work aim for the majority of candidates to enroll into Skills for Life and spend two days in training, those who are hired will have the option to opt out and work five days a week. All hires will participate in an onboarding process led by the City of Detroit. The current program design calls for the awarded applicant(s) to provide a 1-to-3-day career readiness training to *all* employees. The City of Detroit supervising department will determine which career readiness competencies are covered during the initial training, selected from the competencies listed in the table below. During the training, the awarded applicant(s) and the City will further promote the benefits of Skills for Life.

   Individuals will have the option to seek enrollment into the Skills for Life program. They will begin with a comprehensive assessment conducted by the awarded applicant(s). The assessment will consist of an informal interview as well as formal assessments that cover education level, credentials, employment experience, competencies, transferable skills, digital literacy, interests,

life assets, and life compatibility with occupation. The awarded applicant will also conduct a CASAS academic assessment that identifies the individual's current academic proficiency levels. The assessment results will be used by the individual and awarded applicant(s) to determine program suitability, i.e. Skills for Life offers at least one training program that is aligned with the individual's unique needs and career goals.

The awarded applicant(s) will use criteria established by Detroit at Work to assign enrolled participants to a career services provider. The Career Centers will serve most of the participants who select the high school completion and GED track and a Transitional Jobs provider contracted by DESC will serve those who will benefit from on-site coaching while at work. The remaining participants will be served by the awarded applicant(s).

2. ***Career Services***

The awarded applicant(s) should be prepared to deliver career services as needed during the extent of a customer's participation in the program and for one year after they obtain long-term employment. Skills for Life is a full-time program that will require intensive career coaching and **no more than 50 participants per career coach**. The awarded applicant(s) will directly provide the standard services listed below. If the awarded applicant(s) is also a current Career Center provider, DESC will not permit them to co-enroll participants between Skills for Life and their own Career Center individualized programs. It is Detroit at Work's intent to utilize ARPA to significantly expand the number of Detroiters receiving individualized career services.

Service	Definition
Career Navigation	• **Career exploration**: help participant understand in-demand jobs, occupational requirements and characteristics, available trainings, and career pathways. • **Career planning:** support participant to establish career goals and a comprehensive plan, making revisions as needed.
Career Coaching	Work with participants from a resourceful and strength-based point of view, collaborating to explore opportunities, identify resources, and take action. Assist participants in meeting career goals by providing motivation, support, encouragement, and general assistance in addressing psychological, emotional or physical barriers. Manage administrative requirements of serving participants.
Barrier Resolution	Identify participant barriers to employment and self-sufficiency. Connect participant to supportive services and/or community partners to resolve barriers. *NOTE: Awarded applicant(s) must directly provide assistance with transportation and clothing or supplies required for training or work. Awarded applicant(s) must be willing and able to provide these services during evening and weekend hours*

Workplace Navigation Coaching	Assist participants to develop workplace navigation skills while working for the City of Detroit or its contractor(s) through one-on-one coaching and workshops. Assist participants to alleviate any challenges that impede workplace success. *NOTE: Awarded applicant(s) must be willing and able to provide these services during evening and weekend hours*
Job Matching and Job Placement	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.).
Post- Placement/ Retention	Ongoing individual case management or coaching conversations, access to barrier removal services, follow-up alumni support groups, etc.

The provider is required to provide customers with access to the services below. DESC anticipates that the provider will mostly provide access by referring customers to external social service organizations and leverage Detroit at Work partners when appropriate.

Service	Definition
Barrier Resolution	Resources and services that remove, resolve or reduce barriers to employment. Includes: • **Basic needs assistance** (access to shelters, temporary housing, affordable housing, food, health care, clothing, utility assistance, etc.), • **Psycho-social-emotional support** (substance use disorder assistance, mental health individual or group counseling, peer support groups), • **Work-related supports** (transportation assistance not provided directly, e.g., driver license reinstatement or car and insurance purchase; access to affordable and reliable childcare) • **Legal services** (expungement of criminal records, immigration services, other legal assistance) • **Other services** that improve customer's ability to obtain or retain employment (support for persons with disabilities, survivors of interpersonal violence, LGBQTIA, immigrants, refugees and older workers).
High School Equivalency, Adult Basic Education, ELL Programs	Education programs designed to build basic literacy and numeracy skills and/or prepare graduates to take a High School

	Equivalency (HSE) exam, including accelerated HSE programs.
Occupational Training	Training that leads to industry-recognized credential and/or equips participants with technical skills needed for specific jobs that pay $15/hour or more.

3. Career Readiness Training & Services

The awarded applicant(s) will facilitate the participant's development and awareness of their own executive functioning and workplace navigation skills. Workplace navigation skills are a set of transferable or "soft" skills that are essential for effective performance in the workplace. Unlike technical or "hard" skills, these skills are generic in nature, and are common to all work roles and workplaces across all industry types. Workplace navigation skills are typically considered essential qualifications for many job positions and hence have become necessary for an individual's employment success at just about any level. Executive function skills are a set of mental processes that all have to do with managing oneself and one's resources in order to achieve a goal. It is an umbrella term for the neurologically-based skills involving mental control and self-regulation.

