

REQUEST FOR PROPOSALS (RFP)

for

Career Navigation Web Application Development Services



ISSUE DATE: August 31, 2022

RESPONSES DUE: October 10, 2022

AWARD NOTIFICATION: November 31, 2022

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



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BIDDING INFORMATION	
Issue Date:	August 31, 2022
Questions Deadline:	<p>September 14, 2022, at 5:00 PM (EST)</p> <p>All questions should be received in writing via email to procurement@detempsol.org.</p> <p>To be properly received, <u>Email Subject line must include:</u></p> <p style="text-align: center;">Questions for CNAV 2022 RFP</p> <p>DESC will provide a response to all companies/individuals that requested an RFP via email upon completion of responses.</p>
Response to Questions:	<p>September 19, 2022, at 5:00 PM (EST)</p> <p>Responses to questions will be available at this link: https://www.descmiworks.com/opportunities/rfps-and-rfqs/</p>
Proposal Due Date:	<p>October 10, 2022 at 5:00 PM (EST)</p> <p>Responses must be received electronically by email to: procurement@detempsol.org.</p> <ul style="list-style-type: none"> Files submitted via email must not exceed 25 MB. Do not include embedded links to external information in proposal submissions. Links provided in response to this RFP will not be evaluated. To be properly received, <u>Email Subject line must include:</u> <p style="text-align: center;">Response to CNAV 2022 RFP</p> <ul style="list-style-type: none"> Proposal email submissions that include DESC staff will not be accepted. Confirmations of proposals received will be provided within 48 business hours of receipt. <p>Please note: Allow ample time for submitting your proposal. DESC strongly encourages submitting at least two (2) business days prior to due date above. DESC will not extend the submission deadline due to technical issues or outages.</p> <p>DESC WILL NOT ACCEPT PAPER/HARD-COPY OR LATE PROPOSALS.</p>
Applicant Interview/ Demonstrations	<p>Applicants should HOLD November 1st, 2nd and 3rd (9am-3pm)</p> <p>DESC will host Demonstrations on an INVITE ONLY basis with those organizations selected as finalists during the review process. Finalists will be notified by email upon completion of written proposal evaluations regarding presentations (scenarios, length, location, materials, etc.)</p>
Award Notice:	The award notification is planned to be provided by November 31, 2022.
Contract Start Date:	The contract period is scheduled to begin December 1, 2022.



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

In July 2019, the MWDB and DESC, known collectively as Detroit at Work, launched a re-designed public workforce system. This included expanding from 3 to 9 Career Centers; doubling the number of youth service locations; physical co-location of federally funded programs with a common intake process; a centralized call center that serves as a single point of entry to our system; expansion of technology-enabled and web-based services; and integration of on-site financial coaching services. In addition, one of the most critical components of the new system has been reorienting program delivery through a Human-Centered design lens that puts the customers' needs at the center of service delivery.

DESC is seeking proposals from qualified individuals and/or firms to provide as needed web application development services for DESC, the MWDB, Detroit at Work career centers and other workforce partners across a wide range of programs and activities.

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 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:



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- All required licenses, bonding, equipment, and identified core personnel necessary to perform the work as required in the RFP;
- Documentation of the business structure (e.g. corporation., LLC, sole proprietor, partnership, etc.) you have registered to conduct business; and
- Personnel policies and procedures demonstrating compliance with Equal Employment Opportunities requirements, Americans with Disability Act, and Drug Free Workplace and Byrd Anti-Lobbying Act.

Applicants must assure the ability to comply with all applicable laws and regulations, as well as the nondiscrimination and equal opportunity provisions of 29 C.F.R. § 38.25, if awarded a contract and remain in compliance for the duration of the award.

Applicants must be financially and operationally stable and must possess sufficient scale in terms of staff and other resources to support DESC throughout the term of a contract, if awarded as a result of this RFP.

