

REQUEST FOR PROPOSALS (RFP)

for

DESC One Stop Operator 2023 RFP



ISSUE DATE: July 6, 2023

RESPONSES DUE: August 21, 2023

AWARD NOTIFICATION: September 15, 2023

City of Detroit

Michael E. Duggan, Mayor

Nicole A. Sherard-Freeman, Executive Director, Workforce Development

Mayor's Workforce Development Board

Cynthia J. Pasky, Co-Chairperson

David E. Meador, Co-Chairperson

Detroit Employment Solutions Corporation

Alice Thompson, Chairperson

Terri Weems, President



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network

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BIDDING INFORMATION	
Issue Date:	July 6, 2023
Questions Deadline:	<p>July 20, 2023 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 DOSO 2023 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>July 25, 2023 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>August 21, 2023, 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 DOSO 2023 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 hours of receipt. <p>Please note: Allow ample time for submitting your proposal. DESC strongly encourages submitting at least one business day prior to due date above. DESC will not extend the submission deadline due to technical issues or outages.</p> <p>DESC WILL NOT ACCEPT PAPER/HARD-COPY OR LATE PROPOSALS.</p>
Interview:	<p>Applicants will be invited for an Interview, as necessary after Written Evaluations</p> <p>DESC will host Interviews on an INVITE ONLY basis with those organizations selected as finalists during the review process, as required. All prospective responders should hold dates indicated above. Finalists will be notified by email upon completion of written proposal evaluations regarding presentations (length, location, materials) etc.</p>
Award Notice:	The award notification is planned to be provided by September 15, 2023
Contract Start Date:	The contract period is scheduled to begin October 1, 2023



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I. INTRODUCTION

The Mayor's Workforce Development Board (MWDB) is directly responsible and accountable to the State of Michigan, Labor and Economic Development, Workforce Development (LEO/WD) for the planning and oversight of talent development programs in the City of Detroit. The MWDB is staffed by the Executive Director of Workforce Development for Detroit and brings together executive leaders to identify and implement solutions for Detroit's workforce ecosystem. This includes engaging employers and aligning public systems and policies to remove barriers to employment.

The MWDB designates Detroit Employment Solutions Corporation (DESC), a 501(c)3 with an independent Corporate Board, to serve as the fiscal and administrative agency for federal, state, and local funds allocated and awarded for workforce programs. In this role DESC also serves as the Michigan Works! Agency for Detroit and is directly responsible for procuring and contracting with high-quality service and training providers, providing clear accountability measures, achieving grant performance goals, and ensuring compliance with local, state, and federal regulations and guidelines. DESC oversees eight (8) Detroit Michigan Works! One-Stop Service Centers branded locally as Detroit at Work Career Centers. DESC is also a proud member of the American Job Center network.

Collectively, the MWDB, its staff and DESC identify and function as the Detroit at Work team. The MWDB and its Executive Director are accountable for developing an effective city-wide vision and strategy for workforce development and the DESC Corporate Board and its President are accountable for the successful administration and implementation of programs and management of funds.

DESC seeks proposals from qualified applicants to provide One Stop Operator Services for the Mayor's Workforce Development Board, Detroit Employment Solutions Corporation (DESC), and the contracted organizations performing employment and training services.

DESC plans to award One (1) contract for requested services as detailed in this RFP. DESC reserves the right to select multiple proposals to achieve its objectives if outcomes are likely to be enhanced for job seekers.

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.

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.



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Small businesses, minority-owned firms, women's business enterprises, and labor surplus area firms are particularly encouraged to apply.

Applicants must possess the following:

- 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.

As a condition to the award of this contract, the applicant must assure that it has 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 will 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.

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:

- a) 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 qualifications:

Eligible Applicants are specifically defined as a single entity (public, private, or nonprofit), or consortium of entities (including a consortium of entities that, at a minimum, includes three or more of the one-stop partners (as defined in WIOA Section 3), as described in WIOA Section 121(b)(1). Eligible Applicants that have demonstrated effectiveness, located in the local area which may include the following:

- An institution of higher education.
- An Employment Service State agency was established under the Wagner-Peyser Act on behalf of the



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local office of the agency.