Detroit at Work will require awarded applicant(s) to align their career readiness curriculum with the competencies listed in Reference 1: Career Readiness Outline.[1] The awarded applicant(s) will provide activities related to the job search and job retention, including:

- Personal Skills, Interests, & Values
- Career Exploration & Planning
- Resume & Cover Letters
- Personal Pitch
- Networking
- Job Searching & Job Applications
- Interviewing
- Workplace Navigation

As stated previously, the awarded applicant(s) will provide an initial 1 to 3 day career readiness training during the onboarding process. They will also provide career readiness training and services throughout a participant's tenure in the program. For planning purposes, applicants can expect to deliver the career readiness training during a portion of the weekly time scheduled for upskilling. The initial career readiness training will be delivered in a classroom or similar setting for several hours per day. Ongoing career readiness training can be delivered in a variety of formats, including virtual, 1-on-1, in-person workshops, or alongside occupational training or GED/HSD instruction.

[1] Detroit at Work is leveraging a recent career readiness framework published by the Chicago Jobs Council to establish expectations for training and services delivered by Detroit at Work contracted partners. The framework outlines career readiness competencies, as well as a service delivery model for empowering participants to develop these competencies. Detroit at Work also encourages applicants to consider the service delivery model but will not mandate that the selected applicant(s) adhere to it if they have an alternative, evidence-based approach. The full framework can be found here: https://cjc.net/wp-content/uploads/2021/03/Career-Readiness-Framework.pdf

The awarded applicant(s) may utilize curriculum made available through Detroit at Work, Chicago Jobs Council or other open sources provided it aligns with the competencies in Reference 1. The awarded applicant(s) may also choose to develop a custom curriculum aligned with Reference 1. If a provider has an existing curriculum that in whole or in part meets DESC's need, the provider should indicate the need or lack thereof for curriculum development.

4. Service Location & Population to be Served

Detroit at Work and the City of Detroit aim to remove barriers to participation in all components of the Skills for Life program and will therefore require that services and training be delivered in the same location wherever possible. In most cases, this means the awarded applicant(s) will be required to provide in-person career readiness training and career services at the same location designated for high school completion, GED or occupational training or at the worksite. The awarded applicant(s) will also likely need space for staff to perform administrative duties and to provide virtual and remote services; applicants should therefore include required facilities and related costs in their submitted budget. Based on the current program design, DESC anticipates asking the awarded applicant(s) to provide services in the following locations:

- GSD's central garage and warehouse. The garage is the primary location for GSD crews to meet prior to being dispatched to work site throughout the city. The garage has offices and space for personal meetings. GSD is planning a build-out to add additional space, including a classroom for GED/HSD instruction.
- Additional spaces used by City Departments that will employ Skills for Life participants
- Detroit at Work Career Center, if participant is enrolled in high school completion or GED program located at the Center.
- Location designed by DESC for occupational training.

The population to be served will consist of City of Detroit employees recruited in part or specifically because of Skills for Life. Detroit at Work will be active in the marketing and recruitment for Skills for Life, especially among the Detroit at Work target populations, including:

- Residents with basic skills deficiencies or those who do not have a High School Diploma or Equivalent
- Residents who are low-income or on public assistance
- Differently-abled workers
- Residents with criminal backgrounds
- Disengaged workers
- Single mothers and families with young children
- Opportunity Youth
- Veterans and spouses of veterans

5. Other Requirements

a. Human-Center Design**.**

Human-centered design means looking at how the system functions from the perspective of the person being served and designing or redesigning it to make it as user-friendly and

accommodating as possible. Awarded applicants must be eager and willing to work collaboratively with DESC to develop and implement a human-centered design approach. This

approach will include a welcoming intake process and superior customer service on par with the businesses most recognized for the way they serve, respect and appreciate customers. In Detroit or any other area impacted significantly by poverty, a human-centered design must also include trauma-informed care practices. Service plans will be dictated by needs and goals of the job seeker versus restrictions of funding sources. A strong human-centered design approach will include a well-defined system for referrals within and outside the Detroit at Work system: at a minimum this means a warm and effective hand-off and follow-up with customers referred to other partners.

b. The Detroit at Work Brand and Experience**.**

It is our aspiration that the awarded provider will be enthusiastic and proud to help us build and promote the Detroit at Work brand. While services will differ from those delivered at Detroit at Work Career Centers, there should be a baseline level of uniformity to ensure a consistent and reliable job seeker experience in Detroit. DESC will define standards for the following elements, seeking out and incorporating partner feedback at all possible times:

i. Intake and orientation process (timing and sequencing of activities, expectations for service standards, forms/tools to be used);

ii. Training for frontline staff. DESC will directly coordinate, and mandate training related to Human-Centered Design, career coaching, and compliance with federal funding and reporting requirements and other desired topics. Awarded applicants are also encouraged to continue their internal professional development efforts; and

iii. Promotion of Detroit at Work sponsored programs in marketing and outreach materials and use of Detroit at Work brand in applications and other program documents.

c. Financial Coaching Services**.**

The provider must provide job seekers with access to financial capability services. These services can be leveraged or proposed to be supported through an award from DESC. DESC has identified the following guidelines for financial capability services:

i. One-on-one financial coaching to create budget and goals, understand and improve credit, improve access to financial products;

ii. Assistance to help participant complete a Combined Financial Assessment (CFA) which includes a budget, balance sheet, credit report and financial well-being questions.

iii. Group-based for financial management skills;

iv. Opt-out design (i.e., participant must actively decline financial services versus seek them out) with a warm hand-off to financial staff; and

v. Contractors will utilize a system designed by DESC to track financial services.

