

# **REQUEST FOR PROPOSALS (RFP)**

for

## **Corporate Audit Services 2025**



**ISSUE DATE: June 2, 2025**

**RESPONSES DUE: July 7, 2025**

**AWARD NOTIFICATION: August 1, 2025**

### **City of Detroit**

*Michael E. Duggan, Mayor*

*Terri Weems, Group Executive-Jobs, Economy & Detroit at Work*

### **Mayor's Workforce Development Board**

*David E. Meador, Co-Chairperson*

*Dr. Darienne Hudson-Driver, Co-Chairperson*

### **Detroit Employment Solutions Corporation**

*Alice Thompson, Chairperson*

*Dana Williams, President & CEO*



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## Corporate Audit Services 2025 RFP

| <b>BIDDING INFORMATION</b>    |  |
|-------------------------------|--|
| <b>Issue Date:</b>            | <b>June 2, 2025</b>  |
| <b>Questions Deadline:</b>    | <p><b>June 12, 2025, at 5:00PM (EST)</b></p> <p>All questions should be received in writing via email to <a href="mailto:procurement@detempsol.org">procurement@detempsol.org</a>.</p> <p>To be properly received, <u>Email Subject line must include:</u></p> <p style="text-align: center;"><b>Questions for CAS 2025 RFP</b></p> <p>DESC will provide a response to all companies/individuals that requested an RFP via email upon completion of responses.</p>   |
| <b>Response to Questions:</b> | <p><b>June 16, 2025 at 5:00PM (EST)</b></p> <p>Responses to questions will be available at this link:<br/> <a href="https://www.descmiworks.com/opportunities/rfps-and-rfqs/">https://www.descmiworks.com/opportunities/rfps-and-rfqs/</a></p>   |
| <b>Proposal Due Date:</b>     | <p><b>July 7, 2025, at 5:00PM (EST)</b></p> <p>Responses must be received electronically by email to:<br/> <a href="mailto:procurement@detempsol.org">procurement@detempsol.org</a>.</p> <ul style="list-style-type: none"> <li>Files submitted via email must not exceed 25 MB. Do not include embedded links to external information in proposal submissions. Links provided in response to this RFP will not be evaluated.</li> <li>To be properly received, <u>Email Subject line must include:</u></li> </ul> <p style="text-align: center;"><b>Response to CAS 2025 RFP</b></p> <ul style="list-style-type: none"> <li>Email submissions that include DESC staff will not be accepted.</li> <li>Confirmations of proposals received will be provided within <b>48</b> business hours of receipt.</li> </ul> <p><b>Please note:</b> Allow ample time for submitting your proposal. DESC strongly encourages submitting at least two (2) business days prior to the due date above. DESC will not extend the submission deadline due to technical issues or outages.</p> <p><b>DESC WILL NOT ACCEPT PAPER/HARD COPY OR LATE PROPOSALS.</b></p> |
| <b>Award Notice:</b>          | A preliminary award notification is planned to be provided by <b>August 1, 2025</b> , pending Board of Director decision at August 2025 meeting.   |
| <b>Contract Start Date:</b>   | The contract period is scheduled to begin by <b>September 1, 2025</b> .  |



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## Corporate Audit Services 2025 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 delivery service.

DESC's procurement policy follows the guidelines set forth in the Workforce Development Agency, Policy Issuance 24-36. 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

**DESC is seeking proposals from qualified individuals and/or firms to provide Corporate Auditing Services (CAS) for the Detroit Employment Solutions Corporation (DESC), for period beginning July 1, 2024 and ending June 30, 2025.**

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

### II. CONFIDENTIALITY

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

### III. ORGANIZATION QUALIFICATIONS

Eligible applicants include U.S.-based 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



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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 non-discrimination 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 the Commercial General Liability Policy (A \$3,000,000 per occurrence) with the following coverage:
  - 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 qualification:**

- A minimum of seven (5) years' experience providing auditing services to public agencies, non-profit organizations, federal grant recipients and organizations of similar scope and size.
- A Certified Public Account license that is active and in good standing.



