

REQUEST FOR PROPOSALS (RFP)

for

Career Readiness and Exploration Services 2025



ISSUE DATE: October 6, 2025

RESPONSES DUE: November 7, 2025

AWARD NOTIFICATION: November 21, 2025

City of Detroit

Michael E. Duggan, Mayor

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

Mayor's Workforce Development Board

David E. Meador, Co-Chairperson

Dr. Darienne Hudson-Driver, Co-Chairperson

Detroit Employment Solutions Corporation

Alice Thompson, Chairperson

Dana Williams, President



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.



Career Readiness and Exploration Services 2025 RFP

Prospective Applicants without a valid city of Detroit Treasury clearance are encouraged to apply before the application deadline. A contract cannot be awarded as a result of this competitive bid process until compliancy is verified with the City Income Tax Ordinance. Refer to section VIII.B.10 in this RFP.

| BIDDING INFORMATION | |
|-------------------------------|---|
| Issue Date: | October 6, 2025 |
| Questions Deadline: | October 15, 2025 at 5:00PM (EST) All questions should be received in writing via email to procurement@detempsol.org . To be properly received, <u>Email Subject line must include:</u> <u>Questions for CRAES 2025 RFP</u> DESC will provide a response to all companies/individuals that requested an RFP via email upon completion of responses. |
| Response to Questions: | October 20, 2025 at 5:00PM (EST) Responses to questions will be available at this link: https://www.descmiworks.com/opportunities/rfps-and-rfqs/ |
| Proposal Due Date: | November 7, 2025 at 5:00PM (EST) Responses must be <u>received</u> electronically by email to: procurement@detempsol.org . <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> <u>Response to: CRAES 2025 RFP</u>Proposal email responses that include DESC staff will not be accepted.Confirmations of proposals received will be provided within <u>48 business hours</u> of receipt. Please note: Allow ample time for submitting your proposal. DESC strongly encourages submitting at least one business day prior to due date. 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 November 21, 2025 |
| Contract Start Date: | The contract period is scheduled to begin by December 1, 2025. |



Career Readiness and Exploration Services 2025 RFP

Prospective Applicants without a valid city of Detroit Treasury clearance are encouraged to apply before the application deadline. A contract cannot be awarded as a result of this competitive bid process until compliancy is verified with the City Income Tax Ordinance. Refer to section VIII.B.10 in this RFP.

Contents

| | | |
|--------------|---|-----------|
| I. | INTRODUCTION | 4 |
| II. | CONFID ENTIALITY | 4 |
| III. | ORGANIZATION QUALIFICATIONS..... | 4 |
| IV. | SCOPE OF WORK..... | 6 |
| V. | COOPERATIVE APPLICATIONS | 6 |
| VI. | AWARD, TERM AND RENEWAL INFORMATION..... | 10 |
| VII. | PROPOSAL REQUIREMENTS | 10 |
| VIII. | RFP PROCESS AND PROCEDURES..... | 11 |



Career Readiness and Exploration Services 2025 RFP

Prospective Applicants without a valid city of Detroit Treasury clearance are encouraged to apply before the application deadline. A contract cannot be awarded as a result of this competitive bid process until compliancy is verified with the City Income Tax Ordinance. Refer to section VIII.B.10 in this RFP.

I. INTRODUCTION

The Mayor's Workforce Development Board (MWDB) is directly responsible and accountable to the State of Michigan, Labor and Economic Development, Workforce Development (LEO/WD) for the planning and oversight of talent development programs in the City of Detroit. Designated by the MWDB, Detroit Employment Solutions Corporation (DESC) serves as the fiscal and administrative entity that provides workforce services to job seekers and employers. DESC's primary funding streams include Workforce Innovation and Opportunity Act (WIOA), Temporary Assistance to Needy Families (TANF) that funds Michigan's PATH (Partnership. Accountability. Training. Hope.) employment program, Food Assistance Employment and Training (FAE&T), Wagner-Peyser Employment Services (ES), and other public and private funding.

DESC 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.