- a) If a contract is awarded as a result of this RFP, Applicants must be able to comply with insurance requirements, as necessary based on the nature of the particular contract. Required coverage may include Commercial General Liability Policy (A \$3,000,000 per occurrence) with the following coverages:
 - Broad form property damage
 - Premises/Operations
 - Independent Contractors
 - (Blanket) Broad form Contractual
 - Personal Injury
- b) Workers' compensation insurance, as required by law,
- c) \$1,000,000 combined single limit automobile liability insurance, including hired and leased vehicles, owned and non-owned autos, and "no fault" coverage,
- d) Errors and omissions liability insurance with minimum limits of \$1,000,000 per occurrence and \$1,000,000 dollars aggregate,

To be considered for an award for this service, the proposing organization or individual must meet the following qualification:

Applicant must have at least **three (3) years** of experience providing requested services.

IV. SCOPE OF WORK

Summary

Career navigation technology continues to transform how people find jobs, and there is still work to be done to ensure all jobseekers have access to the best navigational tools.

Sophisticated job search databases and other career navigation tools are primarily marketed to white collar workers and those with four-year degrees. Unfortunately, as the career navigation landscape



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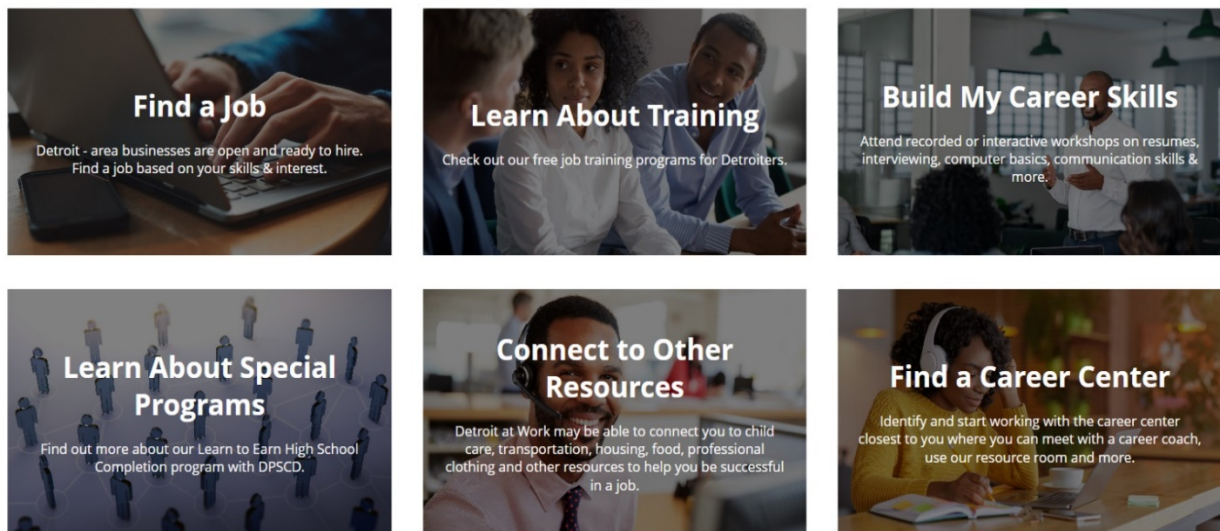
evolves, entry-level jobseekers, middle-skill workers, and underserved communities remain an afterthought.

In addition to inclusion and accessibility barriers, jobseekers are often ill-informed about the current job market, the skills and education required for specific jobs, and information about which jobs can lead to more lucrative and stable careers.

To support Detroiters at every stage of their career journey, Detroit Economic Solutions Corporation (DESC) seeks proposals from qualified applicants to create a human-centered career navigational tool (“tool”). DESC envisions a tool that encompasses the jobseeker's interests and strengths, provides personalized insights through user-friendly assessments, matches Detroiters with relevant opportunities, and allows jobseekers to map their own unique career path. Additionally, DESC views career navigation as a continuous journey. Once someone has found a job or begun training, we still want them to see benefit in continuing to engage with this tool as they progress through their career.

Detroit At Work

In its current state, the Detroit at Work portal offers several options upon login. As shown below, job seekers can search for current job openings, preview the array of available training opportunities and wrap-around support services, prepare for a job interview, or locate one of the nine Detroit at Work Career Centers.



Currently, the portal lacks the ability to offer job seekers personalized suggestions or guide them toward established career paths that align with their values and will offer greater economic opportunities.



