

REQUEST FOR PROPOSALS (RFP)

for

Youth Programs Consulting Services



ISSUE DATE: September 1, 2021

RESPONSES DUE: October 4, 2021

AWARD NOTIFICATION: October 20, 2021

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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Youth Programs Consulting Services (YPCS) RFP

BIDDING INFORMATION	
Issue Date:	September 1, 2021
Questions Deadline:	<p>September 14, 2021 at 5:00 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> Questions for YPCS 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>September 17, 2021 at 5:00 PM</p> <p>Responses to questions will be available at this link: https://www.descmiworks.com/opportunities/rfps-and-rfqs/</p>
Proposal Due Date:	<p>October 4, 2021 at 5:00 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> Response to YPCS RFP 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 October 20, 2021
Oral Presentation	<ul style="list-style-type: none"> October 12th, 9:00 am – 12:00 pm EST October 12th, 1:00 pm – 4:00 pm EST October 13, 2021, 9:00 am -12:00pm EST <p>DESC will host Oral Presentations on an INVITE ONLY basis with those organizations selected as finalists during the review process, as required. All prospective responders should HOLD these dates. Finalists will be notified by email upon completion of written proposal evaluations regarding presentations (length, location, materials) etc</p>
Contract Start Date:	The contract period is scheduled to begin November 1, 2021



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I. INTRODUCTION

The Mayor's Workforce Development Board (MWDB) is directly responsible and accountable to the State of Michigan, Labor and Economic 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 nine (9) Detroit Michigan Works! One-Stop Service Centers and contracts with qualified entities to provide workforce development services to job seekers and employers. Locally, the Michigan Works! One-Stop Service Centers are branded as Detroit at Work Career Centers. DESC is also a proud member of the American Job Center network.

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.

DESC is seeking proposals from qualified individuals and/or organizations to provide as needed, strategic planning and leadership development consulting services to staff assigned specifically to youth services programming for the Detroit Employment Solutions Corporation (DESC).

DESC plans to award **no more than two (2)** contracts 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.

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



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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
 - 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 two (2) years**' experience providing products/services to public agencies, non-profit organizations, federal grant recipients and organizations of similar scope and size.



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IV. SCOPE OF WORK

DESC is seeking qualified contractor(s) to provide, as needed, strategic alignment and professional development training services to staff assigned specifically to youth services programming for our Headquarters and Youth Service Centers around the city of Detroit.

Background and Overview

The Mayor's Office of Workforce Development, the Mayor's Workforce Development Board (MWDB) and Detroit Employment Solutions Corporation envision a system where all young adults in Detroit can easily access a comprehensive and integrated set of education, training, and employment supports that increase the number of young adults productively engaged in the workforce, thereby improving financial stability and reducing poverty. The MWDB, together with many private, public, and philanthropic-sector partners, provides leadership for efforts to invest in young adults who are disconnected from school and/or work to obtain employment, reengage in school, prepare for post-secondary education, and/or connect to industry-focused education and training programs. The goal is to develop a sustainable system of education and career pathways that improve educational attainment and employment outcomes for both in-school and out-of-school youth ultimately leading to higher graduation rates, increased self-sufficiency, and improved community public safety.

To accomplish this, Detroit Employment Solutions Corporation funds programs and services for young adults supported by a diverse mix of funding and engages in collaborative projects to increase the impact of the public workforce system through strategic partnerships with other youth serving organizations. The WIOA youth services contracted through this RFP are a component of this broader model.

DESC and the MWDB seek to:

- Create a network of pathways to postsecondary credentials and careers by aligning and integrating the work of agencies that provide education, career navigation, academic support, and social and life support services to all youth.
- Expand year-round opportunities for all youth to attain market-valued credentials and work experience, resulting in career success.
- Integrate the work among public and private collaborative partners to provide supports needed to help all youth overcome obstacles to financial stability, including those that are resultant of justice involvement, aging out of foster care, or pregnancy.
- Engage the community both in understanding the importance of improving results among all youth and in providing leadership and support for key strategies as part of a collective impact model.
- Create a shared data framework that tracks youth outcomes, supports collaborative partners in providing effective services, and informs public policy and communication efforts.

DESC's Youth Strategy is Comprised of Four (4) Key Objectives:

- Establish a Collective Impact Model that ensures effective service coordination, a common agenda, and measurable common outcomes.



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- Create on-ramps for all youth, no matter their need, prioritizing those who are: Opportunity Youth (OY); differently abled; and adjudicated.
- Develop and maintain a technology enabled service delivery system that expands service reach and enables more creative and effective approaches to performance tracking and career preparedness.
- Integrate trauma informed practices across all service delivery methodologies.

