



## Request for Proposals for

### Space for Type 1 Career Centers

Issue Date: December 18, 2018

On behalf of the Mayor's Workforce Development Board (MWDB), the Detroit Employment Solutions Corporation (DESC) is seeking proposals from qualified applicants to provide Space for Type 1 Career Centers. Through a separate Request for Proposals for Career Center Services, DESC is seeking applicants to manage the centers, which will adopt a human-centered design approach and provide workforce and other services to job seekers.

DESC is looking for space that has:

- Approximately 15,000 to 25,000 Square Feet
- Ability to Accommodate 250 People at a Time
- Easy Access to Main Public Transportation Routes
- Ability to Accommodate Human-Centered Design
- Ample Parking
- ADAAG Compliant Restrooms and Facilities
- Secure, Well-Lit Property
- Well Maintained
- Emergency Power
- Category 5E or Later Compliant Cabling Capacity
- Large Reception Areas
- Two or More Private Offices
- Cubical Work Stations
- Space to Accommodate Executive Offices
- Computer Resource Room with Internet Connections
- Conference Rooms/Meeting Space
- On-Site Storage Room
- Centralized Clerical/Operational Support Areas
- Securable IT Network Storage Room
- Staff Breakroom with Sink

This location will also either already have available or work with DESC to curate, additional resources in the facility to serve customers, for example: On-site Foundational Skills Training, Clothing for Work, Event Space, Food Assistance, Eldercare Assistance, Access to City of Detroit Resources, and Legal Aid.

Award amounts will be determined solely at DESC's discretion after review and evaluation of the proposals. The contract period is July 1, 2019 – June 30, 2024. Contract is renewable at DESC's option for up to one (1), five (5)-year period.

Requests for the RFP package must be emailed to DESC at [descprocurement@detempsol.org](mailto:descprocurement@detempsol.org). In order to receive a RFP package, qualified applicants must submit the following information via email: company name, address, office phone number, contact person's name, title, and valid email address.

Proposals must be submitted electronically on or prior to **February 4, 2019 at 12:00 PM (Local Time)**. Each applicant is responsible for ensuring that its bid is received by DESC on a timely basis. **Late bids will not be accepted.**



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