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Career Navigation Tool Requirements

When changing jobs, reentering the workforce, or inquiring about current opportunities, DESC wants to position Detroiters to take informed first steps down a career pathway they are knowledgeable about and prepared for. To accomplish this, the Detroit at Work job portal must incorporate a welcoming, intuitive, and informative platform for Detroiters to learn about and chart paths toward jobs and careers.

Additionally, DESC believes that there is no one way to categorize a “good” job. This definition relies on the standards of the community members we serve. DESC aims to provide thoughtful resources and tools accessible to all who need them.

DESC envisions this tool being utilized by Detroit at Work customers at every stage of their career journey. Whether they wish to spend a little or a lot of time searching for their next opportunity, the tool must be adaptable and representative of the Detroit at Work community.

Key functions and characteristics of the preferred career navigation tool include:

- 1. Interactive Assessments** – To guide Detroit at Work customers to and through the first steps of their journey, the tool must come equipped with various assessments focused on behaviors, mindsets, hobbies, and preferences. These assessments will offer individualized suggestions and help the job seeker make informed decisions about which career pathways are an appropriate match.
- 2. Career Exploration** – Capabilities for jobseekers to make informed decisions about their next steps, the tool will highlight various career clusters, specific occupation titles, and the necessary skills to perform occupational duties. In addition, the tool should provide a complete picture of the job and industry landscape in which jobseekers are navigating. This includes data transparency surrounding industry insights, including which skills are sought-after by employers.
- 3. Personalized Insights** – As a result of information obtained through assessments and career exploration activities, the tool should provide personalized job, training, and support recommendations based on the individual’s data.
- 4. Goal Setting and Outcomes** – Personalized insights will allow jobseekers to make informed decisions about their next steps. Additionally, once there is a better understanding of which careers are of interest and what the journey to said career can look like, jobseekers must be able to set short- and long-term goals and map out their journey to a more beneficial career within the tool.
- 5. Human-Centered Design** – Human-centered design means looking at how the 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. DESC works to serve residents of the City of Detroit, which consists of people from myriad backgrounds and varying technological abilities. The development of this tool must incorporate human-centered design principles such as customer observations, prototyping, and testing such that there is high confidence the tool is accessible and intuitive for a wide range of Detroit at Work customers.



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6. **Data Security and Software Integration** – DESC utilizes various databases and software programs to monitor customer information and program metrics and to analyze labor market information. The tool must seamlessly integrate with DESC’s existing Salesforce-based CRM system and other public and private labor market information platforms to provide a seamless experience for customers. Furthermore, the tool must be able to incorporate qualitative and quantitative information from local stakeholders like employers and educational institutions, such as the skills required and wages paid by employers or the specific components of local training programs. There must be mechanisms to ensure that personal information in the tool is protected and secured.
7. **Metrics and Reporting** – As previously mentioned, DESC utilizes several streams of data to determine if current programming is reaching target populations and leading to career success. To continue in this fashion, the ability to track and analyze various metrics in real-time, such as user activity, interests, and progress is a crucial function of the career navigation tool.

Additional Requirements

Awardees must attend meetings throughout the contract period on a timeline agreed upon with DESC.

V. COOPERATIVE APPLICATIONS

If two or more organizations plan to share responsibility for carrying out the main work of the grant, then those organizations may partner as co-grantees with one organization being designated as the “lead”. However, each organization will be equally responsible for the performance and financial obligations. This relationship need not result in a new legal entity being formed, but some form of a contractual relationship must be documented and submitted that reflects the roles and responsibilities of the party.

If one organization will be responsible for the overall work of the grant, with other organizations performing separate and distinct functions to serve or aid that principal effort, then such other organizations must be procured by the prospective applicant as a subgrantee or subcontractor.

Subcontractors and subgrantees cannot be identified in a bid proposal response or bid proposal budget unless they were competitively procured for the intended purpose prior to the submission of the bid/proposal. The prospective applicant must ensure that the identified parties were properly procured, or the proposal must be rejected.

All professional qualifications required of the primary provider must also be met by any subcontractors, and these qualifications must be described in the proposal.

DEFINITIONS

[Grantees] Grantees are defined as “a recipient of funds under a grant or grant agreement. Synonymous with ‘Recipient’.