- A community-based organization, nonprofit organization, or intermediary.
- A private-for-profit entity.
- A government agency; and
- WDB (Workforce Development Board) Another interested organization or entity, which may include a local Chamber of Commerce or other business organization, or a labor organization.
- A Local WDB, with the approval of the chief elected official and the Governor

Elementary schools and secondary schools are not eligible as one-stop operators, except that a nontraditional public secondary school such as a night school, or an area career and technical education school may be selected.

- **At least 5 years'** experience providing, coordinating, developing, managing and/or funding workforce development programs
- **At least 3 years'** experience providing similar services to public agencies, non-profit organizations, federal grant recipients and organizations of similar scope and size.

Additional policy can be reviewed at the following links:

1. <https://www.congress.gov/113/bills/hr803/BILLS-113hr803enr.pdf>.
2. <https://www.ecfr.gov/current/title-20/section-678.600>.

IV. SCOPE OF WORK

Introduction

DESC is looking for a firm to provide as needed **One-Stop Operator services** for the Detroit at Work Career Center system. The scope of work can be broken into several discrete but interconnected categories. The MWDB and DESC were guided by TEGL 16-16 in the development of the scope of work statement described in this RFP.

Overview of WIOA & One-Stop Operator:

The Workforce Innovation and Opportunity Act (WIOA)¹ was signed into law on July 22, 2014. WIOA retains the nationwide system of one-stop centers, which directly provide an array of employment services and connect customers to work-related training and education. WIOA furthers a high quality one-stop center system by continuing to align investments in workforce, education, and economic development to regional in-demand jobs. The new law places greater emphasis on one-stops achieving successful results for job seekers, workers, and businesses through more comprehensive and integrated services.

WIOA reinforces the partnerships and strategies necessary for one-stop centers and other service providers to provide job seekers and workers with high quality career services, education and training, and supportive services they need to get good jobs and stay employed, and to help businesses find skilled workers and access other supports, including education and training for their current workforce.

WIOA and its implementing regulations require that the MWDB select a One-Stop Operator for the Detroit One-Stop Service System through a competitive process. According to WIOA and TEGL (Training and



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Employment Guidance Letter) No. 16-16 *One-Stop Operating Guidance for the Workforce Innovation and Opportunity Act*, the One-Stop Operator is a sub-recipient of federal funding which carries out the activities below in partnership with States, local workforce development boards, elected officials, the six WIOA core program partners, required One-Stop partners and other additional One-Stop partners, and service providers:

- **Facilitates integrated partnerships** that seamlessly incorporate services for the common customers served by multiple program partners of the American Job Center.
- **Develops and implements operation policies** that reflect an integrated system of performance, communication, and case management, and uses technology to achieve integration and expanded service offerings.
- **Organizes and integrates American Job Center services by function** (rather than by program), when permitted by a program's authorizing statute and, as appropriate, through coordinating staff communication, capacity building, and training efforts.

One Stop Operator Goals & Responsibilities:

Over two years (2017-2019), Detroit at Work led an intensive planning, analysis, and stakeholder engagement effort to redesign Detroit's workforce development system. Detroit at Work's goal for the workforce development service delivery system is to achieve racial and socio-economic equity through increased residential employment, improved financial stability and reduced poverty across Detroit. Detroit at Work also aims to:

- Build and support a workforce system that yields the greatest benefits for job seekers and businesses in Detroit:
- Maximize impact and value-add of DESC as workforce intermediary: and
- Support continuous improvement and innovation within MWDB, DESC, and among partners.

In July 2019, we implemented a newly designed system in partnership with competitively procured subrecipients, moving from three (3) high-volume One-Stops to eight (8) neighborhood-based locations that provide human-centered and integrated workforce services.

The One-Stop Operator will play a key role in helping Detroit at Work achieve these goals. The One-Stop Operator will lead and support the development of crucial partnerships among multiple organizations providing workforce-related services in the city, including core, and required WIOA partners. The One-Stop Operator will work with the MWDB and DESC to design and promote an integrated and high-quality customer service strategy that is demand driven and leverages multiple workforce-related resources to maximize outcomes for both job seekers and employers.

One-Stop Operator Limitations and Constraints

The One Stop Operator:

- Is not responsible for high-level planning, including development of the local workforce plan.
- Cannot be responsible for oversight of itself.
- Cannot manage and significantly participate in the competitive selection process for one-stop



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operators.

