REQUEST FOR PROPOSALS (RFP)

for

Behavioral Assessment and Referral Services

ISSUE DATE: February 21, 2023

RESPONSES DUE: March 23, 2023

AWARD NOTIFICATION: April 3, 2023

City of Detroit
Michael E. Duggan, Mayor
Nicole A. Sherard-Freeman, Group Executive Jobs, Economy & Detroit at Work

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.

BIDDING INFORMATION	
Issue Date:	**February 21, 2023**
Questions Deadline:	**February 28, 2023 at 5:00PM (EST)** All questions should be received in writing via email to procurement@detempsol.org. To be properly received, Email Subject line must include: **Questions for BARS RFP** DESC will provide a response to all companies/individuals that requested an RFP via email upon completion of responses.
Response to Questions:	**March 3, 2023 at 5:00PM (EST)** Responses to questions will be available at this link: **https://www.descmiworks.com/opportunities/rfps-and-rfqs/**
Proposal Due Date:	**March 23, 2023 at 5:00PM (EST)** Responses must be received electronically by email to: **procurement@detempsol.org**. • 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, Email Subject line must include: **Response to BARS RFP** • Proposal email submissions that include DESC staff will not be accepted. • Confirmations of proposals received will be provided within 48 business hours of receipt. **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.* **DESC WILL NOT ACCEPT PAPER/HARD-COPY OR LATE PROPOSALS.**
Award Notice:	The award notification is planned to be provided by **April 3, 2023**
Contract Start Date:	The contract period is scheduled to begin **as early as April 6, 2023**.

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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.

Detroit City Council approved the City's high-level plan for ARPA funds. The Final Rule to the Coronavirus State and Local Fiscal Recovery Funds (SLFRF) established by the American Rescue Plan Act (ARPA) permits a broad range of services intended to help disproportionately impacted communities and organizations who were further impacted by the COVID-19 public health emergency. **The JumpStart program** falls under the category of Negative Economic Impacts: Assistance to Unemployed or Underemployed Workers.

The JumpStart program will support individuals who have been out of the workforce and education program for 24 weeks or more and will provide them with incentives and additional support to increase the likelihood of success in the workforce. The JumpStart program is intended to be a temporary, supplemental means of support for program participants. Participants may remain in the program for up to 18 months as they complete their chosen educational, training, or work experience. Participants of this program will be individuals who have been disproportionately impacted by the negative economic impacts of the COVID-19 pandemic. JumpStart aims to mitigate the negative impact of the COVID-19 pandemic and reduce the barriers to employment that have prolonged a full and equitable recovery for those displaced from the workforce.

On behalf of the City of Detroit, DESC is seeking proposals from qualified applicants to provide behavioral assessment services.

DESC plans to award a minimum of 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 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 of this service, the proposing organization or individual must meet the following qualification:

Applicant must have at least **two (2) years'** experience providing services detailed in this request for proposal.

IV. SCOPE OF WORK

Background

DESC provides job seekers with basic career services (access to job readiness and job search workshops and tools, resource room, self-guided assessment tools, referrals to training and community resources, hiring events and other employment opportunities, etc.), and eligible job seekers with individualized services (in depth assessment and planning, career coaching and navigation, barrier resolution, financial assistance with occupational training, access to foundational skills or High School Equivalency training, intensive assistance connecting to employers, and financial coaching, etc.). Career Centers have adopted adopt a human-centered design, trauma-informed, and resiliency building approach, with support and technical assistance from DESC. They are equipped to meet job seekers where they are and provide holistic services and support that improve the ability of individuals to navigate the challenges that often come with poverty and structural and systemic racism.

Career Centers Locations:

Refer to Attachment A detailing Career Center Locations included with this RFP.

Human-Centered Design

DESC has adopted a Human-centered design (HCD) which takes account of how the career center system functions from the perspective of the person being served and designing or redesigning it to make it as user-friendly and accommodating as possible. HCD allows partners to work collaboratively with DESC to engage in a human centered design approach. This approach will include:

- A welcoming intake and person-centered approach that makes it easy for job seekers to access services.
- Service plans will be dictated by needs and goals of job seeker versus restrictions of funding sources.
- A well-defined system for referrals within and outside the Detroit at Work system: at a minimum this means a warm and effective hand-off1 and follow-up with customers referred to other partners.

Trauma-Informed and Resilience Building Practices

In Detroit or any other area impacted significantly by poverty and racism, a human-centered design must also include trauma-informed care practices. DESC expects awarded applicants to participate in training and implement trauma-informed and resilience building practices into their services and processes. These can include:

- Services designed or re-designed with customer input.