d. Data Collection, Continuous Improvement, and Evaluation**.**

The provider will be required to complete timely and accurate data collection, utilizing DESC's Launchpad and any other information management systems designed by the City of Detroit for ARPA funded projects. The provider will be required to participate fully in evaluation efforts. This includes the following:

i. Maintaining participant enrollment, activity, and outcome records. Awarded applicants will use the DESC system to track customer services and outcomes, track employer engagement and job orders (if applicable), facilitate job matches, manage workflow, caseloads and performance, facilitate electronic referrals between partners, and, ultimately, interface directly with customers and employers to enable web-based pre-registration and service delivery. DESC will expect awarded applicants to enter required information in the appropriate data management system(s) within 2 business days of enrollment/activity.

ii. Documenting and verifying applicable contract performance metrics. The provider is ultimately responsible for obtaining proof of employment, credential attainment and other key milestones that will be audited by DESC, the City of Detroit or the federal government, for inclusion in the customer file. DESC will incentivize training providers to share this information when they obtain it directly from employers or award the credential directly, but it is the provider's responsibility to develop a close relationship with the customer that enables them to obtain verification.

iii. Participating in efforts to measure and continuously improve performance of the individual provider and the citywide workforce system. This may include jointly defining a system for regular review of participant data that will enable partners to identify challenges, opportunities for course correction, and strengths or learnings that can be shared across providers. Applicants should be prepared for DESC to share performance reports for the provider and overall Skills for Life program with the MWDB, DESC's Corporate Board, Career Centers and the public. DESC expects the provider to participate in any internal or external evaluations that are designed, contracted, or endorsed by DESC and/or the MWDB.

D. Desired Program Elements: Customized and Innovative Strategies

DESC encourages applicants to utilize customized strategies and practices to reach and serve the targeted populations. DESC encourages applicants to be creative, innovative and/or evidence-based in developing models and partnerships to provide the required elements and services. Applicants should describe the use of any promising or best practices, which may include tools, instructional methods, service delivery methods or philosophies, etc. DESC considers a practice or program model to be "evidence-based" if it has been positively evaluated in a third-party analysis or if the organization has directly documented its success. DESC is especially interested in the following types of interventions, but is not mandating applicants to incorporate these interventions into their proposal:

- Proven and innovative strategies for addressing transportation and childcare barriers;
- Creative and engaging methods for building career readiness skills, including executive functioning and workplace navigation skills;
- Peer support strategies for individuals facing significant barriers to employment;
- Interventions that address psycho-social-emotional needs and strengthen participant's ability to navigate daily challenges and opportunities that impact work;
- Effective methods for encouraging career exploration and career pathway planning;
- Thoughtful and systematic approaches to supporting frontline staff;

- Any other interventions related to effectively reaching and serving targeted populations;
- Innovative and effective strategies for addressing substance use.

V. COOPERATIVE APPLICATIONS

If two or more organizations plan to share responsibility for carrying out the main work of the grant, then those organizations may partner as co-grantees with one organization being designated as the "lead". However, each organization will be equally responsible for the performance and financial obligations. This relationship need not result in a new legal entity being formed, but some form of a contractual relationship must be documented and submitted that reflects the roles and responsibilities of the party.

If one organization will be responsible for the overall work of the grant, with other organizations performing separate and distinct functions to serve or aid that principal effort, then such other organizations must be procured by the prospective applicant as a subgrantee or subcontractor.

Subcontractors and subgrantees cannot be identified in a bid proposal response or bid proposal budget unless they were competitively procured for the intended purpose prior to the submission of the bid/proposal. The prospective applicant must ensure that the identified parties were properly procured, or the proposal must be rejected.

All professional qualifications required of the primary provider must also be met by any subcontractors, and these qualifications must be described in the proposal.

DEFINITIONS

[Grantees] Grantees are defined as "a recipient of funds under a grant or grant agreement. Synonymous with 'Recipient'.

[Sub-grantees] Sub-grantee is synonymous with sub-recipient which means a non-Federal entity that receives a subaward from a pass-through entity to carry out part of a federal program.

[Sub-contractors] A sub-contractor is a vendor that provides goods or services to the contractor.

(Please note: DESC's procurement policy follows the guidelines set forth in the Workforce Development Agency, PI 19-30. Please see https://www.michigan.gov/documents/leo/PI-19-30_Procurement_669923_7.pdf for more information. DESC's procurement guidelines will also follow guidance as set forth by the Grantor supporting contracted services as a result of this competitive bid process.

VI. AWARD, TERM AND RENEWAL INFORMATION

If a contract is awarded as a result of this RFP, it will be a **program-based** contract. **The period of performance will be for a minimum of twelve (12) months and will not be earlier than September 1, 2021**.

Award amounts will be determined solely at DESC's discretion after review and evaluation of the proposals. If more than one contract is awarded pursuant to this RFP, the applicant acknowledges and understands that contract award amounts may differ between applicants and that the determination is made at DESC's sole discretion.

Based on performance during the initial contract period and contingent upon

availability of funds, contracts may be extended for service and eligible for three (3), one (1)-year renewal option(s). Any renewal option exercised under this contract is effective only after approval by the DESC Board of Directors and/or the President, as required.

In the event that additional funds become available, DESC reserves the right to use such funds to select additional providers from proposal applications submitted in response to this RFP. If no funds or insufficient funds are appropriated to DESC, or if funding is otherwise unavailable during the period of payment due under the contract, then DESC, upon written notice to the grantee, shall have the right to amend or terminate the contract without any penalty or expense to DESC.

