

REQUEST FOR PROPOSALS (RFP)

for

Skills for Life Adult Education Services



ISSUE DATE: December 17, 2021

RESPONSES DUE: February 3, 2022

AWARD NOTIFICATION: February 15, 2022

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, President



An equal opportunity employer/program. Supported by the State of Michigan, Labor and Economic Opportunity-Workforce Development (LEO-WD). Auxiliary aids and services available upon request to individuals with disabilities. 1-800-285-WORK. TTY: 711.



Skills for Life Adult Education Services (AES) RFP

BIDDING INFORMATION	
Issue Date:	December 17, 2021
Bidders Conference via Webinar	<p>January 6, 2022 at 1:00 PM</p> <p>Zoom Meeting Details</p> <p>https://us02web.zoom.us/j/81726083368?pwd=eU5yYUVJMXp6YjR3cUpqOUJyZDgyZz09&from=addon</p> <p>Meeting ID: 817 2608 3368</p> <p>Passcode: 651454</p> <p>One tap mobile</p> <p>+16468769923,,81726083368#,,,*,651454# US (New York)</p> <p>+13017158592,,81726083368#,,,*,651454# US (Washington DC)</p> <p>Find your local number: https://us02web.zoom.us/j/81726083368?pwd=eU5yYUVJMXp6YjR3cUpqOUJyZDgyZz09&from=addon</p> <p>*DESC strongly encourages applicants to attend the bidders' conference.</p>
Questions Deadline:	<p>January 10, 2022 at 12:00 PM (EST)</p> <p>All questions should be received in writing via email to procurement@detempsol.org.</p> <p>To be properly received, <u>Email Subject line must include:</u></p> <p style="text-align: center;">Questions for AES RFP</p> <p>DESC will provide a response to all companies/individuals that requested an RFP via email upon completion of responses.</p>
Response to Questions:	<p>January 12, 2022 at 5:00 PM (EST)</p> <p>Responses to questions will be available at this link:</p> <p>https://www.descmiworks.com/opportunities/rfps-and-rfqs/</p>
Proposal Due Date:	<p>February 3, 2022 at 12:00 PM (EST)</p> <p>Responses must be received electronically by email to: procurement@detempsol.org.</p> <ul style="list-style-type: none"> 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, <u>Email Subject line must include:</u> <p style="text-align: center;">Response to AES RFP</p> <ul style="list-style-type: none"> Proposal email submissions that include DESC staff will not be accepted. Confirmations of proposals received will be provided within 48 hours of receipt. <p>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.</p> <p>DESC WILL NOT ACCEPT PAPER/HARD-COPY OR LATE PROPOSALS.</p>
Award Notice:	The award notification is planned to be provided by February 15, 2022.
Contract Start Date:	The contract period is scheduled to begin March 1, 2022.



Skills for Life Adult Education Services (AES) RFP

Contents

I.	INTRODUCTION	4
II.	CONFIDENTIALITY.....	5
III.	ORGANIZATION QUALIFICATIONS.....	5
IV.	SCOPE OF WORK.....	6
V.	COOPERATIVE APPLICATIONS	10
VI.	AWARD, TERM AND RENEWAL INFORMATION.....	11
VII.	PROPOSAL REQUIREMENTS	11
VIII.	RFP PROCESS AND PROCEDURES.....	11



Skills for Life Adult Education Services (AES) RFP

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 anticipates receiving American Rescue Plan Act (ARPA) funding to support contracts as a result of this competitive bid process.

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. Skills for Life consists of multiple components, including paid work.

On June 29, 2021, Detroit City Council approved the City's high-level plan for ARPA funds. In keeping with federal requirements, potential subrecipients of ARPA funds procured by DESC will be subject to an assessment to determine the capability to manage federal funds. The assessment will include, at minimum, a review of financial statements, policies, and procedure manual.

DESC is seeking proposals from qualified applicants to provide Adult Education Services for DESC and the MWDB, known collectively as Detroit at Work. DESC plans to award at least one contract for requested services as detailed in this RFP.



Skills for Life Adult Education Services (AES) RFP

A contract resulting from an award of this RFP will be specifically for provision of adult education services following a schedule determined by DESC and the City of Detroit, to coordinate with the work component of *Skills for Life* using funding made available under the American Rescue Plan Act (ARPA) of 2021.