- Staff recognize and acknowledge previous trauma customers have experienced and work to avoid re-traumatization and build customer resilience.
- Trauma-Informed Principles such as safety, transparency and trustworthiness, peer support, collaboration and mutuality, empowerment, voice, and choice, and humility and responsiveness are implemented.
- Staff mental health and self-care is prioritized and there are resources available to support staff who have experienced secondary trauma.

Service Integration

DESC has integrated services eligible participants to maximize the use and impact of limited staff resources and ensure that all Career Center job seekers receive access to the same information and opportunities.

Business Services

The Detroit at Work system offers services to employers to help promote economic stability and growth in the city of Detroit. Career Centers goal is to prepare participants to meet hiring needs of employers through effective engagement, screening, and referrals of basic career services customers. Career Centers directly engage employers to connect participants to employment opportunities, and t participate in all employer coordination efforts and guidance led by DESC. Career Centers are responsible for ensuring they have up to date information on customers' skills, interests, and experience. They inform and connect customers to job opportunities advertised via the Detroit at Work Online Community, as well as other platforms. They are responsible for assisting participants to develop the skills and knowledge required to successfully obtain an opportunity. Career Centers will assist participants in utilizing DESC's online community that features technology-enabled job matching, so that the participant is informed about all job opportunities, including those developed by other Career Centers.

Collaboration and Partnership

DESC is committed to promoting continuous improvement, collaboration, and communication across the system and between DESC and its contracted partners. DESC and Career Center providers use data to drive decisions, modifying its approach and assumptions as needed. DESC is committed to working with awarded applicants to develop reasonable goals and monitor progress to share successes and challenges and strategy and goals as needed. While we seek to foster collaborative and equal partnerships with Career Center providers, it is also important to note that DESC has an obligation to the MWDB and State of Michigan to adhere to program requirements, achieve performance outcomes and monitor contracted providers for compliance with funder requirements. In some instances, those responsibilities will take precedence. Still, we are committed to viewing awarded applicants as critical and equal partners that offer expertise on effective methods for service delivery.

Eligible and Prioritized Populations

Career Centers offer basic career services to the general public and individualized services to job seekers that are eligible and prioritized as defined by funding sources. DESC intends to provide services to participants, that include veterans, public assistance recipients, residents with a criminal background,

single mothers, and families with young children, disengaged workers and residents with basic skills deficiencies, and/or lack high school diplomas or GEDs including English Language Learners, homeless individuals, older workers, members of minority racial or ethnic groups.

Jumpstart Program Overview

The intent of JumpStart is to take a first of its kind approach, utilizing grassroots, community organizations to reach out to the long-term unemployed, enroll them, and mentor them for up to 18 months toward successful completion of their training, or successful job placement. JumpStart participants will be directed to enroll in employment and training opportunities in the City of Detroit while working with career coaches, IDO resource navigators and Behavioral Health Screeners (BHS) to ensure their success in the program. In addition to their training or work experience, JumpStart participants will be required to complete mental health assessments, job readiness training, financial literacy workshops, and will receive supplemental stipends to assist with housing, transportation and/or childcare costs, which are all common barriers to labor force participation for Detroiters. The mission of JumpStart is to perform meaningful outreach to disconnected workers and provide them with mentoring, barrier removal support and monetary support to help them upskill into a good paying job.

Program Goals and Objectives – Barrier Resolution

DESC is seeking a service provider with experience assisting underserved populations and communities of color and poverty resolve barriers.

A goal of barrier resolution is to help participants work through challenges they may be encountering in their life. An objective of the Jumpstart program is to assess each Jumpstart participant regarding behavioral wellness and determine whether behavioral or mental health barriers exist that may prevent a participant from being successful in completing the Jumpstart program.

The ability to connect that participant to a qualified Behavioral Health provider (Referral Partner) for additional support and counseling is essential.

Pre assessments will be administered by Behavioral Health Screener (BHS), assigned at each of our Detroit at Work Centers, and will make referrals to behavioral health specialists to provide support, as required. Post assessments will be administered to measure progress and determine participant's status that will allow continued progress in Jumpstart programming towards employment.

Applicants to this RFP will have established partnerships with community-based behavioral health organizations that are able and have capacity to receive referrals for support and counseling. Data collection, tracking reporting of participant progress will be required to monitor a participant's status and improvement.

