

# **REQUEST FOR PROPOSALS (RFP)**

**for**

## **FOOD ASSISTANCE EMPLOYMENT AND TRAINING PLUS (FAE&T PLUS) WITH MATCHING FUNDING (SNAP 50/50) 2020**



**ISSUE DATE: December 14, 2020**

**RESPONSES DUE: January 15, 2021**

**AWARD NOTIFICATION: February 5, 2021**

Updated 1/14/2020: **(1) Proposal Responses due 01/15/21 at 5:00 PM. (2) Page 19, Disregard item 8.b.**

### **City of Detroit**

*Michael E. Duggan, Mayor*

*Nicole A. Sherard-Freeman, Executive Director, Workforce Development*

### **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, Interim President and Chief Executive Officer*



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**FOOD ASSISTANCE EMPLOYMENT AND TRAINING PLUS (FAE&T PLUS) WITH  
MATCHING FUNDING (SNAP 50/50) REQUEST FOR PROPOSAL (RFP) 2020**

<b>BIDDING INFORMATION</b>	
<b>Issue Date:</b>	<b>December 14, 2020</b>
<b>Questions Deadline:</b>	<p><b>January 5, 2021 at 5:00pm (EST)</b></p> <p>All questions should be received in writing via email to <a href="mailto:procurement@detempsol.org">procurement@detempsol.org</a>. To be properly received, <u>Email Subject line must include:</u></p> <p align="center"><b>Questions for FAETP 2020 RFP</b></p> <p>DESC will provide a response to all companies/individuals that requested an RFP via email upon completion of responses.</p>
<b>Response to Questions:</b>	<p><b>January 8, 2021 at 5:00PM (EST)</b></p> <p>Responses to questions will be available at this link: <a href="https://www.descmiworks.com/opportunities/rfps-and-rfqs/">https://www.descmiworks.com/opportunities/rfps-and-rfqs/</a></p>
<b>Proposal Due Date:</b>	<p><b>January 15, 2021 at 5:00 PM (EST)</b></p> <p>Responses must be received electronically by email to: <a href="mailto:procurement@detempsol.org">procurement@detempsol.org</a>.</p> <ul style="list-style-type: none"> <li>Files submitted via email must not exceed 25 MB.</li> <li>Do not include embedded links to external information in proposal submissions. Links provided in response to this RFP will not be evaluated.</li> <li>To be properly received, <u>Email Subject line must include:</u></li> </ul> <p align="center"><b>Response to FAETP 2020 RFP</b></p> <ul style="list-style-type: none"> <li>Proposal email submissions that include DESC staff will not be accepted.</li> <li>Confirmations of proposals received will be provided within 24 hours of receipt.</li> </ul> <p><b>Please note:</b> 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.</p> <p><b>DESC WILL NOT ACCEPT PAPER/HARD-COPY OR LATE PROPOSALS.</b></p>
<b>Award Notice:</b>	The award notification is planned to be provided by <b>February 5, 2021</b>
<b>Contract Start Date:</b>	The contract period is scheduled to begin <b>February 8, 2021</b>



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## **FOOD ASSISTANCE EMPLOYMENT AND TRAINING PLUS (FAE&T PLUS) WITH MATCHING FUNDING (SNAP 50/50) REQUEST FOR PROPOSAL (RFP) 2020**

### **I. INTRODUCTION**

The Mayor's Workforce Development Board (MWDB) is directly responsible and accountable to the State of Michigan, Labor and Economic Development, 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 that provides workforce services to job seekers and employers. DESC's primary funding streams include Workforce Innovation and Opportunity Act (WIOA), Temporary Assistance to Needy Families (TANF) that funds Michigan's PATH (Partnership. Accountability. Training. Hope.) employment program, Food Assistance Employment and Training (FAE&T), Wagner-Peyser Employment Services (ES), and other public and private funding.

DESC oversees eight (8) 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.

In February 2017, the Mayor's Office of Workforce Development and DESC launched Detroit at Work to build Detroit's talent pool, create an opportunity for Detroiters, and give employers access to a demand-driven talent pipeline. Detroit at Work offers residents and employers a simplified brand to serve as the umbrella for all City of Detroit workforce development efforts. This includes the employment and training programs administered by DESC.

In 2017 and 2018, the Mayor's Workforce Development Board and Detroit Employment Solutions Corporation led an intensive planning, analysis, and stakeholder engagement effort to redesign Detroit's workforce development system. At the start, we established an overarching goal to improve financial stability and reduce poverty across the City of Detroit. To be successful, we need to build and support a workforce system that yields the greatest benefits for job seekers and businesses. We believe a world-class workforce system requires both cutting edge service delivery practices, as well as an intermediary that facilitates innovation, collaboration, continuous improvement and mutual accountability across its network of service providers and within its own organization.