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

#### Introduction

DESC requires a single audit conducted by a licensed Certified Public Accountant or licensed Certified Public Accounting Firm to perform a corporate audit of the governmental activities and the major fund, including the disclosures, which collectively comprise the basic financial statements as of and for the year ended June 30, 2025.

#### Audit Requirements

It is expected that the report will be prepared by a CPA who understands and will follow current rules and regulations of the cost reporting process related to generally accepted accounting principles (GAAP) in the United States of America and Uniform Guidance.

#### Reporting Requirements

Awarded Contractor will be expected to communicate matters that are required under AICPA professional standards, Government Auditing Standards, and the Uniform Guidance. Also, provide an analysis of information related to the cost report and generally advise and educate on possible omissions, best practices, or opportunities related to the cost report.

Awarded Contractor will assist in preparing items pertinent to and on behalf of DESC and its Board below.

1. Financial statements, schedule of expenditures of federal awards, and related notes. Due December 2025.
2. IRS Form 990 and other related documents. Due to the 2026 tax filing deadline.

#### Exit Conference

Awarded Contractor will hold an exit conference with DESC and DESC's Board of Directors as required at the conclusion of the audit work. Observations and recommendations must be summarized in writing and discussed with DESC. The conference should include internal control and program compliance observations and recommendations.

### **V. COOPERATIVE APPLICATIONS, SUBCONTRACTING AND DESC PROCUREMENT POLICY**

Cooperative applications involving two or more organizations will not be considered for this RFP. Awarded Contractor may not delegate any of its obligations under the Contract without the prior written approval of DESC.

The awarded contractor must notify DESC at least 30 calendar days before the proposed delegation and provide DESC with any information it requests to determine whether the delegation is in its best interest. If approved, Contractor must:

1. Be the sole point of contact regarding all contractual matters, including payment and charges for all contract activities.
2. Make all payments to the subcontractor; and



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3. Incorporate the terms and conditions contained in this Contract in any subcontract with a subcontractor.

Contractor remains responsible for the completion of the Contract Activities, compliance with the terms of this Contract, and the acts and omissions of the subcontractor. DESC, in its sole discretion, may require the replacement of any subcontractor.

DESC's procurement policy follows the guidelines set forth in the Workforce Development Agency, Policy Issuance 24-36. DESC's procurement guidelines will also follow guidance as set forth by the Grantor supporting contracted services because of this competitive bid process.

### VI. AWARD, TERM AND RENEWAL INFORMATION

If a contract is awarded as a result of this RFP, it will be a **vendor-based** contract. **The period of performance will be for a minimum of one (1) year and expected to begin on or about September 1, 2025.**

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, the contract may be extended to four (4) one (1)-year renewal options. Multi-year contractual engagement must not exceed sixty (60) months from the date of the initial contract executed.** Any renewal option exercised under this contract is effective only after approval by the DESC Board of Directors and/or the President, as required.

If 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 appropriate 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





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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 **June 12, 2025, at 5:00 PM (EST)** to [procurement@detempsol.org](mailto:procurement@detempsol.org).

To be properly received, Email Subject line must include **Questions for CAS 2025 RFP**

Responses to questions will be available by **June 16, 2025 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](mailto: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. The information detailed below must be provided for all entities identified as co-grantees in the proposal, as appropriate.

#### **1. Proposal Response**

Must be composed of a single document entitled **CAS 2025 RFP Response** unless stated otherwise. Acceptable document formats are MS Word or PDF. Proposal response or attachments should not be handwritten, should be of good copy, quality, readable and legible. Each page should be numbered in this format '*n of N*'.

**Page limits** for the RFP response:

- Proposals 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, technical response, price proposal, subgrantee and/or subcontractor agreement documents or required attachments (exhibits, resumes, organizational charts, etc.).

The proposal's response should be composed as follows:

Table of Contents (listing all documents submitted in response to this RFP)

##### **a) Summary**

**Provide** a one (1) page summary outlining your organization's background, history, and





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relevant experience. Include details such as the organization's, areas of expertise, and notable accomplishments related to providing professional corporate auditing services to organizations similar DESC.