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.

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

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.

Applicants must possess the following:

- All 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.

Applicants must assure 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 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.

- a) 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: Commercial General Liability Policy (A \$3,000,000 per occurrence) with the following coverages:
 - Broad form property damage



Skills for Life Adult Education Services (AES) RFP

- 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 qualification:

Applicant must have at least **three (3) years** of experience providing adult education services to job seekers facing barriers to employment.

IV. SCOPE OF WORK

A. Overview of Skills for Life

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. Participants will either be incumbent City of Detroit employees who are recruited into Skills for Life or new City of Detroit employees who express interest in Skills for Life at the time of their hiring. Participants will be employed full-time, spending 3 days per week working for the City of Detroit and 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 example 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
<i>Between Pathways/Job Placement</i>	<i>WORK</i>	<i>WORK</i>	<i>WORK</i>	<i>WORK</i>	<i>WORK</i>	<i>X</i>	<i>X</i>

DESC anticipates up to 360 individuals will receive adult education services over the three-year period. Specific scheduling will be determined by DESC in consultation with the relevant City of Detroit departments.

After achieving an industry-recognized credential or high school diploma or equivalent 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 permanent job with a private sector employer or the City of Detroit. Graduates of



Skills for Life Adult Education Services (AES) RFP

general adult education programs who successfully obtain their High School Diploma (HSD)/General Education Diploma (GED) or achieve necessary EFL gains will also have the option to remain in Skills for Life while they complete occupational training. Participants who begin Skills for Life functioning below the 5th grade level without a high school diploma or equivalent may advance to an HSD or GED program after completing basic literacy training.

Detroit at Work Career Services

Detroit at Work will be responsible for advertising education and training opportunities offered under Skills for Life through a variety of methods, driving job seekers to the Detroit at Work website and Career Centers. The Detroit at Work Career Centers will be responsible for the promotion of education and employment opportunities to job seekers, general recruitment, and initial screening for suitability. The City of Detroit is responsible for interviewing candidates and determining whether to offer them employment. An individual must be employed by the City of Detroit in Skills for Life positions to be eligible for educational services. DESC will encourage selected education providers to refer potential candidates to the Career Center system to be screened for Skills for Life but will not permit providers to directly enroll or inquire about potential candidates.

DESC has procured a dedicated provider of career services for Skills for Life that will be responsible for conducting a comprehensive assessment of the academic skills and career interests of hired participants in order to refer them to the most appropriate education program (adult basic education, HSD/GED, occupational training). The dedicated Skills for Life career services provider will provide Skills for Life participants with individualized services (career exploration planning, career coaching and navigation, barrier resolution, etc.). This provider will support the participant in successfully complete Skills for Life programming and obtain program-related employment through employer partners of Skills for Life training providers or other Detroit at Work employer partners.

All selected Skills for Life providers and Career Centers will be connected via DESC's information management system Launchpad. DESC's contractors will use the system to report program outcomes. DESC will cover the costs of this system.

It is critical that the Detroit at Work system provide consistent and seamless services to employers, which requires exceptional coordination. DESC may require selected training providers delivering special projects to document DESC-funded employer engagement activities in Launchpad.

A. Skills for Life Adult Education Programs

DESC seeks adult education programs that increase participant Education Functional Levels (EFL) and result in a HSD or equivalent (e.g. GED certificate). DESC also seeks adult education programs that increase participant EFL to enable them to meet the requirements for enrollment into a HSD, GED or occupational training program. DESC plans to award one or more cost reimbursement contracts for requested services as detailed in this RFP. DESC reserves the right to select multiple proposals to achieve its objectives if outcomes are likely to be enhanced for job seekers.

DESC is seeking education providers that can help us transform the way we provide and facilitate adult education services in the City of Detroit. We seek applicants that can help us achieve the goals of the Skills for Life program: breaking intergenerational poverty and putting jobseekers on a pathway to the middle class. Applicant can help in the achievement of these goals by 1) building the academic skills of 360



Skills for Life Adult Education Services (AES) RFP

residents over three years, equipping them with credentials, skills and experience needed to obtain jobs and advance in careers, and 2) increasing residential employment, improving economic mobility, and reducing the poverty rate.