With support from many partners, the MWDB and DESC engaged over 125 organizations through more than 50 engagement sessions and an online Request for Information. DESC and its partners processed feedback from job seekers, employers, service providers, community and faith-based organizations and local leaders on their hopes and priorities for Detroit's public workforce system. We also analyzed the demographics and characteristics of Detroit's residents, the current capacity of the local workforce system, and job opportunities across the local and regional economy. Three public reports summarizing the process and findings are available on DESC's website.<sup>1</sup> Through this process, the MWDB and DESC developed the following vision statement.

*We exist to make a difference in the lives of Detroiters – particularly those who are disconnected, underemployed or underserved - and improve the talent available to Detroit area employers. We will be*

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<sup>1</sup> <https://www.descmiworks.com/>



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*successful when Detroit has employment and poverty rates similar to thriving peer cities, where a significant number of Detroiters obtain jobs that provide a family-sustaining income and increase financial stability as evidenced by income, assets, and access to credit. Likewise, we will succeed when Detroit area employers have filled jobs with appropriately skilled, capable, and motivated Detroiters who can immediately contribute to their employer's economic success and increase their skills, capabilities, and contributions over time. We do all of this as part of the broader ecosystem of health, economic assistance and other support services that are intended to improve the well-being of Detroiters.*

*To achieve these results for Detroiters and their employers we believe the following elements of our service are critical:*

- *The first test of our success will be whether our services and systems effectively engage those we seek to serve. Doing so will require that we will address people on their terms and make connecting with us easy, convenient, and culturally appropriate.*
- *We are building long term relationships with Detroiters and employers. They consider themselves members of our network – with both benefits and obligations. We are coaching those we serve, not just engaging in transactions. As such, we will be most successful by starting where people are and knowing how they got there. Specifically, we will attend to and address the trauma and systemic biases that have been a part of the lives of many – helping them achieve the needed stability that can serve as a platform for further growth and progress.*
- *In our relationships with Detroiters and employers, we treat them holistically as individuals, not just cases. We interact with them in ways that are convenient to them – meaningful and engaging.*
- *We will both build on people's assets and address their challenges. To do so we will assess and certify their skills, capabilities, and competencies. In addition, we will assess their needs and other assets. We will use these assessments to develop a menu of meaningful possibilities from which they can choose based on their interests and aspirations. We will use this information as the basis for a holistic, asset-based plan that will put them on a path to financial stability to which we mutually commit. We will then help them navigate and connect to training and support services that will best enable them to prepare for the opportunity of their choice.*
- *Finally, we will support them in connecting and fulfilling their employment objectives both initially and over time. We will help employers identify and shape job opportunities and provide employers with coaching, support, and feedback to create workplace environments that nurture and support the workers to whom we will connect them.*

DESC is seeking proposals from qualified applicants to provide FAE&T Plus services to low-income Detroit residents. Under FAE&T Plus, workforce development services provided with non-federal funds to eligible food assistance recipients can be partially reimbursed by the United States Department of Agriculture's Food and Nutrition Service, as described later in this RFP.

DESC seeks to select one applicant or co-grantee applicants that will provide services at the specified location(s). DESC encourages applicants to explore partnering with other organizations, through a co-grantee, subcontractor or more informal relationship, if such collaboration will improve results for job seekers. If applicants choose to partner with one or more entities to submit a single proposal application, funding will be awarded to the designated "lead" applicant. DESC reserves the right to select multiple



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proposals to achieve its objectives if outcomes are likely to be enhanced for job seekers.

DESC plans to award (10) 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 (A \$3,000,000 per occurrence) with the following coverages:
  - Broad form property damage



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- 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.

To be considered for an award for this service, the proposing organization or individual must meet the following qualifications:

- At least 2 years' experience providing the types of services allowed and familiarity with the needs of the target population, significant non-federal resources, and the ability to track federal and non-federal resources separately on a monthly basis.

### **IV. SCOPE OF WORK**

DESC is seeking proposals from qualified applicants to provide FAE&T Plus services to low-income Detroit residents. Under FAE&T Plus, workforce development services provided with non-federal funds to eligible food assistance recipients can be partially reimbursed by the United States Department of Agriculture's Food and Nutrition Service, as described later in this RFP.