DESC anticipates using funds from the American Rescue Plan Act of 2021 (ARPA), awarded to the City of Detroit through Coronavirus Fiscal Recovery Funds. Through this award ending June 30, 2026, DESC plans to administer ARPA resources to support Detroit's Summer Youth Employment Program and related initiatives.

On behalf of the City of Detroit, DESC is seeking proposals from qualified applicants to provide career readiness 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



Career Readiness and Exploration Services 2025 RFP

Prospective Applicants without a valid city of Detroit Treasury clearance are encouraged to apply before the application deadline. A contract cannot be awarded as a result of this competitive bid process until compliancy is verified with the City Income Tax Ordinance. Refer to section VIII.B.10 in this RFP.

Department of Revenue or Internal Revenue Service requirements.

Applicants must possess the following:

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

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

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

- a) If a contract is awarded as a result of this RFP, Applicants must be able to comply with insurance requirements, as necessary based on the nature of the particular contract. Required coverage may include Commercial General Liability Policy (A \$3,000,000 per occurrence) with the following coverage:
 - Broad form property damage
 - Premises/Operations
 - Independent Contractors
 - (Blanket) Broad form Contractual
 - Personal Injury
- b) Workers' compensation insurance, as required by law,
- c) \$1,000,000 combined single limit automobile liability insurance, including hired and leased vehicles, owned and non-owned autos, and "no fault" coverage,
- d) Errors and omissions liability insurance with minimum limits of \$1,000,000 per occurrence and \$1,000,000 dollars aggregate,
- e) Awarded Applicant shall be responsible for payment of all deductibles contained in any insurance required hereunder.
- f) Certificates of Insurance evidencing the required insurance coverage shall be submitted by the Awarded Applicant at the time it executes an Agreement or at such later time, prior to the commencement of any



Career Readiness and Exploration Services 2025 RFP

Prospective Applicants without a valid city of Detroit Treasury clearance are encouraged to apply before the application deadline. A contract cannot be awarded as a result of this competitive bid process until compliancy is verified with the City Income Tax Ordinance. Refer to section VIII.B.10 in this RFP.

services.

- g) The comprehensive liability insurance certificate and policy shall name the additional insured required by Section. Certificates of Insurance evidencing all required coverage's shall be submitted to the Detroit Employment Solutions Corporation, Procurement and Contracting Office, procurement@detempsol.org prior to the commencement of performance under an Agreement and at least fifteen (15) days prior to the expiration dates of expiring policies.
- h) The Awarded Applicant shall provide 30-day notice for early cancellation and notify DESC of any change in coverage or carriers for the above insurance and of any cancellation of said insurance.
- i) The Awarded Applicant shall cause all contracts and subcontracts under an Agreement resulting from this RFP if any, to require that the contractors, subcontractors, and subgrantees, if any, maintain all of the insurance required by this Article and that the liability insurance shall name as an additional insured DESC and the City of Detroit.

Additional Qualifications

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

- Applicant must have at least **five (5) years** of experience providing services detailed in this request for proposal.

IV. SCOPE OF WORK

A. Overview and Background

The Detroit Employment Solutions Corporation (DESC), in partnership with the Mayor's Office of Workforce Development and the Mayor's Workforce Development Board, seeks to engage qualified providers to deliver **Career Readiness and Exploration (CRAE)** services to youth and young adults, ages 14–24, residing in the City of Detroit.

The over-arching goal of this initiative is to ensure that Detroit youth are better prepared to understand and navigate the local career landscape, gain exposure to high-growth and high-demand industries, and acquire the skills and confidence necessary to pursue long-term employment and educational opportunities.

This effort aligns with DESC's vision of a comprehensive and integrated workforce development system in which all young people have access to educational support, work experience, and career development services that lead to sustainable careers and increased community engagement. CRAE programming is intended to complement and enhance DESC's broader youth workforce development investments, including summer youth employment, career pathway initiatives, and partnerships with schools and community-based organizations.