VII. PROPOSAL REQUIREMENTS

Accuracy and Completeness of Information: All information pertaining to the prospective applicant's approach in meeting the requirements of the RFP shall be organized and presented in the prospective applicant's proposal. The instructions contained in this RFP must be strictly followed.

Accuracy and completeness are essential. Omissions and ambiguous or equivocal statements will be viewed unfavorably and may be considered in the evaluation. Since all or a portion of the successful proposal may be incorporated into any ensuing contract, all applicants are further cautioned not to make any claims or statements that cannot be subsequently included in a legally binding agreement.

Ambiguous or inaccurate budget information is a basis for proposal disqualification.

VIII. RFP PROCESS AND PROCEDURES

A. Questions, Question Deadline and Responses to Questions

Should a vendor have any questions about this RFP or be in doubt as to the true meaning of any portion of this RFP or find any patent ambiguity, inconsistency, or omission herein, the prospective vendor must make a written request for an official interpretation or correction.

Prospective vendors are advised that no oral interpretation, information, or instructions provided by an officer or employee of DESC shall be binding upon DESC. DESC will only honor questions submitted in writing.

All questions regarding the RFP shall be received by email no later than **July 16, 2021 at 5:00PM (EST)** to procurement@detempsol.org.

To be properly received, Email Subject line must include: **Questions for CSRT RFP.**

Responses to questions will be available at this link by **July 21, 2021 at 5:00PM (EST)**: https://www.descmiworks.com/opportunities/rfps-and-rfqs/

DESC does not guarantee a response to questions received after the question deadline. NO TELEPHONE CALLS WILL BE ACCEPTED.

ALL INQUIRIES PERTAINING TO THIS RFP MUST BE VIA EMAIL TO procurement@detempsol.org

B. Preparation of Proposals

1. **The RFP response** must be composed in a single document. Acceptable document formats are: MS Word or PDF. Each page should be numbered in this format '*n of N*'. Proposal response should be composed as follows and in this order:

   a) Table of Contents
   b) Summary
   c) Qualifications
   d) Administrative Capacity
   e) Performance History
   f) Service Delivery Description

   Note: Do not include Financial Fit and Capacity documents in this section.

2. **Page limits** for the RFP response:

   a) Single applicant proposals are limited to twenty-five (25)-pages; double-spaced using a 12-point font unless stated otherwise in the preparation directions.

   b) Two (2) or more Co-applicants are limited to thirty (30)-pages; double-spaced using a 12- point font unless stated otherwise in the preparation directions.

   Page limits do not apply to financial documents, price proposal, subgrantee and/or subcontractor agreement documents or required attachments (resumes, organizational charts, etc.).

3. **Financial Fit and Capacity** section of the proposal response must be composed in a separate document. Acceptable file formats are MS Word, MS Excel or PDF. Each page must be numbered in this format 'n of N'. **This information must be provided for all parties identified as co-grantees in the proposal.**

   Note: any applicants and/or proposed co-grantees, subcontractors or other partners deemed by DESC to be financially insolvent are subject to disqualification.

   Applicants shall respond to one (1) of the following options to determine financial fit and capacity necessary to support DESC throughout the term of a contract, if awarded as a result of this RFP. Embedded links to external information will not be evaluated.

   Provide a summary explanation if financial information cannot be provided from options 2.a-2.c below. Please note that an evaluation of this criteria will not be possible without a response to information requested below.

   a) Balance Sheet and Income Statement for the most recent year completed and prior two (2) years;

   or

   b) Tax Returns filed for the most recent year completed and prior two (2) years;

   or

   c) Audited financial statement for the most recent year completed and prior two (2) years;

   or if not applicable

   d) Describe the experience of key financial staff who may directly be responsible for managing the contract.

4. **Price Proposal** section of the proposal response must be composed in a separate document. Acceptable file formats are MS Word or PDF file. Each page must be numbered in this format *'n of N'*.

5. **Co-Grantee Agreements.** If two or more applicants are submitting a proposal as co-grantees, response must include Memorandum of Understanding (MOU) that clearly outlines the roles and responsibilities of each partner. MOU must state that all co-grantees are equally responsible for performance and financial obligations and signed by authorized Agents of each entity. Agreement must be included with Attachments as described below. Acceptable file formats are MS Word or PDF. Each page must be numbered in this format *'n of N'*.

6. **Subgrantee and/or subcontractor agreements section** (if applicable)

   Subgrantee and/or subcontractors that will receive funds as a result of this competitive bid process must be procured. For each subgrantee or subcontractors identified in the RFP response, the following documentation must be provided:

   a) RFP/Q Title, Issue Date and Response Due Date,
   b) Bid list or copy of the advertisement,
   c) Awarded Applicant's response and,
   d) The summary document listing all respondents and scores/rankings.

   Proposal response must be composed in a separate document. Acceptable file formats are MS Word or PDF. Each page should be numbered in this format '*n of N*'.

7. **DESC Cover Sheet (Form A)** should be included with the RFP response and is available for download, as described below. Form A must detail the full legal name and business address of the prospective vendor, including a street address if different from the mailing address, and *must be signed and dated by the person or persons authorized to bind the prospective vendor.* **Proposal Title** should reflect title of this RFP.

   A Separate cover sheet (Form A) is required for each co-grantee, detailed in the response.