#### **A. Overview:**

In 2016 Michigan was one of ten states selected by the US Department of Agriculture's Food and Nutrition Service (USDA FNS) to participate in SNAP to Skills, a multi-year program aimed at expanding access to employment-related services for food assistance recipients, thus lifting them out of poverty and reducing the need for such assistance. Given the urgency of helping low-income residents gain the basic education and job skills necessary in today's economy, the City of Detroit and DESC have embraced this opportunity to work with service providers to build an enhanced employment and training system for low-income residents. In Michigan, the basic program is known as Food Assistance Employment and Training, or FAE&T. At the state level, the FAE&T program is jointly administered by the Michigan Department of Health and Human Services (MDHHS) and the Talent Investment Agency (TIA). As detailed below, FAE&T Plus represents a significant expansion of the program, using reimbursement funding provided by the federal government. DESC plans to select up to ten (10) proposals (which may comprise multiple partners). The USDA FNS provides each state with funding to help support high school diploma, GED, adult education and employment and training services for those recipients of SNAP (the Supplemental Nutrition Assistance Program, known in Michigan as the Food Assistance Program, or FAP) who are not also receiving cash assistance. (A separate employment and training program, PATH, serves people who receive cash assistance.)

In addition to these federal funds, as an incentive to encourage the enrollment of food assistance recipients in workforce services, states can also be reimbursed by FNS 50% of any non-federal dollars spent on such services, with the reimbursement funds then used to provide enhanced or expanded employment and training services to the



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target population. DESC, in partnership with the State of Michigan, is working to develop and grow this reimbursement model, under the name of FAE&T Plus.

In order to do so, DESC must identify qualified local service providers who are already serving the target population with non-federal funding, and then work with the state to incorporate those providers into a plan which is submitted annually to USDA FNS. Two such providers were incorporated into the 2017 state plan, through an RFP issued in June 2016; two subsequent RFPs resulted in the addition of ten more providers. DESC is obligated to contract with public and/or private providers through a competitive procurement process for these services, unless otherwise granted approval in accordance with WDASOM PI 19-30, or any issuance that replaces it.

To be considered, providers must show that they have at least two years' experience providing the types of services allowed, familiarity with the needs of the target population, significant non-federal resources, and the ability to track federal and non-federal resources separately on a monthly basis. Eligible providers include public and private non-profit agencies, private-for-profit organizations, units of local government including community colleges and universities, and faith-based and community organizations of demonstrated effectiveness. Small businesses, minority-owned firms, women's business enterprises and labor surplus area firms are encouraged to review the RFP and consider applying.

This solicitation will include new providers who have not been approved for funding under FAE&T Plus. Providers already approved for FAE&T Plus need not respond to this RFP. No more than one bid will be accepted from any one prospective provider. If more than one bid is submitted, DESC will only review the first submitted bid. Organizations and individuals are ineligible if they are currently barred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by a federal department/agency, or if they are not in compliance with the State of Michigan Department of Revenue or IRS requirements.

A major focus of the Detroit workforce service system is helping low-income individuals and families move out of poverty. FAE&T Plus covers individuals who receive food assistance who are not also receiving cash benefits through the Family Independence Program (FIP). However, because cash benefits are time-limited, the target population includes many former FIP recipients who have reached their time-limit. It also includes many people who work, but whose incomes are low enough to qualify them for food assistance. Some participants are heads of households with dependents, while other are considered "able-bodied adults without dependents," sometimes referred to as ABAWDs. There are well over 100,000 adults in Detroit who meet the eligibility criteria for this program.

The Detroit FAE&T Plus program is designed to establish or strengthen a connection to the labor market for food assistance recipients. Through the program, individuals will have the opportunity to participate in education, training or work activities that can assist them in obtaining and retaining unsubsidized employment. The FAE&T Plus program is voluntary, and as such does not impact participants' access to food assistance. The long-term goal of the program, and of DESC, is to assist individuals in obtaining unsubsidized employment in careers which will enable them to move out of poverty.

The FAE&T Plus program allows food assistance recipients (those who are not also receiving cash assistance) to participate, on a voluntary basis, in employment and training activities that will assist them in obtaining and retaining employment. Note that college students are eligible to participate. Able-bodied students 18-49 who do not have parenting responsibilities are generally required to be employed at least 20 hours per week, enrolled in school as part of an employment-related program such as WIOA or FAE&T or participating in a state or federal-funded work study program in order to be eligible for food assistance (student status).