- Cannot select or terminate one-stop operators, career service providers, and youth providers.
- Is not responsible for negotiating local performance accountability measures; and,
- Does not develop and submit the city's WDB budget for WIOA funded activities.

Required Partners and Programs

The role of the One-Stop Operator will include ensuring strong communication and partnership among the agencies administering these programs in Detroit. WIOA envisions collaboration among 19 federally funded workforce programs based in four federal departments, as outlined in **Attachment A: Required DOSO Partners and Programs**

Requirements

To be successful in the carrying out services detailed in this RFP, the Awarded Applicant will be responsible for adherence to the requirements and carrying out the following duties under the direction of the MWDB and/or DESC:

- 1. WIOA Partner Coordination and System-Building** — Facilitate partnerships and information sharing between key workforce development service providers and stakeholders to create a fully integrated Detroit Michigan Works! One-Stop Service System. With support from DESC, coordinate the service delivery of participating core and required One-Stop partners. Specifically, the One-Stop Operator will:
 - a. Facilitate** meetings with core (at least monthly) and required (at least quarterly) WIOA partners (see partner list in Section IV.B.) and identify and promote opportunities for service integration and coordination. This includes supporting WIOA partners to explore and pursue opportunities to organize workforce services by function, across funding streams and organizations.
 - b. Develop** a mechanism and/or procedure to ensure effective and consistent communication among partners, including service providers, education and training providers, and community-based organizations connected to the Detroit Michigan Works! One-Stop Service System. Facilitate communication when needed by MWDB, DESC or system partners.
 - c. Detect** service gaps in Detroit Michigan Works! One-Stop Service System and identify additional partners and/or resources that may address deficiencies.
 - d. Assist** DESC and MWDB with monitoring and reviewing implementation of Memorandums of Understanding with required and optional WIOA partners. Recommend modifications related to service delivery to existing MOUs, as necessary.
 - e. Communicate** mission and goals of Detroit at Work to partners, customers, and other stakeholders, as required.
 - f. Ensure** partners are properly informed on Detroit Michigan Works! One-Stop Service System operations policies, procedures, and partner programs on an ongoing basis, as required.
 - g. Maintain** compliance with federal, and state regulations and certification standards related to the One-Stop Operator role (MOUs, funding agreements, Service Center criteria listed in LEO-



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WD (Labor & Economic Opportunity, Workforce Development) Policy Issuance 20-10, as required.

2. **Process Optimization and Continuous Improvement** - Using proven process design and improvement methods, design, recommend and/or direct processes to ensure optimal use of resources, and leading-edge service delivery design for job seeker. Specifically, One-Stop Operator will:
 - a. **Work with** required WIOA partners to create process and illustration that reflects potential flow of customers between Detroit at Work Career Centers and other WIOA mandated partners. Process should include steps and tools for facilitating referrals, case management and communication between partners. Update quarterly or, if deemed necessary by partners, more frequently. The customer flow should promote service integration and enable the job seeker to seamlessly access resources across funding streams and partners;
 - b. **Identify** mechanism(s) for tracking implementation of the integrated customer flow strategy and measure progress towards improvement. Make recommendations to DESC on opportunities for enhanced service integration and implement new practices with required WIOA partners where possible. Facilitate ongoing and open communication between partners to promote implementation of integrated processes; and
 - c. **Conduct** surveys of job seekers and secret shopper visits quarterly.

Other Requirements:

Applicants to this RFP must demonstrate the following qualifications:

- Knowledge of federal- and state-funded workforce development programs including the following programs: Workforce Innovation and Opportunity Act (WIOA); Temporary Assistance to Needy Families (TANF) Partnership.Accountability.Training.Hope. (PATH); Food Assistance Employment and Training (FAE&T) program; Wagner Peyser – Employment Services, Trade Adjustment Assistance (TAA) and Reemployment Services and Eligibility Assessment (RESEA) Services.
- The awardee must have and demonstrate relevant knowledge of Workforce Development Board Regulations; Organization Design and Development; Strategic Planning and Program Development; and strategic, Operational, and Tactical Planning.
- Assist MWDB and DESC in meeting state and federal requirements related to One-Stop Operator role, including facilitation of funding agreements, MOUs (Memorandums of Understanding), and Service Center criteria.