Career Readiness and Exploration Services 2025 RFP

Prospective Applicants without a valid city of Detroit Treasury clearance are encouraged to apply before the application deadline. A contract cannot be awarded as a result of this competitive bid process until compliancy is verified with the City Income Tax Ordinance. Refer to section VIII.B.10 in this RFP.

B. Required Services and Program Elements

The selected contractor will be responsible for designing and implementing a comprehensive CRAE program model. The program must be cohort-based, interactive, and designed to support participants in building career awareness, gaining exposure to the labor market, developing transferable skills, and engaging in meaningful work-based learning. At a minimum, the program must include the following required elements:

The respondent awarded as a result of this RFP must provide the following program delivery structure:

1) Program Delivery Structure

- a. Provide no fewer than 120 hours of structured, hands-on lessons and activities for each participant.
- b. Deliver services to at least two (2) cohorts during the contract period, with each cohort serving a minimum of 15 participants and no more than 25 participants.
- c. Operate services during out-of-school time, ensuring a frequency of three to five days per week throughout the program cycle.
- d. Maintain sufficient staffing, space, and resources to ensure consistent program delivery, including accommodations for youth with unique needs or barriers to participation.

2) Career Awareness and Exploration

- a. Introduce participants to a wide range of industries, occupations, and entrepreneurial opportunities through structured career awareness activities such as interactive workshops, guest speakers, industry panels, and virtual/augmented reality simulations (where applicable).
- b. Facilitate career exploration activities that connect youth's skills, interests, and goals to specific career pathways. Emphasis should be placed on high-growth, high-demand industries relevant to Detroit's economy, including but not limited to: information technology, advanced mobility, aviation, e-commerce, esports, industrial sewing, entertainment, and creative/marketing fields.
- c. Provide field-based learning opportunities such as Behind-the-Business tours, job shadowing, and college visits to expose participants to post-secondary and career options. Each participant must engage in at least one job-shadowing activity during the program.

3) Skill Development and Work-Based Learning

- a. Deliver structured training and workshops focused on core employability skills (e.g., communication, problem-solving, leadership, collaboration, digital/technical literacy, financial literacy, and time management).
- b. Integrate socio-emotional learning and resilience-building strategies to prepare youth to manage



Career Readiness and Exploration Services 2025 RFP

Prospective Applicants without a valid city of Detroit Treasury clearance are encouraged to apply before the application deadline. A contract cannot be awarded as a result of this competitive bid process until compliancy is verified with the City Income Tax Ordinance. Refer to section VIII.B.10 in this RFP.

stress, make sound decisions, and succeed in diverse work environments.

- c. Provide participants with paid work experience or other structured work-based learning opportunities that are aligned with their career interests. These experiences must allow youth to apply skills in real-world settings while receiving supervision and mentoring from industry professionals.
- d. Facilitate capstone projects for each cohort that enable participants to apply their learning, demonstrate competency, and showcase outcomes in a tangible format (e.g., presentations, portfolios, or digital showcases).

4) Mentoring and Support Services

- a. Provide intensive career coaching and mentoring to assist youth in identifying goals, tracking progress, and addressing barriers to success. Career coaches must maintain regular contact with each participant and document engagement through case notes.
- b. Offer support services and life skills workshops to help participants overcome barriers, access resources, and develop essential life competencies. At minimum, workshops must include financial literacy and banking awareness education, with the goal of ensuring youth understand budgeting, saving, and investing.
- c. Employ trauma-informed and resilience-building practices throughout program delivery to create a safe, supportive environment that promotes healing, empowerment, and self-efficacy.

5) Collaboration and Integration

- a. Collaborate with industry experts, employers, higher education institutions, and youth-serving organizations to maximize access to training, mentoring, and work opportunities.
- b. Coordinate services with the Michigan Works! system and other DESC programs (e.g., GDYT, WIOA-funded services, TANF, and FAE&T) to ensure seamless delivery, eliminate duplication, and support participant eligibility requirements.