FAE&T Plus is not a traditional "match" program. Providers must first expend the full cost of the service in order to subsequently receive partial reimbursement for eligible participants. 40% of the value of non-federal resources



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expended will come back to the provider. Note that the payment, once received, is not simply reimbursement for past services provided; it is expected to be used to provide additional services to the target population. This can take the form of serving additional individuals, adding services that are currently lacking, or a combination of strategies. It is the intention of DESC to fully integrate the FAE&T Plus program into the broader workforce system, to help ensure that all residents have access to all the services available to them.

The reimbursement model presents opportunities and challenges for providers, DESC and the State of Michigan. Working with MDHHS, providers must be able to properly establish and track, on an ongoing monthly basis, the eligibility of each participant. During the period an individual is enrolled in a program, his or her eligibility for FAP may terminate, either temporarily or indefinitely, and the provider cannot be reimbursed for services provided during the period of ineligibility. It is therefore not sufficient to simply establish eligibility at the start of the program. In addition, the provider must have the ability to track and report, in an accurate and detailed manner, the non-federal funds spent on each eligible participant each month. Providers must also have the financial wherewithal to provide services for which they will receive partial reimbursement after the fact. (Please note that whenever the term “reimbursement” is used in this RFP, it always means 40% reimbursement of the value of non-federal funds returning to the service provider.) To assist in administration of the program, DESC intends to award non-federal funds through this RFP which can serve as a portion of the non-federal match.

MDHHS is responsible for determining who is eligible under the FAE&T Plus program and for facilitating the electronic referral process to the One-Stop Management Information System (OSMIS). OSMIS is the State’s system used to appropriately document participation. FAE&T Plus service providers are required to meet all participant reporting requirements for maintaining records and entering information into OSMIS.

DESC is firmly committed to ensuring that its workforce service system equitably serves all potential job seekers. As a result, FAE&T Plus service providers must have effective methods for providing services to a wide range of participants, including those requiring extra support and assistance. Examples include, but are not limited to, individuals with substantial educational deficits or language barriers, returning citizens, homeless individuals, older workers, members of minority racial or ethnic groups, women, individuals with disabilities, non-English speakers, and individuals who lack high school diplomas or GEDs. Ultimately, FAE&T Plus reimbursement funding should allow providers to offer a deeper level of support services to those who need it, making success more likely.

The FAE&T Plus reimbursement program applies only to non-federal funds spent on eligible activities for eligible individuals. Typical sources include foundations and philanthropies, employers, state, county or city governments, and social venture funds. Note that reimbursement funds, once received from USDA FNS, can be used to generate future reimbursement. (Similarly, Community Development Block Grant funds are considered to be state and local funds, not federal funds).

As noted above, funds received in reimbursement are not to be used as replacement funding; they are to be used to provide additional or enhanced services to the target population. DESC intends to use the FAE&T Plus model to expand the employment and training system and greatly increase the service options for FAP recipients. Non-federal funding awarded through this RFP must likewise be used exclusively to provide additional or enhanced services for the target population.

### **B. Goals & Responsibilities:**

DESC is seeking bidders who can effectively accomplish the following:

- ☐ Provide reimbursable services to eligible FAE&T Plus participants using non-federal funding.
- ☐ Support participants to gain skills, training, or work experience to increase their



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ability to obtain regular employment that leads to economic self-sufficiency.

- Provide a package of services that include one or more:
  - Supervised Job Search
  - Employment Enhancement Skills Training
  - Job Retention Services
  - Basic Education
  - Vocational Education
  - Work Experience
- Provide Supportive Services reasonably necessary and directly related to participation in employment and training activities.

### **C. Service Location & Population to be Served:**

The program provides FAP recipients, between the ages of 18 and 59, the opportunity to increase skills and abilities necessary to obtain self-sustaining employment. Participants must not be receiving cash benefits from the MDHHS, and they must be able to work upon program completion. The FAE&T Plus program allows food assistance recipients (those who are not also receiving cash assistance) to participate, on a voluntary basis, in employment and training activities that will assist them in obtaining and retaining employment. Note that college students are eligible to participate. Able-bodied students 18-49 who do not have parenting responsibilities are generally required to be employed at least 20 hours per week, enrolled in school as part of an employment-related program such as WIOA or FAE&T or participating in a state or federal-funded work study program in order to be eligible for food assistance (student status).

### **Summary of Employment-Related Activities Eligible for Reimbursement Funding**

The goal of the FAE&T Plus program is to help low-income individuals and families move out of poverty by providing them with basic education, technical skills training, credentials of economic value, and access to good jobs. The following kinds of activities, when provided to eligible recipients under a state's approved FAE&T Plan, are reimbursable, in part, through the FAE&T Plus program.