8. **Representations and Certifications** is available for download from DESC's website: https://www.descmiworks.com/wp-content/uploads/DESC-Representations-and-Certifications- for-RFP-Offerors-042420.pdf. Provide as applicable below. This document must be submitted as a separate attachment with RFP proposal response.

   a) If registered with www.SAM.gov, provide Representations and Certifications Report; otherwise;
   b) If not registered with SAM.gov, complete and provide DESC Representations and Certifications for RFP Offerors as provided in this RFP.

9. **Consolidated Affidavits (Exhibit E).** This document must be submitted as a separate attachment with RFP proposal response. This information is required for all co-grantees, subgrantees and subcontractors expected to receive funding as a result of this RFP.

10. **Non-Collusion Affidavit with Conflict of Interest (Exhibit F).** This document must be submitted as a separate attachment with RFP proposal response. This information is required for all co-grantees, subgrantees and subcontractors expected to receive funding as a result of this RFP.

11. **City of Detroit Accounts Receivable Clearance**. This document should be submitted as a separate attachment with RFP proposal response. This information is required for all co-grantees, subgrantees and subcontractors expected to receive funding as a result of this RFP.

    If Applicant is unable to provide an approved Accounts Receivable Clearance from the City of Detroit, upon bid submission, Applicant should provide a statement indicating that an application has been submitted to the city of Detroit and a determination is pending. This document must be titled '***City of Detroit Accounts Receivable Statement'*** and submitted as a separate attachment with RFP proposal response.

    Contractors (individuals, businesses, Co-Grantees, or Subcontractors) cannot be awarded a contract and are not authorized to perform services, as a result of this competitive bid process, if in arrears to the City upon debt or contract or has defaulted as a surety or upon any obligation to the City.

12. **City of Detroit Income Tax Clearance**. Applicants in response to this RFP should provide an approved Income Tax Clearance from the City of Detroit. This document must be submitted as a separate attachment with RFP proposal response.

    If Applicant is unable to provide an approved Income Tax Clearance from the City of Detroit, upon bid submission, Applicant should provide a statement indicating that an application has been submitted to the city of Detroit and a determination is pending. This document must be titled '***City of Detroit Income Tax Statement*** and submitted as a separate attachment with RFP proposal response.

    An approved Income Tax Clearance states that an individual, business or subcontractor seeking employment or contracts with the City of Detroit has complied with all the provisions of the City Income Tax Ordinance.

    Contractors (individuals, businesses, Co-Grantees, or Subcontractors) cannot be awarded a contract and are not authorized to perform services, as a result of this competitive bid process, until they are in compliance with the City Income Tax Ordinance.

13. Do not include embedded links to external information in proposal submissions. Links provided in response to this RFP will not be evaluated.

DESC reserves the right to reject proposals that do not meet these requirements and they may not be evaluated.

Applicants must provide written notice in the proposal of intent to take exception to any requirements of the RFP. Such exceptions may reflect negatively on the evaluation of the proposal.

C. Changes in Proposal Requirements

DESC may make changes to the requirements of this RFP as it deems necessary. Such changes will be in writing, issued by DESC and will be sent to each vendor who has formally identified themselves as a potential responder. If changes are made, DESC may, at its discretion, extend the time allowed for submission of proposals.

D. Submittal Information

Prospective vendors shall submit their proposals in the following order and must contain the elements listed below, including all applicable attachments:

1. General RFP Application Information

a) DESC Cover Sheet (Form A) – available for download from DESC's website: https://www.descmiworks.com/wp-content/uploads/DESC-FORM-A-Cover-Sheet-042420-General.pdf . This document must be signed and submitted as a separate attachment with RFP proposal response. Please note: **Proposal Title** should reflect title of this RFP.

b) Representations and Certifications - available for download from DESC's website: https://www.descmiworks.com/wp-content/uploads/DESC-Representations-and-Certifications-for-RFP-Offerors-042420.pdf. Provide as applicable below. This document must be submitted as a separate attachment with RFP proposal response.

   i. If registered with www.SAM.gov, provide Representations and Certifications Report; otherwise;

   ii. If not registered with SAM.gov, complete and provide DESC Representations and Certifications for RFP Offerors as provided in this RFP.

2. Table of Contents

3. Summary

Provide a two (2)-page summary that outlines background/history of experience providing Career Services and Career Readiness Training, previous clients, and experience working with non-profits of a similar size/nature to DESC.

4. Qualifications

The applicant shall provide the following information that describes qualifications to successfully carry out activities described in the RFP. **This information must be provided for all entities identified as co-grantees in the proposal.**

a) **Philosophy & Vision.** Briefly describe your organization's mission, philosophy, and basic service offerings. Explain why your organization is uniquely qualified to successfully carry out the work described in this RFP. Indicate whether your organization currently or previously utilized human-centered practices.

b) **Related Experience.** Summarize your experience providing similar Scope of Work elements and include any additional elements that may be of benefit to DESC. Include the length of time your organization has served the population(s).

c) **Federal and State Funding Requirements.** Describe current or prior experience with WIOA and/or other federally funded workforce programs during the past five (5) years.

d) **Staffing Plan and Professional Development.** Indicate the type and quantity of staff you propose to employ to provide services, including position titles, associated qualifications, and FTE status. Identify whether any current staff will be assigned to this grant if awarded. Describe the qualifications and experience of key staff and attach their resumes. Describe how you currently onboard new staff and promote ongoing professional development. Is your staff trained in Trauma Informed Care, Mental Health First Aid or Motivational Interviewing, or other relevant areas of expertise?