Specific scheduling will be determined by DESC in consultation with the relevant City of Detroit departments. Applicants should be prepared to offer education services two days of week, which may or may not be consecutive. Applicants should not schedule education services to take place in evenings or on Saturdays, Sundays, or City holidays observed by the City of Detroit as detailed in **Reference 1: City of Detroit Holiday Schedule** for a list of City holidays. DESC is planning to adopt a rolling schedule for Skills for Life education services. Applicants should be prepared to offer a proposed program that accommodates new entrants at regular, frequent intervals. DESC anticipates beginning education services upon execution of a contract with ongoing enrollment. The final schedule is dependent on employee recruitment activity yielding eligible, interested candidates.

The primary objective of Skills for Life education and training programming is to equip graduates with the skills, credentials, or certificates needed for better employment. Therefore, Detroit at Work and its contracted partners will strongly encourage participants entering the program without a high school diploma or GED to select and complete the education track. DESC seeks adult education providers that can assist individuals starting at the 7th grade functioning level or higher earn their high school diploma or GED within the time frame of one year. DESC also seeks adult education providers that can help participants achieve EFL gains required for successful participation in GED *or* occupational training programs; this may include providing adult education services to individuals who start the program with a high school diploma or GED but are below the grade level required for their desired occupational training program.

DESC's contracted Skills for Life providers will be expected to encourage participants who achieve their diploma or GED to continue in the program and advance to occupational training, circumstances and schedule permitting.

DESC anticipates four types of education programs, each serving different populations of job seekers based on individual circumstances. Some of these populations may be served by the same instructor in the same classroom if differentiated instruction is feasible:

1. **Adult Basic Education (ABE)** – Programs designed for adult learners with an EFL of 5th grade or lower. ABE programs should feature intensive, individualized tutoring designed to prepare an adult learner for additional adult education, a GED/HSD program, or occupational training.
2. **Adult Education** – Programs designed for adult learners with an EFL above 5th grade but below the minimum level for occupational training or secondary credential instruction. The minimum level for occupational training will vary between programs, but applicants should except the range of minimums across all Skills for Life occupational training programs to span 6th grade to 10th grade.
3. **HSD Completion** – Programs designed for adult learners who do not have a high school diploma or equivalent and are eligible to earn a high school diploma by completing missing Michigan Merit credits within the targeted Skills for Life timeframe of one year.
4. **General Education Development** – Programs designed for adult learners, not in need of ABE, who do not have a high school diploma or equivalent and are either not eligible for HSD completion or who choose to pursue a GED or other HSD equivalent.



Skills for Life Adult Education Services (AES) RFP

DESC anticipates providers will utilize homework or other supplements to direct instruction. This may include activities like asynchronous lessons or recorded videos that will be completed outside of classroom/individual instruction. Due to the paid nature of the Skills for Life education programming, all time spent by students in activities completed outside of direct instruction must be tracked or otherwise accounted for by the Skills for Life education providers. One potential method would be the allocation of time to assignments or activities prior to completion.

B. Program Requirements

Contractors awarded as a result of this RFP must meet the following required elements:

1. Utilize CASAS assessments tools for pre and post testing.
2. Provide education instructional services that result in measurable skill gain and, as appropriate, an HSD or equivalent.
3. Provide participants with a syllabus of expected requirements for successful completion.
4. Provide instruction two (2) days per week, with instruction and related activities that engage job seekers for approximately 16 hours per week.
5. The assignment, estimation and recording or accounting for of participant time spent on education related activities outside of classroom or individual instruction will be done in a systematic, documented manner, subject to the prior approval of DESC.
6. Include evidence-based and effective methods for teaching adults, whether that is differentiated instruction, project-based learning, hands-on learning, hybrid virtual, in-person and homework, etc.
7. An appropriate student-to-teacher ratio is maintained during all classroom or direct instruction time.
8. Instructors are qualified to conduct the work required and possess applicable state or professional licenses.
9. Structure and pace lessons and educational instruction to an individual participant's academic levels, English language proficiency, work history, education experience, and home situation.

C. Other Requirements

Contractors awarded as a result of this RFP must also meet the following requirements:

1. Provide accessible educational services to program participants, who may face barriers including but not limited to (childcare, transportation, digital access/literacy).
2. Participate with DESC's Monitoring and Audit activities
3. Adhere to DESC's guidelines for marketing, branding and recruitment
4. Participate in evaluations of ARPA-funded programs and initiatives instituted by the federal government
5. Participate in evaluations conducted by a DESC- approved 3rd party contractor.