Deliverables

As the youth services team prepares to meet the objectives listed above, as well as the overall objectives established for DESC as an organization, it has been recognized that there are several areas where professional development and support with strategic prioritization will help staff direct their focus on working more efficiently and effectively. DESC is seeking qualified contractor(s) to:

- Provide professional development training as determined in the following areas:
 - Leadership
 - Mid-level management
 - Team building
 - Staff motivation strategies
- Guide strategic planning and/or execution against an existing plan
- Assist with continuous improvement efforts by implementing effective strategies with team leaders to execute against organizational goals
- Provide direction in building strategic partnerships that support organizational/team goals and objectives.

Professional Development

DESC's plan for youth services staff development involves the process of matching the organization's present and future staffing needs with its existing competencies and potential. The awarded applicant(s) through its work will provide expertise in directly and indirectly assisting DESC's youth team and its leadership with:

- Mapping necessary identified tasks to competencies.
- Clarifying performance standards and assessment metrics.
- Comparing skill set inventories (formal, informal) of incumbent staff to the selected competencies.
- Identifying competency deficiencies.
- Providing staff development training where deficiencies are noted.
- Planning for internal or external resources to deliver appropriate short-term development interventions as deemed required.



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Strategic Alignment

DESC's leadership has established a set of objectives for youth services that align with the organizational goals that were developed as the result of an executive leadership strategic planning session facilitated to help reset DESC's mission, vision, and targeted priorities over several years. These objectives, as listed in the Overview section of this RFP, are key to accomplishing the standards set for DESC's overall system redesign that expanded the number of Career Centers and Youth Services locations citywide. This foundation for system excellence must be nurtured as a practice through continuous improvement strategies and strategic plan alignment. The selected entity will utilize their expertise to provide direction and facilitation in:

- Confirming the alignment of work priorities with DESC's vision, mission and goals.
- Maximizing resources to avoid wasting time and money on projects or activities that are not a value add to DESC's objectives for the delivery of youth services.
- Understanding industry trends and scenarios that could impact DESC in the coming years.
- Identifying and evaluating the best way to accomplish stated goals and objectives.
- Developing an implementation plan to keep staff on track and accountable for deliverables.

Performance Accountability and Reporting

The selected entity(ies) will be required to submit a training plan customized to meet the needs of DESC. The plan must be detailed and must clearly delineate activities to be provided to specifically address professional development and strategic alignment independently. As it relates to reporting, the following will also be required to accompany the plan for accountability:

- A brief event/activity description and its purpose
- A schedule with timelines of event/activity to occur
- The name(s) of person or persons responsible for each event/activity
- Any materials/supplies/equipment needed outside of those provided by entity
- Space/facility required for event/activity
- Targeted audience and numbers to attend
- A follow-up report to summarize accomplishments of each event including date, time (start and end), objectives, audience description and number of attendees, and outcomes (significant learnings, required follow-up, participant evaluations).

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



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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.

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 November 1, 2021, or later than October 31, 2022.

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 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/or 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 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.



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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 **September 14, 2021 at 5:00 PM (EST)** to procurement@detempsol.org.

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

Responses to questions will be available at this link by **September 17, 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 .

B. Preparation of Proposals

The RFP response must be composed in a single document. Acceptable document formats are MS Word or PDF. Each page should be numbered in this format '*n of N*'. **File must be titled YPCS RFP Proposal Response**

This part of the proposal response should be composed as follows:

- Table of Contents
- Summary
- Qualifications
- Service Delivery Description
- Performance History
- Administrative Capacity



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Page limits for the RFP response:

- Single applicant proposals are limited to fifteen (15)-pages; double-spaced using a 12-point font unless stated otherwise in the preparation directions.
- Two (2) or more Co-applicants are limited to twenty (20)-pages; double-spaced using a 12-point font unless stated otherwise in the preparation directions.

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

Financial Fit and Capacity part of the proposal response must be composed in a separate file and titled **YPCS RFP Financial Fit**. Acceptable file formats are MS Word, MS Excel or PDF.

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.

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

or

B. Tax Returns 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

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

Embedded links to external information will not be evaluated.

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

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. MOU must be signed by authorized Agents of each entity. **Agreement(s) must be included in a separate file titled YPCS RFP CoGrantee MOU.** Acceptable file formats are MS Word or PDF.

Subgrantee and/or subcontractor agreements section (if applicable) of the proposal response must be composed in a separate document. Acceptable file formats are MS Word or PDF. Each



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page should be numbered in this format ‘*n of N*’. **File must be composed in a separate document and titled YPCS RFP Subgrantee Agreement.**

For each subgrantee or subcontractor identified (as applicable), the proposal response should include:

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

DESC Cover Sheet (Form A) should be included with the RFP response and is available for download, as described below. Form A must detail the full legal name and business address of the prospective vendor, including a street address if different from the mailing address, and must be signed and dated by the person or persons authorized to bind the prospective vendor. If submitting a co-grantee application, a cover sheet is required for each co-grantee. Indicate the title of this RFP in the appropriate field on the cover sheet for *RFP Title*. **Cover sheet must be composed in a separate file titled YPCS RFP Cover Sheet.**

Representations and Certifications response should be included with the RFP response and is available for download, as described below. **This document must be submitted as a separate attachment with RFP proposal response and titled YPCS RFP Reps and Certs.**

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

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

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

C. Changes in Proposal Requirements

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

D. Submittal Information

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

1. General RFP Application Information

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



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

2. **Table of Contents**

3. **Summary**

Provide no more than a two (2)-page summary of the proposal that outlines background/history of your experience providing Strategic Alignment and Professional Development Training Services.