e) **Entity Structure.** Documentation of the business structure (e.g. corporation., LLC, sole

proprietor, partnership, etc.) you have registered to conduct business. Include 501 (c) 3 papers (if applicable)

5. **Administrative Capacity**

Applicants shall provide the following information to determine operational capacity necessary to support DESC throughout the term of a contract, if awarded as a result of this RFP. **This information must be provided for all entities identified as co-grantees in the proposal.**

a) Describe the organization's managerial capacity and its fiscal systems. Identify any additional capacity-building resources required to successfully launch and implement this work. Please provide all organization and fiscal attachments outlined in Submittal Information.

b) Please describe how this program will be managed and staffed separate from other programs or projects.

c) Provide Organizational Chart

d) Describe current software systems and the technology used to perform, manage and monitor funding and programmatic data. Include in this description your process to gather information, document progress for entry into DESC case management systems. Indicate your method for protecting personal information (electronic and hard copy).

6. **Performance History**

The applicant shall provide the following information that demonstrates a proven track record. **This information must be provided for all entities identified as co-grantees in the proposal.**

a) Submit outcomes achieved by applicant(s) for similar programs that were delivered within the last three (3) years. List programs in order of those that are most recent, including up to five (5) unique programs.

Applicants should submit this information in a table format, and reference back to the answers provided for the Related Experience section above. Applicants must list all of the goal outcomes required by the funder/grantor or customer (not job seeker, if applicant is privately funded). Applicant must provide for each required outcome, the applicant's actual performance.

b) For programs listed above in 6.A, provide reference contact information for each funder/ grantor or customer (not job seeker, if applicant is privately funded). Include names, mailing addresses, email addresses, and contact numbers.

c) Provide information on any projects in which the bidder's contract was terminated for any reason.

d) Identify any claims or lawsuits that have been brought against the individual or organization proposing service within the last five (5) years.

7. **Service Delivery Description**

The applicant shall provide the following information that describes a human-centered service delivery model for the stated Scope of Work.

a) Description of Program(s)

In answering the following questions below, indicate whether you are proposing any practices, tools or models that are evidence-based. Please describe any service delivery strategies that are specialized to the needs of the population to be served. Please also identify the use of innovative technology, if applicable.

i. Describe how you plan to recruit and identify potential participants. Be specific when identifying your presence in the community and relationships and networks.

ii. Describe how you propose to assess participants and work with them to create an individual career plan. Include a description of how you will help them intensively explore and understand job and career options. Describe your approach to career coaching. How will you instruct career coaches to interact with participants? How will you provide ongoing support to participants in order to help them achieve their goals?

iii. Describe how you will help participants resolve or reduce barriers to employment.

iv. Explain how you will ensure you can assist participants during non-traditional hours to address challenges that threaten their ability to stay in Skills for Life and/or long- term employment. Describe how you will provide workplace navigation coaching to participants if they experience conflicts or challenges at the worksite.

v. Describe how you will facilitate ongoing career exploration activities.

vi. Describe how you will support customers who need to address both educational and occupational gaps to gain employment. How will you determine if a job seeker would benefit from an occupational training program offered through Skills for Life? How will you provide them with ongoing support?

vii. Describe how you will connect customers to financial coaching services. Be specific in describing your approach to providing financial coaching.

viii. Describe the proposed career readiness training, including the various formats for delivery. Indicate the duration of the proposed training including the specific schedule (Number of weeks? Days and hours per week? Number of workshops?) Identify the total number of instructional hours. Identify any requirements to participate successfully in the training. Identify the staff to participant ratio for the training.

ix. Please attach a copy of the curriculum or syllabus of the proposed Career Readiness Training. If you do not have a curriculum or syllabus, please describe a curriculum you plan to purchase, develop, or otherwise acquire.

x. Describe how you will help participants identify and connect to jobs and careers that match their skills, aptitude and interests. Describe how you will help participants retain employment and advance in their careers.

xi. Describe how projects are managed to ensure timely delivery of services.

b) Partnerships.

i. Describe any partnerships that will support the outcomes. Do not describe relationships with co-grantee, subgrantees or subcontractors in this section; that information is requested under #10 below.

ii. Identify existing partnerships with organizations that offer resources related to barrier removal.

iii. Describe how you will ensure effective referrals to partners and maintain a relationship and follow up with the customer.

iv. Include up to five (5) letters of commitment, MOUs or other written agreements with partners that demonstrate their commitment to working with the applicant to serve job seekers. The commitment to working with the applicant must be specific and of value to Detroit job seekers; general letters of support will not be considered.

c) Implementation Timeline.