Funder Requirements

The State of Michigan and the Mayor's Workforce Development Board must ensure that, in carrying out WIOA programs and activities, one-stop operators:

1. **Disclose** any potential conflicts of interest arising from the relationships of the operators with particular training service providers or other service providers.
2. **Refrain** from establishing practices that create disincentives to providing services to individuals with barriers to employment who may require longer-term career and training services; and



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3. **Comply** with Federal regulations and procurement policies relating to the calculation and use of profits, including those at § 683.295 of this chapter, the Uniform Guidance at 2 CFR part 200, and other applicable regulations and policies.

Performance Measures and Outcomes

Awarded Applicant must achieve the following performance measures and outcomes to be successful.

Performance Area/Measure	Description	Frequency
WIOA Partner: Coordination and System Building	Facilitate and conduct meetings with WIOA mandated partners. Provide meeting minutes and/or recording.	Quarterly
	Compose and publish Partner Newsletter,	Quarterly
	Provide Service Coordination Report utilizing compiled data	Quarterly
	Meet and coordinate activities with other partners. Provide meeting minutes and/or recording.	As requested by DESC or as required to achieve OSO objectives
Process Optimization and Continuous Improvement	Provide Customer Satisfaction Report (including Appendix with all data collected)	Quarterly
	Progress Report of Implementation of Integrated Customer Workflow	Quarterly
	Facilitate and conduct meetings regarding Integrated Customer Workflow with DESC and MOWD. Provide meeting minutes and/or recording.	Quarterly
Financial Literacy/Coaching	Financial Literacy/Coaching Report	Quarterly

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



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

VI. AWARD, TERM AND RENEWAL INFORMATION

If a contract is awarded as a result of this RFP, it will be a **service-based** contract. **The period of performance will be for a minimum of twelve (12) months and will not be earlier than October 1, 2023 or not later than September 30, 2024.**

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 applicants 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 service and eligible for three (3), one (1)-year renewal options. Any renewal option exercised under this contract is effective only after approval by the DESC Board of Directors, and the President/CEO, 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 submitted 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 grantee, 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.



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

VIII. RFP PROCESS AND PROCEDURES

A. Questions, Question Deadline and Responses to Questions

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

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

All questions regarding the RFP shall be received by email no later than **July 20, 2023 at 5:00 PM (EST)** to procurement@detempsol.org.

To be properly received, Email Subject line must include **Questions for DOSO 2023 RFP**

Responses to questions will be available at this link by **July 25, 2023 at 5:00 PM (EST)**:
<https://www.descmiworks.com/opportunities/rfps-and-rfqs/>

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

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

B. Preparation of Proposals

The proposal must be in the format and with attachments and completed forms as specified in these instructions. Each proposal shall show the full legal name and business address of the prospective vendor, 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 vendor.

Applicants shall submit their proposals in the following manner and must contain the elements listed below, including all applicable attachments detailed in this RFP, as required.

Response elements detailed below must be provided for all parties identified as co-grantees in response to this proposal, as applicable.

1. Table of Contents. Detail all documents submitted in response to this RFP.

2. 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.**



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3. **FORM 1: DOSO 2023 RFP Proposal Response (PDF).**

This form must be used to provide a response to this RFP. If submitting a cooperative application, each co-grantee must provide a separate FORM 1 response.

Form Completion and Page Limits for the RFP response:

Applicant proposals are limited to Form 1 pages; as formatted. Applicant response should be contained in the form field space provided. Form field responses that exceed field boundaries will not be evaluated.

Attachments should be of good copy, quality, and legible or no smaller than 12-point font. 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.

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

4. **Price Proposal.**

Bidders are requested to make a firm cost proposal to DESC. If a contract is entered into as a result of this RFP, DESC will not provide reimbursement for any activities outside of the agreed to terms and conditions.

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

Applicants must provide a response to the Price Proposal using **DESC One Stop Operator 2023 RFP Budget Template**, (a line-item cost reimbursement budget) included with this RFP.