C. Performance Measures, Deliverables, and Compliance

The contractor will be required to achieve the following performance standards and deliverables as a condition of contract compliance:

1) Enrollment and Completion

- a. Enroll and serve the required number of participants as specified in the contract.
- b. Ensure that at least 85% of enrolled youth complete the program successfully, as measured by attendance and participation.

2) Career Readiness Outcomes



Career Readiness and Exploration Services 2025 RFP

Prospective Applicants without a valid city of Detroit Treasury clearance are encouraged to apply before the application deadline. A contract cannot be awarded as a result of this competitive bid process until compliancy is verified with the City Income Tax Ordinance. Refer to section VIII.B.10 in this RFP.

- a. At least 80% of participants will demonstrate improved career awareness and understanding of education/training requirements (measured through pre- and post-program assessments).
- b. At least 70% of participants will report intent to pursue post-secondary education, advanced training, or employment in high-growth, high-demand industries.
- c. All participants will complete a career readiness portfolio documenting skills gained, experiences completed, and career goals identified.

3) Program Deliverables

- a. Facilitate capstone projects for each cohort that summarize participant learning outcomes and provide opportunities for applied skill demonstration.
- b. Submit timely and accurate reports and data in alignment with DESC's reporting schedule, including enrollment, attendance, credential attainment, work experience placements, and participant outcomes.
- c. Attend all scheduled meetings with DESC and actively participate in collaborative sessions with DESC-approved partners and vendors.
- d. Enter participant data into DESC's workforce information management system within five (5) business days of enrollment, service delivery, or outcome achievement.

4) Compliance and Monitoring

- a. Maintain full compliance with DESC's contract requirements, policies, and monitoring protocols.
- b. Participate in scheduled contract monitoring, including reviews of program files, participant interviews, and fiscal audits.
- c. Implement corrective action plans if required by DESC and demonstrate timely improvement.

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



Career Readiness and Exploration Services 2025 RFP

Prospective Applicants without a valid city of Detroit Treasury clearance are encouraged to apply before the application deadline. A contract cannot be awarded as a result of this competitive bid process until compliancy is verified with the City Income Tax Ordinance. Refer to section VIII.B.10 in this RFP.

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.

DESC conducts procurements in a manner providing full and open competition in accordance with 2 CFR 200.319 and PI 24-36 [Policy Issuance 24-36](#).

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.

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 no more than four (4) additional, one (1)-year renewal options unless otherwise authorized by statute. Initial plus renewal options may not exceed sixty (60) months. 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.



Career Readiness and Exploration Services 2025 RFP

Prospective Applicants without a valid city of Detroit Treasury clearance are encouraged to apply before the application deadline. A contract cannot be awarded as a result of this competitive bid process until compliancy is verified with the City Income Tax Ordinance. Refer to section VIII.B.10 in this RFP.

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

DESC conducts procurements in a manner that provides full and open competition in accordance with 2 CFR 200.319 and Michigan LEO Policy Issuance 24-36.

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 **October 15, 2025, at 5:00PM (EST)** to procurement@detempsol.org.

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

Responses to questions will be available at this link by **October 20, 2025 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 and Proposal Response

DESC reserves the right to reject proposals that do not meet these requirements and they may not be evaluated. This solicitation constitutes a Competitive Proposal Method as defined in 2 CFR 200.320(d). Awards will be made to the offeror(s) responsible whose proposal is most advantageous, considering price and other factors.

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.



Career Readiness and Exploration Services 2025 RFP

Prospective Applicants without a valid city of Detroit Treasury clearance are encouraged to apply before the application deadline. A contract cannot be awarded as a result of this competitive bid process until compliancy is verified with the City Income Tax Ordinance. Refer to section VIII.B.10 in this RFP.

1. **Proposal Response**

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

Page limits for the RFP response:

- Single applicant proposals are limited to Twenty (30)-pages; double-spaced using a 12-point font unless stated otherwise in the preparation directions.
- Co-applicant proposals are limited to Thirty (30)-pages; double-spaced using a 12-point font unless stated otherwise in the preparation directions.
- **Page limits do not apply to** financial documents, technical response, price proposal, subgrantee and/or subcontractor agreement documents or required attachments (exhibits, resumes, organizational charts, etc.).