4. **Qualifications**

The applicant shall provide the following information that describes qualifications to successfully carry out activities described in the RFP.

- Describe your experience working with organizations the size of DESC.
- Describe how many years of experience individual team members in their prospective fields have. Identify key staff on your team that may be assigned to DESC. As applicable, information must include:
 - Name
 - Title
 - Place of legal employment
 - Detail services the key staff may be expected to provide for this proposal
 - Resume
- 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. **Service Delivery Description**

The applicant shall provide the following information that describes a customer-focused service delivery model.

- Clearly describe how applicant proposes to provide Scope of Work elements described in this RFP. Describe additional elements that may be beneficial for DESC.
- Describe estimated project timelines for completion for key deliverables described in the scope of work.
- Describe how the project(s) are managed to ensure the timely delivery of services.



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D. Describe your hours of operation including:

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

6. **Performance History**

The applicant shall provide the following information that demonstrates a proven track record:

- A. Provide two (2) examples with descriptions of completed projects for organizations with similar size and needs as DESC. For each example, provide the following detail: the organization, dates of service/contract, scope of services requested and applicant's resulting accomplishments/outcomes.
- B. Provide customer references for organizations listed above in 6.A, including names, mailing addresses, email addresses, and contact numbers.
- C. Provide information on any projects in which the bidder's contract was terminated for any reason. If none, provide a response accordingly.
- D. Identify any claims or lawsuits that have been brought against the individual or organization proposing service within the last five (5) years. If none, provide a response accordingly.

7. **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.

- A. Provide Organizational Chart
- B. Briefly describe applicant's implementation, utilization, proficiency/skill with business software; applications and hardware technology used to perform, manage, and monitor funding and programmatic data.

8. **Price Proposal**

This part of the proposal response must be composed in a separate document as described above in the *Preparation of Proposal* section and titled YPCS RFP Price Proposal. Acceptable file formats are MS Excel, MS Word or PDF file.

Applicants 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.

If a contract is entered into as a result of this RFP, it will be a contract for fees as related to providing all requested services and equipment and may not exceed the prices quoted in the proposal.



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Applicants should provide a detailed schedule of the charges that will be required for all services proposed. The detailed cost proposal shall be presented in a table format to include:

Bidders should provide proposed charges using only one (1) option detailed below:

- 1) **Flat Rate** per hour for all charges that will be required to provide services proposed
- or**
- 2) **A detailed schedule** based on staff resources (title/classification) that will be required to provide services proposed.

Title/Classification	Type of Services	Flat Rate (\$) / Hour
----------------------	------------------	-----------------------

DESC reserves the right to select proposals from the most responsible vendors with the most reasonable costs. DESC reserves the right to select multiple firms to perform all or separate parts of this function.

9. **Financial Fit and Capacity**

This part of the proposal response must be composed as described above in the *Preparation of Proposal* section, in a separate file and titled YPCS RFP Financial Fit. Acceptable file formats are MS Word, MS Excel or PDF.

10. **Co-Grantee Agreements, (if applicable).**

This part of the proposal response must be composed as described above in the *Preparation of Proposal* section, in a separate file and titled YPCS RFP Co-Grantee MOU. Acceptable file formats are MS Word, MS Excel or PDF.

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

This part of the proposal response must be composed as described above in the *Preparation of Proposal* section, in a separate file and titled YPCS RFP Subgrantee Agreement. Acceptable file formats are MS Word, MS Excel or PDF.

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 **October 4 at 5:00 PM 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 YPCS RFP



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

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

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

F. Changes in Facts

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

G. Evaluation Procedures, Oral Presentations, and Site Inspections

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

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

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

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



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CATEGORY		MAXIMUM POINTS POSSIBLE
A.	Summary	6
B.	Qualifications	10
C.	Service Delivery Description	25
D.	Performance History	25
E.	Administrative Capacity	5
F.	Financial Fit/Capacity	9
G.	Price Proposal	20
TOTAL MAXIMUM POINTS – WRITTEN PROPOSAL		100
Interview		25
TOTAL Maximum Points – Written Proposal and Interview		125

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 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.



Youth Programs Consulting Services (YPCS) RFP

J. 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 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.

K. 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.

L. 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.

M. 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/wp-content/uploads/2018-06-22-DESC-General-Contract-Terms-and-Conditions.pdf>.