[Sub-grantees] Sub-grantee is synonymous with sub-recipient which means a non-Federal entity that receives a subaward from a pass-through entity to carry out part of a Federal program.

[Sub-contractors] A sub-contractor is a vendor that provides goods or services to the contractor.

(Please note: DESC’s procurement policy follows the guidelines set forth in the Workforce



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Development Agency, [Policy Issuance 19-30 Change 1](#). 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.

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-based** contract. **The period of performance will be for a minimum of twelve (12) months and will not be earlier than December 1, 2022, or later than November 30, 2023.**

Award amounts will be determined solely at DESC's discretion after review and evaluation of the proposals. If more than one contract is awarded pursuant to this RFP, the applicant acknowledges and understands that contract award amounts may differ between vendors and that the determination is made at DESC's sole discretion.

Based on performance during the initial contract period and contingent upon availability of funds, contracts may be extended for three (2) one-year (1) renewal options. Any renewal option exercised under this contract is effective only after approval by the DESC Board of Directors and/or the President, as required.

In the event that additional funds become available, DESC reserves the right to use such funds to select additional providers from proposal applications received in response to this RFP. If no funds or insufficient funds are appropriated to DESC, or if funding is otherwise unavailable during the period of payment due under the contract, then DESC, upon written notice to the vendor, shall have the right to amend or terminate the contract without any penalty or expense to DESC.

VII. PROPOSAL REQUIREMENTS

Accuracy and Completeness of Information: All information pertaining to the prospective applicant's approach in meeting the requirements of the RFP shall be organized and presented in the prospective applicant's proposal. The instructions contained in this RFP must be strictly followed.

Accuracy and completeness are essential. Omissions and ambiguous or equivocal statements will be viewed unfavorably and may be considered in the evaluation. Since all or a portion of the successful proposal may be incorporated into any ensuing contract, all applicants are further cautioned not to make any claims or statements that cannot be subsequently included in a legally binding agreement.

Ambiguous or inaccurate budget information is a basis for proposal disqualification.

VIII. RFP PROCESS AND PROCEDURES

A. Questions, Question Deadline and Responses to Questions

Should a vendor have any questions about this RFP or be in doubt as to the true meaning of any portion of this RFP or find any patent ambiguity, inconsistency, or omission herein, the prospective vendor must make a written request for an official interpretation or correction.

Prospective vendors are advised that no oral interpretation, information, or instructions provided by an officer or employee of DESC shall be binding upon DESC. DESC will only honor questions submitted in writing.



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All questions regarding the RFP shall be received by email no later than **September 14, 2022 at 5:00 PM (EST)** to procurement@detempsol.org.

To be properly received, Email Subject line must include **Questions for CNAV 2022 RFP**

Responses to questions will be available by **September 19, 2022 at 5:00 PM (EST)** and available at this link: <https://www.descmiworks.com/opportunities/rfps-and-rfqs/>

DESC does not guarantee a response to questions received after the question deadline. NO TELEPHONE CALLS WILL BE ACCEPTED.

ALL INQUIRIES MUST BE VIA EMAIL at procurement@detempsol.org.

B. Preparation of Proposals

DESC reserves the right to reject proposals that do not meet these requirements and they may not be evaluated. Do not include embedded links to external information in proposal submissions. Links provided in response to this RFP will not be evaluated. Applicants must provide written notice in the proposal of intent to take exception to any requirements of the RFP. Such exceptions may reflect negatively on the evaluation of the proposal. Information detailed below must be provided for all entities identified as co-grantees in the proposal.

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

Must be composed in a single document and entitled **CNAV 2022 RFP Response**. Acceptable document formats are: MS Word or PDF.

Page limits for the RFP response:

- Single applicant proposals are limited to fifteen (20)-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 (30)-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 attachments (resumes, organizational charts, etc.).

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*'. Proposal response should be composed as follows:

a) **Summary**

Provide no more than a two (2)-page summary that outlining your organization's background/history, number of years of experience providing web application development services similar to what has been described in the RFP scope of work. Include a brief description of modules and function for each.