Skills for Life Adult Education Services (AES) RFP

B. Expected Outcomes/Performance Measures

To be successful, providers are expected to achieve the below performance measures:

1. 95% of enrollees achieve measurable skills gain, according to pre and post tests
2. 80% of Adult Basic Education enrollees progress to the 6th grade EFL
3. 80% of Adult Education enrollees meet the minimum required EFL to begin HSD, GED, or Skills for Life occupational training
4. 80% of HSD or GED enrollees earn a secondary credential

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.



Skills for Life Adult Education Services (AES) RFP

VI. AWARD, TERM AND RENEWAL INFORMATION

If a contract is awarded as a result of this RFP, it will be a one (1)-year **service-based** Contract.

The period of performance will be for a minimum of twelve (12) months and will not be earlier than March 1, 2022 or later than March 30, 2023.

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 vendors 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 three (3) one-year (1) renewal options. 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 received 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 vendor, 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 **February 10, 2022 at 12:00 PM Noon (EST)** to procurement@detempsol.org.

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



Skills for Life Adult Education Services (AES) RFP

Responses to questions will be available by **February 12, 2022 at 5:00 PM (EST)** and available at this link: <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.

B. Preparation of Proposals

DESC reserves the right to reject proposals that do not meet these requirements and they may not be evaluated. Do not include embedded links to external information in proposal submissions. Links provided in response to this RFP will 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.

1. **DESC Cover Sheet (Form A)** should be included with the RFP response and is 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. 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. Please note: **Proposal Title** should reflect title of this RFP.

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

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

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

3. **RFP Response** must be composed as one (1) document to include:
 - a) Table of Contents
 - b) **Form 1: Proposal Response (PDF)**. **Form 1** must be used to provide a response as a result of this solicitation and compiled into a single file entitled **AES RFP Form 1**.

Page limits for the RFP response:

Applicant proposals are limited to **six (6)-pages**; double-spaced using a 12-point font unless otherwise stated or formatted in the preparation directions and/or forms.

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



Skills for Life Adult Education Services (AES) RFP

4. **Financial Fit and Capacity** section of the proposal response must be composed in a separate document and submitted as an attachment with RFP response. **Include Financial Fit in the attachment's title.** Acceptable file formats are MS Word, MS Excel or PDF. **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 or funder to be financially insolvent are subject to disqualification. A contract may not be awarded without a "Pass" determination of Financial Fit and Capacity as it relates to this RFP.

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.

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. **Include MOU Agreement in the title of the file.**

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 and **include Subgrantee Agreement in the attachment's title.** Acceptable file formats are MS Word or PDF.



Skills for Life Adult Education Services (AES) RFP

7. **Form 2: Budget Summary (MS Excel) is included with this RFP.** This document must be submitted as a separate attachment with the RFP proposal response. **Include Form 2 Budget Summary in the attachment's title.**
8. **Consolidated Affidavits (Exhibit E).** This document must be submitted as a separate attachment with RFP proposal response and **include Exhibit E in the attachment's title.** This information is required for all co-grantees, subgrantees and subcontractors expected to receive funding as a result of this RFP.
9. **Non-Collusion Affidavit with Conflict of Interest (Exhibit F).** This document must be submitted as a separate attachment with RFP proposal response and **include Exhibit F in the attachment's title.** This information is required for all co-grantees, subgrantees and subcontractors expected to receive funding as a result of this RFP.
10. **City of Detroit Accounts Receivable Clearance.** This document should be submitted as a separate attachment with RFP proposal response and **include AR Clearance in the attachment's title.** 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. **Please contact the City of Detroit for assistance related to this requirement, as needed.**

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.

11. **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 and **include Tax Clearance in the attachment's title.** **Please contact the City of Detroit for assistance related to this requirement, as needed.**

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.



Skills for Life Adult Education Services (AES) RFP

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. **Table of Contents**
2. **Form 1: Program Description**, *required for each program proposed*
3. **Memorandum of Understanding or Letter of Commitment**, *required*
4. **Financial Fit/Capacity**, *required*
5. **Co-Grantee Agreements**. (if applicable)
6. **Subgrantee and/or subcontractor Agreements** (if applicable)
7. **Form 2: Budget Summary**, *required*
8. **Consolidated Affidavits (Exhibit E)**, *required*
9. **Non-Collusion Affidavit with Conflict of Interest (Exhibit F)**, *required*
10. **City of Detroit Accounts Receivable Clearance**, *required*
11. **City of Detroit Income Tax Clearance**, *required*

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 **February 3, 2022 at 12:00 PM (EST)** 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 AES 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.