- a) **Budget.** Applicants should provide a detailed budget and budget narrative for the period of **October 1, 2023 to September 30, 2024**. The budget should reflect cost-effectiveness, as measured by low administrative costs. Applicants are required to account for any and all costs that may be associated with the requested services, including professional, administrative, and overhead costs. Please use the budget template provided.
- b) **Budget Narrative.** Applicants should also provide a detailed budget narrative explaining all costs contained for each line item of the proposed budget. Ambiguous or inaccurate budget information is a basis for proposal disqualification. In addition, applicants must describe the cash or in-kind match in both the budget and budget narrative.
 - i. Detailed personnel costs: List all positions by job titles (including the number of full-time equivalent positions FTEs and annual salary rates).
 - ii. Non-personnel costs: List all items with sufficient information to make price comparisons. List all anticipated travel expenses.
 - iii. Indirect costs: Provide a separate line item for proposed indirect costs. Identify and justify the rates and amounts of these costs in the budget narrative and attach back-up



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documentation. Non federally Approved Indirect Cost Rates must be negotiated with DESC or a de minimis rate of 10% of modified total direct costs may be provided.

5. Financial Fit and Capacity.

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

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.

- a) Audited Financial Statements for the most recent year completed and prior year if the agency has more than \$750,000 or greater in federal funds.
- b) Balance Sheet and Income Statement for the most recent year completed and two (2) prior years.
- c) 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.

6. Co-Grantee Agreements (If applicable).

If two or more applicants are submitting a proposal as co-grantees, the 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 Subgrantee Agreement in the attachment's title.** Acceptable file formats are MS Word or PDF.

7. Subgrantee and/or subcontractor agreements section (if applicable)

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

- a) RFP/Q Title, Issue Date and Response Due Date,
- b) Bid list or copy of the advertisement,
- c) Awarded Applicant's response and,
- 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.

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.



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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.

Do not include embedded links to external information in proposal submissions. Links provided in response to this RFP may not be evaluated.

DESC reserves the right to reject proposals that do not meet these requirements and they may 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.

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 sent to each vendor who has formally identified themselves as a potential responder. If changes are made, DESC may, at its discretion, extend the time allowed for submission of proposals.

D. Submittal Information

Prospective vendors shall submit their proposals and must contain the elements listed below, as required. Also include any additional attachments, needed to clarify proposal response.

1. **Table of Contents** (required, separate document)
2. **Form A: DESC Cover Sheet**, (required, separate document)
3. **Form 1: DOSO 2023 Proposal Response**, (*required, separate document*)
4. **Price Proposal**, required, separate document.
 - a. Budget Narrative
 - b. Line-Item Budget
 - c. Leveraged Resources
5. **Financial Fit/Capacity**, (required, separate document(s))
6. **Co-Grantee Agreements**. (If applicable, separate document)
7. **Subgrantee and/or subcontractor Agreements** (if applicable, separate document)
8. **Representations and Certifications**, (required, separate document)

Proposals must be received electronically on or prior to the exact date and time detailed herein. Attachments should be of good copy, quality, and legible. 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.

Responses must be received no later than **August 21, 2023 at 5:00 PM (EST)** by Email to: Procurement@detempsol.org. Files submitted via email must not exceed 25 MB.



DESC ONE STOP OPERATOR 2023 REQUEST FOR PROPOSAL (DOSO 2023 RFP)

To be properly received, Email Subject line must include, **Response to DOSO 2023 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.

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.

E. 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.

F. 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.



DESC ONE STOP OPERATOR 2023 REQUEST FOR PROPOSAL (DOSO 2023 RFP)

CATEGORY	MAXIMUM POINTS POSSIBLE
Form 1: OSO 2023 RFP Response Form	
Section 1: Summary	5
Section 2: Qualifications	30
Section 3: Administrative Capacity	15
Section 4: Service Delivery Description	60
Section 5: Performance History	15
Price Proposal	25
Financial Fit/Capacity	Pass/Fail
TOTAL MAXIMUM POINTS – WRITTEN PROPOSAL	150
Interview	50
TOTAL POSSIBLE POINTS – WRITTEN AND INTERVIEW	200

G. 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.

H. 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.

I. 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



DESC ONE STOP OPERATOR 2023 REQUEST FOR PROPOSAL (DOSO 2023 RFP)

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.

J. 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.

K. 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.

L. 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.

M. Terms and Conditions

The successful applicant will be expected to enter into a contract with DESC which will contain the Terms and Conditions outlined in a separate document that can be found on DESC's website at

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