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b) Service Delivery Description

The applicant shall provide the following information that describes a service delivery model for the stated Scope of Work.

Important Consideration: In responding to this section, applicant should propose a solution relative to information stated in the scope of work, past experience, current product offering and capabilities. In addition, Applicant should propose an innovative solution and state assumptions and/or technical requirements needed to accomplish proposed solution. **Applicants that attain “Finalist” status after an evaluation of written proposal responses will be invited to demonstrate their proposed solution’s functionality.**

1. Interactive Assessments

- A. Briefly **describe** your solution or module that will guide Detroit at Work customers to and through the first steps of their journey.
- B. **Attach** sample assessments that focus on behaviors, mindsets, hobbies, and preferences to assist in providing users individualized suggestion needed to make informed career pathway decisions.

2. Career Exploration

- A. **Describe** capabilities that jobseekers will be presented with to make an informed decision about their next steps. Include the type of information that is summarized or highlighted.
- B. **Describe** applicant’s system capabilities to provide results to jobseekers about a job or industry outlook upon inquiry.

3. Personalized Insights

Describe applicant’s system capabilities to provide results yielding personalized job, training, and support recommendations based on the individual’s data.

4. Data and Software Integration

- A. **Describe** applicant’s interface capabilities, in general.
- B. **Describe** applicant’s capabilities to push data. Provide technical requirements Applicant has to “push” data.
- C. **Describe** applicant’s capability to pull/request/accept data. Provide technical requirement Applicant has to “pull” data.
- D. **Describe** applicant’s constraints to interface with other systems, platforms, if any.
- E. For integration with other systems, **describe** options, tooling, and supported out-of-the-box integrations with any state-of-the-art integration/ETL (extract/transform/load) tools.



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- F. **Describe** the Vendor's level of experience with third-party integrations, both system-to-system as well as ETL tooling.
- G. **Estimate** resource requirements and costs for Vendor as well as DESC, for a typical integration effort, both system-to-system as well as ETL tooling.

5. Metrics and Reporting

- A. **Describe** applicant's reporting capabilities that will provide useful information related to determine usage.
- B. **Describe** applicant's reporting capabilities that will provide frequency-of-use information (time of day, demographics, etc.) for each stage/module accessed.
- C. **Provide** 2-3 sample reports that can be generated from Applicant's proposed solution.

6. Security

- A. **Describe** the Application's security from the platform's front/user side (e.g. MFA, SSO integration, etc.).
- B. **Describe** the Application's security backend (Physical and Datacenter security), including database security e.g. data-at-rest & in-flight.
- C. **Describe** the offered Support levels and costing for IT / Admin support with issues such as defect reporting, configuration, administration assistance; is it hours/month or open?
- D. **Describe** the platform's data backup & restore capabilities, procedures, who does backups & restores (vendor or us), disaster recovery plans, and required tools or apis.

7. Implementation

- A. **Describe** your overall implementation approach.
- B. **Inform** regarding implementation development times and costs (for DESC as well as the applicant's side) are included or costed, and how costed, for the initial release.
- C. **Estimate** Applicant's and DESC's development, admin, and support resources required to maintain and operate the platform, in FTE (Full time employee) #, or hours/month.
- D. **Describe** your project management methodology including how DESC leaders and staff will we be expected to interact with your implementation team?
- H. **Describe** your methodology for addressing issues, how should they be reported and timeframe in which problems can be expected to be resolved post implementation.
- I. **Describe** your methodology for determining the optimal phasing of the implementation, in terms of waves or groups of functionalities.
- J. **Describe** the work process utilized to ensure quality and timely completion of projects.