- Adult education programs that improve basic skills and literacy, including GED, high school diploma/equivalency and English as a Second Language (ESL) programs.
- Vocational training.
- Work experience programs.
- Trainings that support self-employment; (Entrepreneurship)
- Job search and related activities for participants in any of the above programs; and
- Support services, as allowed by USDA FNS and the State of Michigan and determined to be necessary for participation in approved activities.

Organizations providing some or all of these services should begin by conducting a thorough assessment of the extent to which they currently provide any of these services to food assistance recipients using non-federal dollars. It is this information that will form the basis of a proposal to participate in the reimbursement program



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### **D. Required Services and Program Elements:**

Interested applicants must demonstrate that they can deliver one or more of the requested services outlined in this RFP; they may do this through collaboration with other organizations provided they adhere to State of Michigan procurement guidelines outlined in Section III. D. Below are the expectations that DESC holds for each type of service.

The USDA allows reimbursement for several types of employment-related services for food assistance recipients, described in detail below. All participants must first receive an in-depth assessment, covering employment history and interest, education and skill levels, and barriers to employment. The assessment should lead to an Individual Service Strategy document which helps guide each participant to his or her next best step towards family-sustaining employment. Providers do not need to offer all of the services described below; it is acceptable to offer one or more. (Note however that “Job Search,” “Job Search Training” and “Job Retention” cannot be offered as stand-alone activities. They must be offered in conjunction with other services.) We are not going to allow providers to only provide Job Search as their only activity. Respondents to this RFP must indicate how their specific programs match up with one or more of the service categories outlined below. Choose the category that best fits your program model. If you have a program that combines multiple categories (e.g., a vocational training program that also provides job placement services), break out those components into the appropriate categories.

1. **Supervised Job Search:** As the name implies, job search is the act of looking for a job, and typically involves a job seeker making a designated number of inquiries to prospective employers over a specified period of time, with guidance from professional employment counselors. This may be designed so that the job seeker conducts his/her job search independently or within a group setting. Job search, as a component.
2. **Employment Enhancement Skills Training:** This activity assists individuals in becoming familiar with general workplace expectations and in learning behaviors and attitudes necessary to compete successfully in the labor market. Job search training may include but is not limited to:
  - showing job seekers how to research job openings
  - training in how to complete on-line job applications
  - teaching job seekers how to read maps and bus schedules
  - using the MIS System and the Pure Michigan Talent Connect System
3. **Work Experience:** Work Experience programs can be with private, for-profit companies, and can combine work with training. Work experience placements cannot replace regular employees, and they must offer the same benefits and working conditions experienced by regular employees working comparable hours.
4. **Education and Training Programs:** As the name FAE&T implies, education and training are central to the strategy of helping low-income residents move out of poverty. The education or training activity must directly enhance the employability of the job seeker. Reimbursable activities include:
  - a) **Literacy and Academic Skills Training** – adult education aimed at increasing employability. Allowable educational activities may include but are not limited to:



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- High school or equivalent education programs
    - Remedial education programs to achieve a basic literacy level
    - Instructional programs such as English for Speakers of Other Languages (ESOL)
    - Basic computer skills training
  - b) Employment Enhancement Skills – employment enhancement skills programs (sometimes called “work readiness” or “soft skills” training) focus on increasing job seekers’ motivation to begin and continue participation in activities relating to employment. They often begin by helping to stabilize job seekers’ living circumstances in order to facilitate successful involvement in the program. Activities include:
    - Improving self-image and self esteem
    - Time and money management
    - Improving interpersonal relationships
    - Referral to service agencies to access housing, food and clothing assistance
    - Referrals to address health-related issues
    - Information about how to access other community resources
  - c) Vocational Training – vocational training improves the employability of job seekers by providing intensive training for a specific job title (or group of related job titles) allowing the job seeker to move directly into employment. Vocational training is a structured program that prepares individuals for employment in current, emerging or in-demand occupations based on local labor market information data.
5. Self-Employment Training: Self-employment training prepares participants to design, develop and operate small-business ventures. Such programs provide technical assistance to help individuals create business plans and marketing plans. Topics typically include how to apply for small business grants, loans and other business support services.
  6. Support Services: USDA, the State of Michigan, and DESC recognize that many low-income food assistance recipients are likely to need significant support services in order to be successful in employment and training programs. The FAE&T Plus program is therefore somewhat more generous than some past programs, and the use of reimbursement funds to enhance support service offerings is encouraged. Support services are intended to assist job seekers in overcoming barriers that prevent them from engaging in employment and training activities. A job seeker may receive “reasonable and necessary” support services such as transportation, school supplies, tools or equipment, clothing, State of Michigan identification, personal hygiene and other grooming supplies and/or services needed to secure employment.
  7. Placement in Unsubsidized Employment – unsubsidized employment is full or part-time employment in the public or private sector that is not supported by TANF, State General Purpose Funds (GFGP) or any other public program. Placement in well-paid unsubsidized employment is the fundamental goal of the FAE&T Plus program.