### b) **Qualifications**

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

1. **Describe** the number of years Applicant has provided services described in the scope of work, to agencies such as public, non-profit organizations, federal grant-funded recipients.
2. **Attach** Entity's business registration documentation registered to conduct business. (e.g. corporation., LLC, sole proprietor, partnership, etc.) Include 501 (c)3 papers (if applicable).

### c) **Performance History**

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

1. **References.** Provide at least three (3) customer references that your company provided similar services (as described in this RFP scope of work), by your company- who can attest to the qualifications presented in this bid.
2. **Customer Reference Detail.** Provide contact information for each customer reference listed above. Contact information should include: Customer name; site address, city, zip code; contact telephone number and/or email address.
3. **Contract Termination Information.** Indicate if the Applicant has had any contract terminated for any reason within the last three (3) years. If applicable, provide details including the reason for termination, the scope of the contract, and any steps taken to address the issues leading to termination
4. **Claims or Lawsuits.** Indicate if any claims or lawsuits have been brought against the individual or organization within the last five (5) years.

### d) **Administrative Capacity**

Applicants shall provide the following information to determine the administrative capacity necessary to manage and implement services and support DESC throughout the term of a contract, if awarded as a result of this RFP.

1. **Provide** an organization chart that details staff members by name and title
2. **Attach** current chronological resumes of Key Staff that may be assigned to complete scope of work activities for DESC.
3. **Provide** information in attached **Table 1: Key Staffing List** detailing proposed staff:
  - a. Name and title of staff that will be designated as key staff.



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- b. Key Personnel years of experience in the current classification.
  - c. Length of employment or affiliation with the Applicant's organization.
  - d. Key Personnel's roles and responsibilities, as they relate to this RFP, if the Contractor is successful in being awarded the Contract. Descriptions of roles should be functional and not just by title.
  - e. Identify where each Key Personnel staff member will be physically located (city and state) during the Contract performance.
4. **Describe** key staff that will be responsible for supervising the engagement and signing or authorizing signing of reports
  5. **Describe** process for tracking and managing project hours, including tools or software used and methods for reporting progress to DESC.

### e) **Service Delivery Description**

Applicants shall provide a response describing Applicant's ability to provide a solution that effectively achieves the stated objectives in this RFP. Applicants should provide a written response in answering the following questions below.

1. **Describe** Applicant's engagement plan detailing approach and methodology, services to be performed and feedback.
2. **Describe** responsibilities that will be expected of DESC to complete Financial Statements and Single Audit.
3. **Describe** what can be expected at the conclusion of the audit engagement.
4. **Provide** a response indicating Applicant's ability to report out to the Board of Directors.
5. **Describe** reports and financial statements that will be provided to DESC.
6. **Attach** a copy of an engagement letter detailing terms of a typical agreement.

### f) **Price Proposal**

Applicants are requested to make a firm cost proposal to DESC. **Please complete and submit Table 2: CAS 2025 RFP Price Proposal Form (Excel workbook) included with this RFP.**

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

All costs associated with the services to be provided must be itemized and inclusive of all professional, administrative, and overhead costs.

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.



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### g) **Financial Fit and Capacity.**

Applicants shall complete and include with proposal response **DESC Financial Fit Attestation Form - Contractor Vendor** included with this RFP. The form should be submitted as an attachment with RFP proposal response.

*Note: any applicants and/or proposed co-grantees, subcontractors or other partners deemed by DESC to be financially insolvent are subject to disqualification. A contract may not be awarded without a determination of Financial Fit and Capacity as it relates to this RFP. Contracts executed may be terminated if financial solvency is not maintained.*

### h) **DESC Cover Sheet (Form A)**

This document must be submitted as a separate attachment with RFP proposal response. Template is included as an attachment with this RFP. **This document must be signed and submitted as a separate attachment with the RFP proposal response.** Form A must detail the full legal name and business address of the prospective subrecipient, 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 subrecipient. **A Separate cover sheet (Form A) is required for each co-grantee, detailed in the response.**

### i) **Representations and Certifications**

This document must be submitted as a separate attachment with RFP proposal response. Template is included as an attachment with this RFP. Provide as applicable below.