In this section of the proposal, including a detailed timeline of key program activities, including expected start-up time, new staff onboarding, implementation, program close-out, and other key activities.

d) **Hours of Operation**. Describe your hours of operation including:

i. Standard Business (Days and Time)

ii. After Hours (Days and Times)

iii. Holidays

8. <u>Price Proposal</u>

Bidders are requested to make a firm cost proposal to DESC. If a contract is entered into as a result of this RFP, DESC will not provide reimbursement for any activities outside of the agreed to terms and conditions. Applicants must provide the following:

DESC asks applicants to submit a line-item, cost-reimbursement budget, using the budget template provided.

a) **Budget.** Applicants should provide a detailed budget and budget narrative for the period of **September 1, 2021** to **August 31, 2022**. The budget should reflect cost-effectiveness, as measured by low administrative costs. Applicants are required to account for any and all costs that may be associated with the requested services, including professional, administrative, and overhead costs. Please use the budget template provided.

b) **Budget Narrative**. Applicants should also provide a detailed budget narrative explaining all costs contained in each line-item of the proposed budget. Ambiguous or inaccurate budget information is a basis for proposal disqualification. In addition, applicants must describe the cash or in-kind match in both the budget and budget narrative.

i. Detailed personnel costs: List all positions by job titles (including the number of full- time equivalent positions [FTEs] and annual salary rates).

ii. Non-personnel costs: List all items with sufficient information to make price comparisons. List all anticipated travel expenses.

iii. Indirect costs: Provide a separate line-item for proposed indirect costs. Identify and justify the rates and amounts of these costs in the budget narrative and attach back-up documentation**.** Non federally Approved Indirect Cost Rates must be negotiated with DESC or a de minimis rate of 10% of modified total direct costs may be

provided.

Note: Profit is not allowed. DESC will consider cost-effectiveness and projected outcomes in scoring applications. DESC reserves the right to select proposals from the most responsible applicants with the most reasonable costs. DESC also reserves the right to select multiple firms to perform all or separate parts of this function.

9. **Co-Grantee Agreements. (if applicable)**
10. **Subgrantee and/or subcontractor Agreements (if applicable)**
11. **Consolidated Affidavits (Exhibit E), Required**
12. **Non-Collusion Affidavit with Conflict of Interest (Exhibit F)**
13. **City of Detroit Accounts Receivable Clearance**
14. **City of Detroit Income Tax Clearance**

E. Submittal Instructions

1. Proposals must be received electronically on or prior to the exact date and time detailed herein.
2. Attachments should be of good copy, quality, and legible.
3. Do not include embedded links to external information in proposal submissions. Links to external information provided in response to this RFP will not be evaluated.
4. Responses must be received no later than **August 9, 2021 by Email to:** Procurement@detempsol.org. Files submitted via email must not exceed 25 MB.
5. To be properly received, Email Subject line must include:

   Response to CSRT RFP

6. **Important Note**: Allow ample time for submitting your proposal. DESC strongly encourages submitting at least one business day prior to due date above. DESC will not extend the submission deadline due to technical issues or outages.

   Due to the nature of this solicitation, proposal email submissions that include DESC staff will not be accepted. Confirmations of proposals received will be provided within 48 hours of receipt.

DESC WILL NOT ACCEPT PAPER / HARD-COPY OR LATE PROPOSALS.

F. Changes in Facts

Applicants shall advise DESC during the time the proposal is open for consideration of any changes in the principal officers, organization, the financial ability of, or any other facts presented in the proposal with respect to the applicant or the proposal immediately upon occurrence.

G. Communications

Applicants must submit all inquiries related to this RFP in writing to procurement@detempsol.org. Due to the competitive nature of this procurement, individualized technical assistance is not available to assist in completing a response to this RFP. DESC reserves the right to disqualify an Applicant's proposal from evaluation for failure to comply with requirements of this RFP.

H. Evaluation Procedures, Oral Presentations, and Site Inspections

Following the receipt of the applicant's proposal, a DESC designated evaluation committee will evaluate each response. All proposals which meet the required format of this RFP will be evaluated. Any proposal determined to be non-responsive to the specifications or other requirements of the RFP, including instructions governing submission and format, will be disqualified unless DESC determines, at its sole discretion, that noncompliance is not substantial or that an alternative proposal by the prospective vendor is acceptable.

DESC reserves the right to request additional information to amplify, clarify, or support proposals. DESC also reserves the right, at its own discretion, to request oral presentations regarding proposals received in response to the RFP. Failure to make an oral presentation after one is requested by DESC will be grounds for rejection of your proposal.

Prospective applicants will be notified by DESC of the date, time and location for any pre-award survey, site inspection, or oral presentation, if one is requested. A final determination will be made by DESC after any pre-award survey, site inspection, or oral presentations are completed.

The proposal will be evaluated in accordance with the criteria listed below. Please note, only finalists will be invited for an oral presentation. DESC reserves the right to award or reject funding for a proposal. Decisions regarding applicant proposals are the final determination of DESC.

I. Pre-Award Termination of RFP process

DESC in conjunction with the MWDB, reserves the right to cancel this RFP in part or in its entirety, to accept or reject any or all proposals received, to waive any non-conformity, to re-advertise for proposals, or withhold the award for any reason DESC determines, and to take any other appropriate action regarding this RFP that is in the best interest of DESC.

DESC reserves the right to negotiate with all qualified entities. This RFP does not commit the MWDB or DESC to award a contract, to pay any costs incurred in the preparation of a proposal under this request, or to procure or contract for services.

J. Contract Negotiations/Stipulations

The RFP is competitive. Each proposal should be submitted in the most favorable terms that the prospective applicant can submit from a technical and price standpoint. The offer is subject to negotiation, but costs cannot increase during contract negotiation unless required by DESC.

All contracts with DESC in excess of $10,000 are subject to termination for cause, and for convenience by DESC. DESC will not enter into a contract with any person or entity that has been debarred or suspended from contracting with any Federal or State governmental unit. All prospective applicants must accept DESC's contract boilerplate language or have a negotiated revision to said language on file with the DESC. DESC's standard contract provisions can be provided upon request.