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Note: The service provider must create an OSMIS case note and notify MDHHS if a FAE&T Plus job seeker:

- ☐ voluntarily quits a job of 30 hours or more per week without good cause, or
- ☐ voluntarily reduces hours of employment below 30 hours per week without good cause or
- ☐ refuses to accept a bona-fide offer of employment

8. Job Retention Services: Up to 90 days of job retention services are reimbursable when provided to job seekers who secure full or part-time unsubsidized employment after receiving other employment or training services under FAE&T Plus. This activity provides case management and support services to help job seekers achieve satisfactory performance, retain employment and increase earnings over time. Job retention services may:

- ☐ be provided for a maximum of 90 days;
- ☐ continue for the full 90 days even if the FAP case closes.

(If the job seeker is employed at the time of registration, job retention services may only be provided if the job seeker secures a new job.)

## **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’.



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**[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](https://www.michigan.gov/documents/leo/PI-19-30_Procurement_669923_7.pdf) for more information.

### **VI. AWARD, TERM AND RENEWAL INFORMATION**

If a contract is awarded as a result of this RFP, it will be a subrecipient-based Contract. **The initial period of performance will not be earlier than February 8, 2021 or later than September 30, 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 two (2) 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 the President/CEO, 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



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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 **January 5, 2021 at 5:00 PM (EST)** to [procurement@detempsol.org](mailto:procurement@detempsol.org).

To be properly received, Email Subject line must include **Questions for FAETP 2020 RFP**

Responses to questions will be available at this link by **January 8, 2021 at 5:00 PM (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 MUST BE VIA EMAIL** at [procurement@detempsol.org](mailto:procurement@detempsol.org).

### **B. Preparation of Proposals**

The proposal must be in the format and with attachments and completed forms as specified in these instructions. Each proposal shall show 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.

Please note that there is a page limit for the RFP response:

- Single applicant proposals are limited to twenty (25)-pages; double-spaced using a 12-point font unless stated otherwise in the preparation directions.
- 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, or required attachments (resumes, organizational charts, FAE&T-100 Plus Summary, FAE&T-100A Plus Activity Form (separate form for each activity), FAE&T-100B Plus Budget, Budget narrative or Cost allocation plan.

- Do not include embedded links to external information in proposal submissions. Links provided in response to this RFP may 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 applicant who has formally identified



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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 submitted as a separate attachment with RFP proposal response.
- b) Representations and Certifications - available for download from DESC’s website: <https://www.descmiworks.com/wp-content/uploads/DESC-Representations-and-Certifications-for-RFP-Offorors-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](http://www.SAM.gov), provide Representations and Certifications Report; otherwise;
  - ii. If not registered, complete and provide DESC Representations and Certifications for RFP Offerors included with this RFP.

#### **2. Table of Contents**

#### **3. Summary**

Provide a two (2)-page summary that outlines background/history of experience providing a plan to deliver for the specific populations to be served (including how many participants you expect to serve) and the capabilities and experience that your organization and its partners (if any) have for achieving these results, 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).



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- c) **Non-Federal Funding Requirements.** Describe a current or prior experience with FAE&T and/or other non-federally funded workforce programs during the past five (5) years. If applicable, describe your experience with the state's OSMIS system.
- 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. **Financial Fit/Capacity**

Applicants shall provide the following information to determine financial fit and capacity necessary to support DESC throughout the term of a contract, if awarded as a result of this RFP. Please note that any applicants and any proposed co-grantees, subcontractors or other partners deemed by DESC to be financially insolvent are subject to disqualification. **This information must be provided for all entities identified as co-grantees in the proposal.**

- a) Audited Financial Statements for the most recent year completed and prior year if the agency has more than \$750,000 or greater in federal funds. If not available, provide one to the options listed below:
  - i. Balance Sheet and Income Statement for the most recent year completed and the prior year, **or** if not available.
  - ii. Tax Returns for the most recent year completed and prior year, **or** if not available.
  - iii. Provide a summary explanation if financial information cannot be provided. Please note that an evaluation of this criteria may not be possible without information requested above.