Proposal response should be composed as follows:

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

1) **Summary**

Provide a one (1) page summary that outlines Organization's background and history.

2) **Qualifications**

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.**

- a) Describe the number of years and experience providing products/services to public agencies, non-profit organizations, federal grant recipients and organizations of similar scope and size.
- b) Describe three (3) examples of previous work designing and implementing career readiness and exploration services.
- c) 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).

3) **Performance History**

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

- a) **References.** Provide at least three (3) customer references that your company provided similar services (as described in this RFP scope of work), by your company- who can attest to the qualifications presented in this bid.
- b) **Customer Reference Detail.** Provide contact information for each customer reference listed above. Contact information should include: Customer name; site address, city, zip code; contact telephone number and/or email address.



Career Readiness and Exploration Services 2025 RFP

Prospective Applicants without a valid city of Detroit Treasury clearance are encouraged to apply before the application deadline. A contract cannot be awarded as a result of this competitive bid process until compliancy is verified with the City Income Tax Ordinance. Refer to section VIII.B.10 in this RFP.

- c) **Describe** no more than two (2) situations where project deadlines could not be executed in accordance with an initial project plan and how you and your customers met these challenges.
- d) **Contract Termination Information.** Indicate if Applicant's has had a contract terminated for any reason within the last five (5) years?
- e) **Claims or Lawsuits.** Indicate if any claims or lawsuits have been brought against the individual or organization proposing service within the last five (5) years.

4) Administrative Capacity

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

- a) **Attach** Organizational Chart detailing current key staff and reporting structure.
- b) **Describe** your proposed staffing plan for this project. Your description should identify specific positions for personnel that are **currently in place**.
- c) **Attach** Resumes of Key Staff on your team that may be assigned to complete assignments for DESC. Information must include, as applicable:
 - Name.
 - Title.
 - Place of legal employment.
 - Education and Training.
 - Experience.
 - Detailed services the key staff may be expected to provide for this proposal.
- d) **Provide/attach** job descriptions for any positions for personnel that need to be hired.
- e) **Describe** process and methods to track project hours.

5) Service Delivery Description

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

The applicant shall provide the following information related to Career Readiness and Exploration Services that describes their ability to achieve stated requirements and objectives stated in this RFP. **This information must be provided for all entities identified as co-grantees in the proposal.**

Program Delivery Structure. Provide a response to the questions below.

- a. Describe how you will design and structure your program to ensure a minimum of 120 hours of hands-on lessons per participant.
- b. Describe how you will organize and manage at least two cohorts of 15–25 participants each during the contract period.
- c. Describe how you will operate services during out-of-school time to ensure program frequency of 3–5 days per week.
- d. Describe how you will ensure adequate staffing, facilities, and resources to consistently



Career Readiness and Exploration Services 2025 RFP

Prospective Applicants without a valid city of Detroit Treasury clearance are encouraged to apply before the application deadline. A contract cannot be awarded as a result of this competitive bid process until compliancy is verified with the City Income Tax Ordinance. Refer to section VIII.B.10 in this RFP.

deliver programming, including accommodations for youth with unique needs.

Career Awareness and Exploration. Provide a response to the questions below.

- e. Describe how you will expose youth to a wide range of industries, occupations, and entrepreneurial opportunities.
- f. Describe how you will facilitate career exploration activities that align participant interests with high-growth, high-demand industries in Detroit.
- g. Describe how you will provide field-based learning experiences (e.g., tours, job shadowing, college visits) and ensure that each participant completes at least one job shadowing activity.

Career Awareness and Exploration. Provide a response to the questions below.

- h. Describe how you will deliver workshops that build employability skills such as communication, problem-solving, leadership, financial literacy, and digital literacy.
- i. Describe how you will integrate socio-emotional learning and resilience-building strategies into your program model.
- j. Describe how you will provide paid work experience or other structured work-based learning opportunities aligned to participants' career interests.
- k. Describe how you will facilitate capstone projects that demonstrate participant learning and skill application.