Awarded Applicant will be expected to assign staff that exhibit the following attributes:

1. **Empathy**. Demonstrate ability to identify with and understand another person's experience and point of view.
2. **Active listening.** Ability to determine the participant's exact concerns to better help them; build trust, establish a good relationship and convey respect.

3. **Critical thinking.** Utilize critical thinking skills to evaluate facts to identify the best solution or referral resources. Make educated judgments, locate the greatest resources, and build advantageous strategies to serve the participant without bias.
4. **Cultural competence.** Have ability to serve their clients with sensitivity to their diverse and potentially underrepresented perspectives.
5. **Patience**. Demonstrating patience and perseverance while assessing a participant's challenges. Avoid hasty decisions that can lead to poor outcomes for participants.
6. **Communicate** with health providers and professionals.
7. **Emotional Maturity.** Demonstrate good judgment, integrity, tolerance of differing points of view and beliefs, and commitment to customer service.

Behavioral Health Assessment and Referral Service Requirements

The awarded applicant will be responsible for the following functions:

1. **Staffing**: Provide behavioral health staff assignment at each Career Center Location indicated in this RFP.
2. **Assessments:** Provide a programmatic process to evaluate completed assessments, make determinations and communicate to participant recommended level of care, as needed. Refer participants, as required to professional health practitioner as required, to assist participants remove barriers to employment. Conduct pre and post care assessments, as needed.
3. **Service:** Provide a programmatic process to support participants to resolve behavioral or mental health barriers by connecting them to a qualified clinical provider.
4. **Follow up:** Have ability to document and manage, track and maintain status of participant progress; document status pre and post referral activities; conduct follow up regularly to maintain current and accurate status of participants. Re-determine participant status related to recommendation to proceed further in program activities related to this RFP.
5. **Referral Services:** Must have established working relationships with individuals or organizations qualified and licensed to provide counseling or professional behavioral or mental health support to participants. Awarded contractor must meet referral demand, as required. Awarded contractor must refer participants to community health partners with consent of participant. Upon consent, participants must be referred to professional services within 24 hours. Urgent requests or high-risk situations must be addressed immediately.
6. **Compliancy:** Awarded contractor must comply with HIPPA. Data and information obtained must be treated and protected as private and confidential.
7. **Human Center Design Approach:** Adopt and provide services aligned with a HCD approach.
8. **Trauma-Informed Care:** Receive and acquire training, understanding and implement TIC approach as determined by DESC.
9. **Collaboration:** Collaborate fully with the DESC and Career Center Services staff; Detroit at Work partners as coordinated by DESC responsible for oversight and success of program deliverables.

Behavioral Health Screener and Provider Qualifications

Behavioral Health Screeners (BHS) and providers must have education, training, experience and capacity in social work, conflict de-escalation, and trauma-informed care and apply those principles in daily work with participants and co-workers.

Minimum Requirements for BHS and Professional Referral Staff

BHS Education requirements may align with one of the following options:

1. MA with at least 2 years FT post degree in mental health or social work
2. LPC: License/Certified professional counselor with at least 2 years of experience
3. Master level Psychologist with at least 2 years of experience

Behavioral Health Provider (referral agent administering Professional Service)

- Must have at least 5 years of experience in mental and behavioral health
- Must have certification, licensure in the state of Michigan to provide professional services described in the Scope of Work detailed in this RFP.

Other Requirements

The Awarded Applicant will also be responsible for adhering to the following requirements:

1. Identify need for external resources and facilitate partner referrals in coordination with career center staff.
2. Assessments reviews must be conducted within twenty-four (24) hours.
3. Track referrals to community-based, behavioral, and mental health providers. Collect data and report outcomes through completion of referral events, as required.
4. Assign and maintain sufficient BHS staff at each DESC Detroit at Work location during normal operating days and hours. Service location(s) are subject to site visits and/or inspection.
5. Manage workflow and maintain sufficient staff levels to successfully serve program participants.
6. Complete timely and accurate data collection. Document participant activities within two (2) business days of activity. Documentation may include utilizing DESC-designated reporting tools and systems to provide service updates and outcomes, performance, and status reports, and case notes. DESC will provide access to and cover the costs of these tools.
7. Adhere to DESC's guidelines for marketing and branding.

<u>Outcomes and Performance Measures</u>

Provider will be held accountable for outcomes and performance measures as negotiated with DESC. The awarded contractor must meet the following performance measures to be successful:

- Achieve 100% assessment review rate. Rate will be computed based on assessments referred and reviewed within a 24-hour period.