Skills for Life Adult Education Services (AES) RFP

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, prospective applicants should refrain from communicating with DESC staff or stakeholders regarding elements of this procurement opportunity. 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.

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



Skills for Life Adult Education Services (AES) RFP

CATEGORY	MAXIMUM POINTS POSSIBLE
Form 1	
Section 1: Program Summary	15
Section 2: Program Detail	35
Section 3: Applicant Capacity	15
Section 4: Past Performance	20
Section 5: Price Proposal	15
Financial Fit/Capacity	Pass/Fail
TOTAL MAXIMUM POINTS – WRITTEN PROPOSAL	100

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 vendor 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 vendors 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 vendor shall have no authority to begin work under the contract. The Chief



Skills for Life Adult Education Services (AES) RFP

Financial Officer of DESC shall not authorize any payments to the vendor prior to such approvals; nor shall DESC incur any liability to reimburse the vendor regarding any expenditure for the purchase of materials or the payment of services.

L. DESC Performance Monitoring and Evaluation Procedures

DESC may conduct periodic monitoring and evaluation of all vendors to determine contractual compliance relative to funding requirements and guidelines, performance outcomes, quality of operation, and/or customer service. Based on the results of the evaluation or monitoring efforts, DESC may request performance improvement plans. In instances of significant performance or compliance deficiencies, DESC may place the contractor on a corrective action plan.

M. Modification of Services and Funding

DESC reserves the right to modify the services provided by vendors awarded a contract during the contract period. Any modification and resulting changes in pricing shall be made by amendment to the contract and the vendor 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, vendor 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 vendors may be required to submit cost, technical, or other revisions of their proposal that may result from negotiations.

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/>. 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



Skills for Life Adult Education Services (AES) RFP

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 Article¹

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.

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.

EXHIBIT

2019 – 2023 HOLIDAY SCHEDULE

HOLIDAY	2019 - 2020	2020- 2021	2021 - 2022	2022 - 2023
Independence Day	Thursday, July 4, 2019	Friday, July 3, 2020	Monday, July 5, 2021	Monday, July 4, 2022
Labor Day	Monday, September 2, 2019	Monday, September 7, 2020	Monday, September 6, 2021	Monday, September 5, 2022
Veterans Day*	Monday, November 11, 2019	Wednesday, November 11, 2020	Thursday, November 11, 2021	Friday, November 11, 2022
Thanksgiving Day	Thursday, November 28, 2019	Thursday, November 26, 2020	Thursday, November 25, 2021	Thursday, November 24, 2022
Day After Thanksgiving*	Friday, November 29, 2019	Friday, November 27, 2020	Friday, November 26, 2021	Friday, November 25, 2022
Christmas Eve (eight hours)*	Tuesday, December 24, 2019	Thursday, December 24, 2020	Friday, December 24, 2021	Friday, December 23, 2022
Christmas Day	Wednesday, December 25, 2019	Friday, December 25, 2020	Monday, December 27, 2021	Monday, December 26, 2022
New Year's Eve (eight hours)*	Tuesday, December 31, 2019	Thursday, December 31, 2020	Friday, December 31, 2021	Friday, December 30, 2022
New Year's Day	Wednesday, January 1, 2020	Friday, January 1, 2021	Monday, January 3, 2022	Monday, January 2, 2023
Martin Luther King's Birthday	Monday, January 20, 2020	Monday, January 18, 2021	Monday, January 17, 2022	Monday, January 16, 2023
Good Friday (eight hours)*	Friday, April 10, 2020	Friday, April 2, 2021	Friday, April 15, 2022	Friday, April 7, 2023
Memorial Day	Monday, May 25, 2020	Monday, May 31, 2021	Monday, May 30, 2022	Monday, May 29, 2023

* Excused Time Holiday for all City employees. No holiday premium to be paid.

NOTE: Special rules on holiday observance may apply to employees engaged in unusual work assignments such as shift work and/or six (6) or seven (7) day operations