Embedded links to external information may not be evaluated.

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

### 6. **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.



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- b) Provide Organizational Chart
- c) 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).

### **7. 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) List at least three (3) customer references, including names, mailing addresses, email addresses, and contact numbers, that can attest to the qualifications presented in this bid.
- b) Provide information on any projects in which the bidder's contract was terminated for any reason.
- c) Identify any claims or lawsuits that have been brought against the individual or organization proposing service within the last five (5) years.

### **8. 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)**

- Staffing Plan. Indicate the type and quantity of staff you propose to employ to provide services, including position titles, associated qualifications, and expected weekly hours.
- Current Program Description. As noted above, a provider is not required or expected to provide all eight of the reimbursable service categories described in the previous section. Please identify which of the eight services your organization currently provides, with a description of each program, showing how your services align with those deemed eligible for reimbursement. Include the duration and intensity of each program (hours/weeks), a discussion of program outcomes such as credentials and jobs, and any key employer partners. Provide separate, detailed answers to the questions that follow for each service category you have selected.
- Please indicate throughout the proposal whether your figures reflect actual numbers or estimates. Breaking out each reimbursable service category you have chosen, please indicate:
  - i. How many food assistance recipients did this specific program serve over the course of the last full program or fiscal year?
  - ii. How many were ABAWDS (Able-Bodied Adults Without Dependents)? How many had dependents?
  - iii. How many non-federal dollars did you expend on such individuals over that year?
  - iv. How many food assistance recipients are currently actively



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enrolled in this program?

- v. How many food assistance recipients do you anticipate you will have served in the current program or fiscal year when it is over?
  - vi. How many non-federal dollars do you expect will be expended in the current year?
  - vii. How will the program support participants on the path out of poverty?
  - viii. Will the participant possess basic foundational skills once completing services provided by the program? How will this be measured?
- **Projected Program Expansion or Enhancement.** If your programs are selected for participation in FAE&T Plus, you can project that you will receive, in reimbursement, 40% of the nonfederal dollars you spend on eligible individuals. It is unlikely that every penny of reimbursement funding will be received during the same year it is earned. For purposes of planning and budgeting, however, assume that those reimbursement funds are fully received and reprogrammed in the Fiscal Year starting February 8, 2021.
- i. How would you propose to utilize the 40% reimbursement funding?
  - ii. How many food assistance recipients in total would you expect to serve in this program period starting 02/08/21?
  - iii. What enhancements would you make to the current program with the additional funding?
  - iv. What new services, programs or program components would you propose to develop with additional funding?
  - v. How will program enhancements, new services, or program components help individuals lift themselves from poverty?
  - vi. How do you measure the impact of your programs, generally, and how would you propose to measure the impact of this program, specifically?
  - vii. Please attach a copy of the curriculum or syllabus of the proposed program(s).
  - viii. Describe how employers were/are involved in the development and/or delivery of the program/curriculum.
  - ix. Describe how projects are managed to ensure timely delivery of services.

b) **Proposed Outcome.** ~~Complete Attachment A: Proposed Outcome Chart. Indicate within the narrative where you are proposing any qualitative outcomes.~~ **Disregard**



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- c) **Partnerships.** 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.** Identify existing partnerships with organizations that offer resources related to barrier removal. Describe how you will ensure effective referrals to partners and maintain a relationship and follow up with the customer. 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.
- d) **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.
- e) **Service Site.** Indicate the address where services will be provided and describe whether the location is accessible to bus lines and barrier free. Include hours of operation, including regular weekdays and holidays.
- f) **Recruitment and Orientation.** How will you recruit eligible participants for the program? Describe the extent to which your organization is already providing services to the target population (FAP participants). How will you conduct community outreach? What organizations will you reach out to? Describe how you will inform participants of the purpose of the FAE&T Plus program and their rights and responsibilities under it.
- g) **Assessment and Case Management.** Please describe the assessment tools used to determine career interest, job readiness, educational levels and suitability for training. Discuss whether an Individual Service Strategy (ISS) or similar document is developed with participants; attach a sample. Describe your case management services, including a discussion of whether case management is a separate program component or is built into your various service components.
- h) **Participant Reimbursements and Other Supportive Services.** Describe the extent of participant reimbursements in your programs currently. What specific expenses can individuals be reimbursed for, and at what amounts? USDA requires that participant reimbursements be broken out separately in all budgets and invoices with supporting documentation.
- i) **Use of Labor Market Data & Employer Involvement.** Describe how your education and training services enable participants to acquire the skills necessary to obtain jobs in high growth / high demand industries and occupations. Describe your use of labor market information and employer relationships to identify in-demand occupations on an ongoing basis. Discuss your track record in serving the target population, including job placement rates and industry certifications. What are the anticipated outcomes of your program? Include the methods and techniques utilized to publicize your programs in the local employer community; any industries and occupations of concentration; names of employers you work closely with.
- j) **Managing Data.** Describe your process for coordinating, collecting, and managing data using OSMIS, G\*Stars, Salesforce or other systems. Do you currently track whether individuals