- Achieve 90% Assessment determination rate. Assessment determination rate is based on the number of reviews completed and determinations documented.
- Achieve 70% Customer satisfaction rate 70% for assessments and support. Satisfaction rates will be validated by surveys administered by DESC or its contracted partners.

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 <u>prior to</u> 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.

<u>DEFINITIONS</u>

[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, Change 1. Please see https://app.leo.state.mi.us/ppg/file-download.html?file_id=664 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 **vendor** contract. **The period of performance will be for a minimum of twelve (12) months and will not be earlier than <u>April 6, 2023,</u> or later than <u>March 5, 2024</u>**.

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 two (2), one (1)-year 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 28, 2023, at 5:00PM (EST)** to procurement@detempsol.org.

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

Responses to questions will be available at this link by **March 3, 2023 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

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. Information detailed below must be provided for all entities identified as co-grantees in the proposal.

Note: Applicants to this RFP are highly encouraged to submit clearance requests to the City of Detroit as soon as possible to ensure that documents are received timely. If recommended for an award of this contract, funding provisions require clearances to be obtained prior to executing a contract related to this RFP.

1. **Table of Contents** (listing all documents submitted for response to this RFP)
2. **Proposal Response**

   Items 2.a-2.e. must be composed in a single document and entitled **BARS RFP Response**. Acceptable document formats are MS Word or PDF.

   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.). Each page should be numbered in this format '*n of N*'.

   The Proposal response should be composed in response to the following inquiries and requests:

   a) Summary

   Provide no more than a one (1)-page summary that outlines your entity's years of experience and background/history providing behavioral assessment and referral services for non-profits of a similar size/nature to DESC.

   b) Qualifications

   The applicant shall provide the following information that describes qualifications to successfully carry out activities described in the RFP. This information must be provided by all entities identified as co-grantees in the proposal.

   i. **Describe** your experience providing behavioral assessment and referral services described in the scope of work, that assist underserved populations and communities of color and poverty resolve barriers during the past two (2) years.

   ii. **Attach resumes** for current staff that will provide behavioral health screeners that

will review assessments and make related determination for assistance as detailed in this RFP. Resume should detail number of years providing assessment and determination activities, experience, education, licensure/ certifications, skills, as applicable.

iii. **Describe** how and frequency your organization provides on-going support and training to staff to strengthen skill sets related to the seven (7) attributes listed in the scope of work (empathy, active listening, critical thinking, cultural experience, patience and emotional maturity).

c) Service Delivery Description

The applicant shall provide the following information that describes a service delivery model for the stated Scope of Work that will be used if awarded a contract related to this RFP.

The following questions are related to the **Scope of Work, Behavioral Health Assessment and Service Requirements section.**

i. As it relates to Assessments, acknowledge your understanding of, and capacity to assess, determination level of care needed and communicate recommendation to the participant.

ii. As it relates to Service, describe your process to connect participants to a qualified clinical provider detailed in the scope of work.

iii. As it relates to Follow-up, describe how a participant's progress will be managed to track and maintain status of a participant after referral to a qualified clinical provider.

iv. As it relates to Referral Services, provide three (3) statements from clinicians that Respondent may use to refer participants if awarded a contract related to this RFP. Statements, Memorandums of Understanding (MOU) or letters must:

- Be signed by a state of Michigan licensed clinician.
- Indicate areas of clinical or counseling expertise.
- Indicate capacity to accept new patients.

v. Describe how Human Centered Design elements will be implemented in service delivery.

vi. Describe how trauma-informed, or resilience-building practices will be integrated in service delivery.

d) Performance History

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

1. **Provide** two (2) to three (3) examples with descriptions of completed projects for organizations with similar size and needs as DESC. For each example, **detail** the

organization, dates of service/contract, scope of services requested and applicant's resulting accomplishments/outcomes.