Mentoring and Support Services. Provide a response to the questions below.

- l. Describe how you will provide career coaching and mentoring that effectively supports youth in setting and achieving career goals.
- m. Describe how you will document engagement and track progress through case notes or similar tools.
- n. Describe how you will provide support services and life skills workshops, including financial literacy and banking education.
- o. Describe how you will apply trauma-informed and resilience-building practices throughout service delivery.

Collaboration and Integration. Provide a response to the questions below.

- p. Describe how you will collaborate with industry experts, employers, educational institutions, and youth-serving organizations to expand access to opportunities for participants.
- q. Describe how you will coordinate CRAE services with DESC's broader programs (GDYT, duplication.tc.) and the Michigan Works! system to ensure seamless service delivery and avoid duplication.



Career Readiness and Exploration Services 2025 RFP

Prospective Applicants without a valid city of Detroit Treasury clearance are encouraged to apply before the application deadline. A contract cannot be awarded as a result of this competitive bid process until compliancy is verified with the City Income Tax Ordinance. Refer to section VIII.B.10 in this RFP.

6) **Price Proposal**

Applicants to this RFP 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 terms and conditions.

Applicants must respond to and submit **CRAES 2025 RFP Price Proposal** to make a firm cost proposal to DESC. The MS Excel document is included as an attachment to this RFP.

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

Links to external information provided in response to this RFP must be from secure websites ([https//](https://)).

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

7) **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.**

8) **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.**

9) **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.



Career Readiness and Exploration Services 2025 RFP

Prospective Applicants without a valid city of Detroit Treasury clearance are encouraged to apply before the application deadline. A contract cannot be awarded as a result of this competitive bid process until compliancy is verified with the City Income Tax Ordinance. Refer to section VIII.B.10 in this RFP.

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.**

10) **Subgrantee and/or subcontractor agreements section (if applicable)**

Subgrantee and/or subcontractors that will receive funds as a result of this competitive bid process must be procured. For each subgrantee or subcontractor identified in the RFP response, the following documentation must be provided:

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

11) **Financial Fit and Capacity**

- a) **Financial Statements.** This proposal response must be composed of 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. This information must be provided for all parties identified as co-grantees in the proposal.

Applicants shall provide **one (1)** of the following options below to determine financial fit and capacity necessary to support DESC throughout the term of a contract, if awarded as a result of this RFP.

- i. Financial Statements audited for the most recent year completed and prior year if the agency has more than \$750,000 or greater in federal funds.
- ii. Balance Sheet and Income Statement for the most recent year completed and two (2) prior years.
- iii. Tax Returns for the most recent year completed and two (2) prior years.

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

- b) **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.
- c) **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



Career Readiness and Exploration Services 2025 RFP

Prospective Applicants without a valid city of Detroit Treasury clearance are encouraged to apply before the application deadline. A contract cannot be awarded as a result of this competitive bid process until compliancy is verified with the City Income Tax Ordinance. Refer to section VIII.B.10 in this RFP.

and subcontractors expected to receive funding as a result of this RFP.

- d) **City of Detroit Accounts Receivable and Tax Clearance.** Applications must be submitted online: <https://detroitmi.gov/departments/office-chief-financial-officer/ocfo-divisions/office-treasury/treasury-clearances>. This document should be submitted as a separate attachment with RFP proposal response and **include AR and Tax 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.

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

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 Clearance Explanation***' 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, until they are in compliance with the City Income Tax Ordinance.

12) **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.

C. **Submittal Information**

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



Career Readiness and Exploration Services 2025 RFP

Prospective Applicants without a valid city of Detroit Treasury clearance are encouraged to apply before the application deadline. A contract cannot be awarded as a result of this competitive bid process until compliancy is verified with the City Income Tax Ordinance. Refer to section VIII.B.10 in this RFP.

Table of Contents

Proposal Response, required.