DESC has the right to terminate the negotiation process, at any time for default, or for convenience, at the sole discretion of DESC.

K. Contract Approval

Upon award of a contract, pursuant to this RFP, DESC and the applicant shall execute a contract that shall contain all contractual terms and conditions in a form provided by DESC. No contract shall become effective until the contract has been approved and executed by DESC. Prior to the completion of this approval process, the grantee shall have no authority to begin work under the contract. The Chief Financial Officer of DESC shall not authorize any payments to the grantee prior to such approvals; nor shall DESC incur any liability to reimburse the grantee regarding any expenditure for the purchase of materials or the payment of services.

L. Accounting Services and Cost Allocation Plan

DESC requires awarded applicants, prior to the start of the program, to have one of the following:

1) A Certified Public Accountant (CPA) on staff or on retainer, **OR**
2) A staff person with at least five years of grant accounting experience.

DESC may require applicants who provide direct services to participants, prior to the start of the program, or at the beginning of contract negotiations, to produce a letter from a CPA firm that acknowledges the review and approval of the applicant's cost allocation plan, if appropriate. The cost allocation plan must identify WIOA-funded and non-WIOA funded staff, operational, and other related costs.

M. DESC Performance Monitoring and Evaluation Procedures

DESC will conduct periodic monitoring and evaluation of all providers to determine contractual compliance relative to funding requirements and guidelines, performance outcomes, quality of operation, and customer service. This may include but is not limited to evaluation or monitoring of the following aspects of Career Centers or youth program sites: data entry by staff, organization of participant files, progress on performance measures, human-centered design approach, quality of referrals and partnerships, and communication and coordination across DESC partners. Based on the results of the evaluation or monitoring efforts, DESC may request to work with subrecipients to develop performance improvement plans. In instances of significant performance or compliance deficiencies, DESC may place the subrecipient on a corrective action plan.

N. Modification of Services and Funding

DESC reserves the right to modify the services provided by providers awarded a contract during the contract period. Any modification and resulting changes in pricing shall be made by amendment to the contract between the grantee and DESC.

DESC also reserves the right to decrease or increase contract amounts during the life of the contract, based on the utilization of funds, grantee performance, and the availability of funds, or as further described in the contract.

Any individual/organization applying under this RFP must be willing to adapt its proposal to specific funding guidelines or changes in DESC's, state, or federal regulations or policies.

Prospective applicants may be required to submit cost, technical, or other revisions of their proposal that may result from negotiations.

O. Terms and Conditions

The successful applicant will be expected to enter into a contract with DESC which will contain the Terms and Conditions outlined in a separate document that can be found on DESC's website at https://www.descmiworks.com/about-us/work-with-us-rfps-rfqs/. Additional terms and conditions include:

Office of the Attorney General

In accordance with Section 2-106.6 of the City Charter, this Contract shall be voidable or rescindable at the discretion of the Mayor or Inspector General at any time if a Public Servant who is a party to the Contract has an interest in the Contract and fails to disclose such interest.

This Contract shall also be voidable or rescindable if a lobbyist or employee of the contracting party offers a prohibited gift, gratuity, honoraria or payment to a Public Servant in relation to the Contract.

A fine shall be assessed to the Contractor in the event of a violation of Section 2-106.6 of the City Charter. If applicable, the actions of the Contractor, and its representative lobbyist or employee, shall be referred to the appropriate prosecuting authorities.

Pursuant to Section 7.5-306 of the City Charter, the Inspector General shall investigate any Public Servant, City agency, program or official act, contractor and subcontractor providing goods and services to the City, business entity seeking contracts or certification of eligibility for City contracts and person seeking certification of eligibility for participation in any City program, either in response to a complaint or on the Inspector General's own initiative in order to detect and prevent waste, abuse, fraud and corruption.

In accordance with Section 7.5-310 of the City Charter, it shall be the duty of every Public Servant, contractor, subcontractor, and licensee of the City, and every applicant for certification of eligibility for a City contract or program, to cooperate with the Inspector General in any investigation pursuant to Article 7.5, Chapter 3 of the City Charter.

Any Public Servant who willfully and without justification or excuse obstructs an investigation of the Inspector General by withholding documents or testimony, is subject to forfeiture of office, discipline, debarment or any other applicable penalty.

As set forth in Section 7.5-308 of the City Charter, the Inspector General has a duty to report illegal acts. If the Inspector General has probable cause to believe that any Public Servant or any person doing or seeking to do business with the City has committed or is committing an illegal act, then the Inspector General shall promptly refer the matter to the appropriate prosecuting authorities.

For purposes of this Article[1]

[1] 1"Public Servant" means the Mayor, members of City Council, City Clerk, appointive officers, any member of a board, commission or other voting body established by either branch of City government or the City Charter, and any appointee, employee or individual who provides services to the City within or outside of its offices or facilities pursuant to a personal services contract.

Board of Ethics

In accordance with Section 2-106.10 of the City Charter, it is the duty of every Public Servant, the Contractor and subcontractors, if any to cooperate with the Board of Ethics in any investigation.

Any Public Servant who willfully and without justification or excuse obstructs an investigation of the Board of Ethics by withholding documents or testimony is subject to forfeiture of office, discipline, debarment or any other applicable penalty.

The Contractor acknowledges that it is subject to debarment or any other applicable penalty, if the Contractor willfully and without justification or excuse obstructs an investigation of the Board of Ethics by withholding documents or testimony.