2. **Provide** customer references for organizations listed above (d.1.); include names, mailing addresses, email addresses, and contact numbers.
3. **Contract Termination Information. Indicate** if Applicant's has had a contract terminated for any reason within the last five (5) years?
4. **Claims or Lawsuits. Indicate** if any claims or lawsuits brought against the individual or organization proposing service within the last five (5) years.

e) Administrative Capacity

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

1. **Attach** Organizational Chart detailing current key staff and reporting structure
2. Briefly **describe** applicant's business software, applications and automated tools; describe utilization, proficiency/skill with business software; applications and hardware technology used to perform, manage, and monitor funding and programmatic data.
3. **Data Collection and Reporting. Describe** staff resources assigned to track and document participant progress, conduct data collection and reporting.
4. **Describe** your process for complying with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and protect sensitive participant personal information (electronic and hard copy)
5. **Describe** how Applicant will comply with necessary reporting and requirements in a timely manner.
6. **Fiscal Capabilities. Describe** capability of staff responsible for invoicing and financial management activities.
7. **Describe** how Applicant will collaborate effectively with assigned DESC staff responsible for monitoring achievement of key outcomes.
8. **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).

f) Price Proposal.

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.

DESC reserves the right to select proposals from the most responsible applicants with the most reasonable costs. DESC also reserves the right to select multiple firms to perform all or separate parts of this function. DESC will consider cost-effectiveness and projected outcomes in scoring applications.

Applicants should provide an all-inclusive hourly rate for services. Rate should include all costs inclusive of materials, equipment, and related costs, etc. required to provide services described in the scope of work.

i. Provide cost per hour to provide behavioral assessments as described in the scope of work.

ii. Provide referral cost per hour for provision of professional clinical services to participants.

If a contract is entered into as a result of this RFP, it will be a vendor contract to provide all requested services, inclusive of all related costs and may not exceed the rate quoted in the proposal.

3. Financial Fit and Capacity Response

Financial Fit and Capacity section of the proposal response must be composed in a separate document and submitted as an attachment with RFP proposal response. **Include Financial Fit in the attachment's title**. Acceptable file formats are MS Word, MS Excel or PDF**.**

Financial Fit and Capacity response 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 provide **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.

Options	Statement	Years:		
1	Balance Sheet and Income Statement	2021	2020	2019
2	Tax Returns	2021	2020	2019
3	Audited financial statement *	2021	2020	2019

* Required if the agency has more than $750,000 or greater in federal funds.

Note*:* Provide a summary explanation if financial information cannot be provided from options stated above.

4. 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 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.**

5. **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, 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.**

6. **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. Agreement response must be composed in a separate document and **include MOU Agreement in the title of the file.**

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

   Agreement 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. **This information must be provided for all entities identified as co-grantees in the proposal.**

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.

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 publicized or sent to applicants who have formally identified themselves as a potential vendor. 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. The following elements should be submitted separately. Document responses 1-7 together and listed below **should not** be compiled into a single PDF document.

1. **Table of Contents**
2. **Proposal Response,** required
   a. Summary
   b. Qualifications

c. Service Delivery Description
d. Performance History
e. Administrative Capacity
f. Price Proposal *(provide as a separate document)*, required

3. **Financial Fit/Capacity,** required
4. **DESC Cover Sheet (Form A),** required
5. **Representation and Certifications,** required
6. **Co-Grantee Agreements.** (if applicable)
7. **Subgrantee and/or subcontractor Agreements** (if applicable)
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 **March 23, 2023, at 5:00 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 BARS RFP**

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 business 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. 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.

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 programs will be evaluated 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.

CATEGORY		**MAXIMUM POINTS POSSIBLE**
A.	Summary	**5**
B.	Qualifications	**10**
C.	Service Delivery Description	**30**
E.	Performance History	**10**
E.	Administrative Capacity	**20**
F.	Price Proposal	**25**
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 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/wp-content/uploads/2018-06-22-DESC-General-Contract-Terms-and-Conditions.pdf.

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 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 Article[1]

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.

Attachment A: Career Center Service Locations

Current Detroit at Work Career Centers

Detroit at Work Career Center ZIP Code Territories*

1. **24424 W McNichols** Detroit, 48219 (Development Centers)
2. **18100 Meyers** Detroit, 48235 (SERCO/Goodwill)
3. **14117 E Seven Mile** Detroit, 48205 (Ross Innovative Employment Solutions)
4. **18017 E Warren** Detroit, 48224 (Payne Pulliam School)
5. **5901 Conner (WCCCD)** Detroit, 48224 (Downriver Community Conference)
6. **2470 Collingwood** Detroit, 48206 (JVS Human Services / Equus Workforce Solutions)
7. **2835 Bagley** Detroit, 48216 (Southwest Economic Solutions)
8. **9301 Michigan Ave** Detroit, 48210 (SERCO, Inc.)
9. **16427 W Warren** Detroit, 48228 (ACCESS)

DETROIT AT WORK℠
YOUR JOB SEARCH STARTS HERE