- Summary
- Qualifications
- Performance History
- Administrative Capacity
- Service Delivery Description
- Price Proposal required.
 - Response Form C1 Line Item Budget
 - Response Form C2 Budget Narrative
 - Response Form C3 Staff List
- **Financial Fit & Capacity by providing**
Financial statements: option 1, 2 or 3; Affidavits and Clearances.
- **DESC Cover Sheet (Form A)**, required.
- **Representation and Certifications** required.
- **Co-Grantee Agreements.** (if applicable)
- **Subgrantee and/or subcontractor Agreements** (if applicable)

D. 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 **November 7, 2025 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 CRAES 2025 RFP**

Important Note: Allow ample time to submit your proposal. DESC strongly encourages submitting at least one business day prior to the 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.



Career Readiness and Exploration Services 2025 RFP

Prospective Applicants without a valid city of Detroit Treasury clearance are encouraged to apply before the application deadline. A contract cannot be awarded as a result of this competitive bid process until compliancy is verified with the City Income Tax Ordinance. Refer to section VIII.B.10 in this RFP.

E. 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.

F. 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.

G. Evaluation Procedures, Oral Presentations, and Site Inspections

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



Career Readiness and Exploration Services 2025 RFP

Prospective Applicants without a valid city of Detroit Treasury clearance are encouraged to apply before the application deadline. A contract cannot be awarded as a result of this competitive bid process until compliancy is verified with the City Income Tax Ordinance. Refer to section VIII.B.10 in this RFP.

| CATEGORY | | MAXIMUM POINTS POSSIBLE |
|---|-------------------------|-------------------------|
| A. | Summary | 5 |
| B. | Qualifications | 20 |
| C. | Performance History | 30 |
| D. | Administrative Capacity | 40 |
| E. | Service Delivery | 170 |
| F. | Price Proposal | 35 |
| G. | Financial Fit/Capacity | Pass/Fail |
| TOTAL MAXIMUM POINTS – WRITTEN PROPOSAL | | 300 |

H. Pre-Award Termination of RFP process

DESC in conjunction with the MWDB reserves the right to cancel this RFP in part or in its entirety, to accept or reject any or all proposals received, to waive any non-conformity, to re-advertise for proposals, or withhold the award for any reason DESC determines, and to take any other appropriate action regarding this RFP that is in the best interest of DESC.

DESC reserves the right to negotiate with all qualified entities. This RFP does not commit the MWDB or DESC to award a contract, to pay any costs incurred in the preparation of a proposal under this request, or to procure or contract for services.

I. 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 the Requestor's name, email address, physical street address and contact phone number.

J. Contract Negotiations/Stipulations

The RFP is competitive. Each proposal should be submitted in the most favorable terms that the Applicant 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



Career Readiness and Exploration Services 2025 RFP

Prospective Applicants without a valid city of Detroit Treasury clearance are encouraged to apply before the application deadline. A contract cannot be awarded as a result of this competitive bid process until compliancy is verified with the City Income Tax Ordinance. Refer to section VIII.B.10 in this RFP.

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



Career Readiness and Exploration Services 2025 RFP

Prospective Applicants without a valid city of Detroit Treasury clearance are encouraged to apply before the application deadline. A contract cannot be awarded as a result of this competitive bid process until compliancy is verified with the City Income Tax Ordinance. Refer to section VIII.B.10 in this RFP.

<https://www.descmiworks.com/opportunities/rfps-and-rfqs/>.

Awarded Contractors must maintain all financial and programmatic records, supporting documents, and statistical data for at least three (3) years after final payment and grant close-out, or longer if required for audit resolution, consistent with 2 CFR 200.334.

O. City of Detroit Contract Terms and Conditions

Related to contracts executed on behalf of funded by the city of Detroit.

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.



Career Readiness and Exploration Services 2025 RFP

Prospective Applicants without a valid city of Detroit Treasury clearance are encouraged to apply before the application deadline. A contract cannot be awarded as a result of this competitive bid process until compliancy is verified with the City Income Tax Ordinance. Refer to section VIII.B.10 in this RFP.

For purposes of this Article¹

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.