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receive food assistance? If not, what new protocols will you put in place for this program? Does your fiscal system currently have the ability to track non-federal funding separately, and to bill, on a monthly basis, for partial reimbursement for services provided to eligible individuals with such funds? Applicants are strongly advised to bring this question to the attention of the fiscal staff as you develop your response.

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

- i. Standard Business (Days and Time)
- ii. After Hours (Days and Times)
- iii. Holidays

### **9. Price Proposal**

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.

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.

FAET&P RFP 2020 BUDGET Files.Zip (compressed) file contains information needed to respond to the Price Proposal section.

- 00 FAET-100B Plus Budget Instructions
- FAET-100 Plus Summary
- FAET-100A Plus Activity
- FAET-100B Plus Budget

**FAET&P RFP 2020 BUDGET Files.Zip** file is available for download at  
<https://www.descmiworks.com/opportunities/rfps-and-rfqs/>

**Applicants must complete and provide the following:**

- A. Response to FAET-100 Summary
- B. Response to FAET-100A Plus Activity
- C. FAET-100B Plus Budget

- 1) **Budget.** Applicants should provide a detailed budget and budget narrative for the period of **February 8, 2021 to September 30, 2021**. 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. DESC will consider cost-effectiveness and projected outcomes in scoring applications.



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- 2) **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.
  - iv. Profit (if applicable): List the proposed profit benchmarks that are subject to negotiation with DESC. Describe how you will collect and organize sufficient documentation to validate the achievement of proposed profit benchmarks. Describe how profit will be used to support innovating programming and/or improve the organization's ability to serve Detroiters.

**Note Related to Profit:** Profit is allowed for qualified organizations that must meet the standards identified in the State of Michigan's procurement policy. DESC is limiting profit payments to 3% of the salary and fringe portion of the budget. Qualified organizations will be eligible to earn a profit if they achieve exceptional performance benchmarks (over 110% of their proposed goals) and can demonstrate how the profit will be used to improve services in Detroit. Profit must be identified separately in the budget. Qualified organizations may determine and outline the performance-based profit benchmark(s) and the payment per benchmark, assuming it follows the guidelines here. Proposed benchmarks and profits are subject to DESC approval and/or negotiation.

### **10. Subgrantee and/or subcontractor Agreements (if applicable)**

Subgrantee and/or subcontractors that will receive funds as a result of activities completed for this RFP must be procured. For subgrantee or subcontractors identified in the RFP response, please provide the following documentation:

- A. RFP/Q Title, Issue Date and Response Due Date,
- B. Bid list or copy of the advertisement,
- C. Selected Applicant's response and,
- D. The summary document listing all respondents and scores/rankings.



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### **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 **January 15, 2021 at 12:00 PM by Email to:**  
[Procurement@detempsol.org](mailto:Procurement@detempsol.org).
5. Files submitted via email must not exceed 25 MB.
6. To be properly received, Email Subject line must include:

#### **Response to FAETP 2020 RFP**

7. **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 24 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. 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 applicant 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 submitted 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.



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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.

<b>CATEGORY</b>		<b>MAXIMUM POINTS POSSIBLE</b>
A.	Summary	<b>10</b>
B.	Qualifications	<b>35</b>
C.	Financial Fit/Capacity	<b>5</b>
D.	Administrative Capacity	<b>5</b>
E.	Performance History	<b>5</b>
F.	Service Delivery Description	<b>20</b>
G.	Price Proposal	<b>20</b>
<b>TOTAL MAXIMUM POINTS – WRITTEN PROPOSAL</b>		<b>100</b>

### **H. 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.

### **I. 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.

### **J. Contract Approval**



## **FOOD ASSISTANCE EMPLOYMENT AND TRAINING PLUS (FAE&T PLUS) WITH MATCHING FUNDING (SNAP 50/50) REQUEST FOR PROPOSAL (RFP) 2020**

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.

### **K. Accounting Services and Cost Allocation Plan**

DESC requires selected 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.

### **L. 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.

### **M. 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.



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**N. 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/>.