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- K. **Describe** the organization's process for fielding requests and managing project activities until completion.
- L. **Describe** your approach for providing ongoing support (post-implementation) throughout the ownership of the proposed software. This could include but not be limited to:
1. Post implementation/ongoing training
 2. Support for ongoing workflow and other configuration activities
 3. Help desk
 4. Break-fix
 5. Upgrades / patch management
 6. Provision of customized training materials that can be used to train new staff post-implementation
 7. Regular reviews of system configuration and performance
 8. Consultative services
 9. Provision of industry analysis or other educational content
 10. User community for sharing of best practices and feature suggestions
 11. User focus groups
 12. Warranty
 13. Describe your software licensing model
- M. **Confirm** that you will warrant that the system (software and all related interfaces) will operate as required, specified, and designed for a period of one (1) year after the system goes into production at the time of “Go Live.” Confirm further that you will be responsible for fixing, without charge and as quickly as reasonably possible, all technical errors (including programming, configuration, hosting, etc.) identified during this warranty period.
- N. **Confirm** that you will provide maintenance and support services for the system for a minimum period of 12 months after Go Live. Services must include development and application of all necessary software upgrades such as patches or revisions to correct software problems. System developer should provide regular software enhancements, ideally based on user requests and according to a predefined schedule. Such upgrades and enhancements should be thoroughly tested before installation. System developer will also provide support services related to the use of the system, including “Help Desk” support for functional, technical, and other issues related to the ongoing operation of the system. Maintenance and support will include the hosting environment (physical server environment, server software, etc.).
- O. **Confirm** that you will provide qualified personnel for system support and perform system maintenance within reasonable response times.



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c) **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 for all entities identified as co-grantees in the proposal.

1. Summarize your experience developing web application services.
2. Describe no more than two (2) situations where project deadlines could not be executed in accordance with the initial project plan and how you and your customers met these challenges.
3. Provide a minimum of two (2) URLs showcasing work Applicant has developed. Links to external information provided in response to this RFP must be from secure websites (https//).
4. Federal and State Funding Requirements. Describe any current or prior experience with WIOA and/or other federally funded workforce programs during the past three (3) years.

d) **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. **Attach** Resumes of Key Staff and Designers on your team that may be assigned to complete assignments for DESC. Information must include, as applicable::
 - a. Name.
 - b. Title.
 - c. Place of legal employment.
 - d. Education and Training.
 - e. Software application skills and years of experience staff has with software..
3. Describe process and methods to track project hours.
4. **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).

e) **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.



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2. Provide customer references for organizations listed above (in e.1), including 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.

f) **Price Proposal**

Bidders are requested to make a firm cost proposal to DESC. Please submit the chart below that shows all proposed rents due during the entire initial term of the lease.

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.

BEST AND FINAL OFFER (BAFO): A BAFO may be requested at the sole and exclusive discretion of the DESC. A BAFO or other alteration to original proposals submitted after the Proposal Due Date will not be accepted unless requested in writing by DESC.

Provide a budget narrative that encompass all expected costs associated with two implementations:

Implementation of only the required components and/or all proposed functionality (both required components and non-required components which you propose to offer), with logical sequencing / phasing explicitly described.

Please complete and submit Table 1: CNAV Total Ownership Costs (included with this RFP) **with Applicant's response.** Include / attach additional commentary or supporting documentation to support this table. Document all assumptions pertaining to costs proposal.

3. **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 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.



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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:

- RFP/Q Solicitation detailing issue and response dates.
- Bid list or copy of the advertisement.
- Awarded Applicant(s) response.
- 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.**

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.



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D. Submittal Information

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

1. **Table of Contents**
2. **Proposal Response**, required
 - a. Summary
 - b. Service Delivery
 - c. Qualifications
 - d. Administrative Capacity
 - e. Performance History
 - 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)

E. Submittal Instructions

1. Proposals must be received electronically on or prior to the exact date and time detailed herein.
2. Attachments should be of good copy, quality, and legible.
3. Do not include embedded links to external information in proposal submissions. Links to external information provided in response to this RFP will not be evaluated.
4. Responses must be received no later than **October 10, 2022 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 CNAV 2022 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 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.



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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	4
B.	Qualifications	15
C.	Administrative Capacity	10
D.	Performance History	10
E.	Service Delivery Description	35
F.	Price Proposal	20
G.	Financial Fit/Capacity	6
TOTAL MAXIMUM POINTS – WRITTEN PROPOSAL		100
H.	Interview/Application Demonstration	100
TOTAL MAXIMUM POINTS – ALL SCORES		200



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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. Include FOIA Request in the subject line. Describe the records you seek and the format (hard copy or electronic). Provide 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.

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.



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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 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.

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/about-us/work-with-us-rfps-rfqs/>.