If registered with [www.SAM.gov](http://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. **This information must be provided for all entities identified as co-grantees in the proposal.**

### j) **Co-Grantee Agreements.**

Not Applicable to this RFP.

### k) **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 subcontractor identified in the RFP response, the following documentation must be provided:

- a) RFP/Q Solicitation detailing issue and response dates.
- b) Bid list or copy of the advertisement.
- c) Awarded Applicant(s) response.
- d) The summary document detailing all respondents and scores/rankings.



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If the Applicant intends to utilize subcontractors, the Awarded contractor must also disclose the following for each subcontractor at the time of application to this RFP.

- e) The legal business name; address; telephone number; a description of subcontractor's organization and the services it will provide; and information concerning subcontractor's ability to provide the Contract Activities.
- f) The relationship of the subcontractor to the Contractor.
- g) Whether the Contractor has previous working experience with the subcontractor. If yes, provide the details of that previous relationship.
- h) A complete description of the Contract Activities that will be performed or provided by the subcontractor.

Applicant's response must be composed of a separate document and **include CAS 2025 Subgrantee Proposal** in the attachment's title. Acceptable file formats are MS Word or PDF.

### C. Changes in Proposal Requirements

DESC may make changes to the requirements of this RFP as it is necessary. Such changes will be in writing, issued by DESC and will be publicized or sent to applicants who have formally identified themselves as potential vendors. 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.

#### Table of Contents

##### A. **Proposal Response**, required.

- 1) Summary
- 2) Qualifications
- 3) Performance History
- 4) Administrative Capacity
- 5) Service Delivery Description
- 6) Price Proposal using **Table 2: CAS 2025 RFP Price Proposal Form**, required.

##### B. **Financial Fit/Capacity Attestation**, required.

##### C. **DESC Cover Sheet (Form A)**, required.

##### D. **Representation and Certifications** required.

##### E. **Co-Grantee Agreements**. (not applicable).

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



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### E. Submittal Instructions

1. Proposals must be received electronically on or prior to the exact date and time detailed herein.
2. Attachments should be of good copy, quality, and legible.
3. Do not include embedded links to external information in proposal submissions. Links to external information provided in response to this RFP will not be evaluated.
4. Responses must be received no later than **July 7, 2025 at 5:00 PM (EST) by email to: [Procurement@detempsol.org](mailto:Procurement@detempsol.org)**. Files submitted via email must not exceed 25 MB.
5. To be properly received, Email Subject line must include **Response to CAS 2025 RFP**

**Important Note:** Allow ample time to submit your proposal. DESC strongly encourages submitting at least 24 hours / one business day prior to due date above. DESC will not extend the submission deadline due to technical issues or outages.

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

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

### F. Changes in Facts

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

### G. Communications

Applicants must submit all inquiries related to this RFP in writing to [procurement@detempsol.org](mailto: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.



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Applicant's response will be evaluated in accordance with the criteria listed below. DESC reserves the right to award or reject funding for a proposal. Decisions regarding applicant proposals are the final determination of DESC.

| CATEGORY   |                              | MAXIMUM POINTS POSSIBLE |
|--|------------------------------|-------------------------|
| A.   | Summary                      | 5                       |
| B.   | Qualifications               | 10                      |
| C.   | Administrative Capacity      | 25                      |
| D.   | Performance History          | 20                      |
| E.   | Service Delivery Description | 60                      |
| F.   | Price Proposal               | 80                      |
| G.   | Financial Fit/Capacity       | Pass/Fail               |
| TOTAL MAXIMUM POINTS – Written and Video Proposals |                              | 200                     |

### 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. Requests for Feedback and Information

A request for information related to this request for proposals can be made in writing via email to [procurement@detempsol.org](mailto:procurement@detempsol.org). Include FOIA Request in the subject line. Describe the records you seek and the format (hard copy or electronic). Provide the Requestor's name, email address, physical street address and contact phone number.

### K. 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.



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

### **L. 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.

### **M. 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.

### **N. 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 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 costs, technical, or other revisions of their proposal that may result from negotiations.

### **O. Terms and Conditions**

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