

REQUEST FOR PROPOSALS (RFP)

for

Targeted Area Barrier Removal Services 2025



ISSUE DATE: October 23, 2025

RESPONSES DUE: November 24, 2025

AWARD NOTIFICATION: December 1, 2025

City of Detroit

Michael E. Duggan, Mayor

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

Mayor's Workforce Development Board

David E. Meador, Co-Chairperson

Dr. Darienne Hudson-Driver, Co-Chairperson

Detroit Employment Solutions Corporation

Alice Thompson, Chairperson

Dana Williams, President



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Targeted Area Barrier Removal Services (TABRS) 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 23, 2025
Questions Deadline:	<p>November 3, 2025 at 5:00 PM (EST)</p> <p>All questions should be received in writing via email to procurement@detempsol.org. To be properly received, <u>Email Subject line must include:</u></p> <p style="text-align: center;">Questions for <u>TABRS 2025 RFP</u></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>November 6, 2025 at 5:00 PM (EST)</p> <p>Responses to questions will be available at this link: https://www.descmiworks.com/opportunities/rfps-and-rfq/</p>
Proposal Due Date:	<p>November 24, 2025 at 5:00 PM (EST)</p> <p>Responses must be <u>received</u> 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> Response to: <u>TABRS 2025 RFP</u> Email submissions that include DESC staff will not be accepted. Confirmations of proposals received will be provided within <u>48 business hours</u> 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. 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>
Award Notice:	The award notification is planned to be provided by December 1, 2025
Contract Start Date:	The contract period is scheduled to begin by December 15, 2025.



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I. INTRODUCTION

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

DESC oversees nine (9) Detroit Michigan Works! One-Stop Service Centers and contracts with qualified entities to provide workforce development services to job seekers and employers. Locally, 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 barrier removal services within the city of Detroit Brightmoor neighborhood area.

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



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department/agency, or if they are not in compliance with the State of Michigan Department of Revenue or Internal Revenue Service requirements.

Applicants must possess the following:

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

Applicants must assure the ability to comply with all applicable laws and regulations, as well as the 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 insurance with limits of \$1,000,000.00 per occurrence, subject to a minimum aggregate limit of \$2,000,000.00
- Broad form property damage
 - Premises/Operations
 - Independent Contractors
 - (Blanket) Broad form Contractual
 - Personal Injury
 - Worker's Compensation insurance with Michigan statutory limits and Employer's Liability insurance with limits of \$500,000.00 each accident, \$500,000.00 each disease, \$500,000.00 each employee. For Federal and State Funded Training Programs, the Supplier is required to secure worker's compensation insurance for all of its participants. ,
 - Automobile Liability insurance covering all owned, hired and non-owned vehicles with personal protection insurance and property protection insurance to comply with the provisions of the Michigan No-Fault Insurance Act, including residual liability insurance with a minimum combined single limit of \$1,000,000.00. Include MCS90 endorsement (if hazardous waste will be transported by vendor's auto) with minimum property damage limits of \$1,000,000.00 each occurrence.



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- b) Errors and omissions liability insurance with minimum limits of \$1,000,000 per occurrence and \$1,000,000 dollars aggregate,
- c) Awarded Applicant shall be responsible for payment of all deductibles contained in any insurance required hereunder.
- d) 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 services.
- e) If during the term of this contract, changed conditions or other pertinent factors, should in the reasonable judgment of DESC, render inadequate the insurance limits, the Applicant will furnish on demand such additional coverage as may reasonably be required under the circumstances. All such insurance shall be effected at the Applicant's expense, under valid and enforceable policies issued by insurers licensed to conduct business in Michigan.
- f) All policies shall name the Applicant as the insured and shall be accompanied by a commitment from the insurer that such policies shall not be canceled or reduced without at least thirty (30) days' prior notice to the DESC. The Commercial General Liability insurance policy shall name "DESC" and the "City of Detroit" as an additional insured. Certificates of insurance evidencing such coverage shall be submitted to the Office of Contracting and Procurement prior to the commencement of performance under this contract and at least fifteen (15) days prior to the expiration dates of expiring policies.
- 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 **three (3) years** of experience providing services detailed in this request for proposal.



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IV. SCOPE OF WORK

A. Overview and Background

The City of Detroit, through Detroit at Work and its workforce intermediary, Detroit Employment Solutions Corporation (DESC), seeks qualified community-based organizations; referred to as the Mentor, to deliver barrier-removal, career readiness mentoring, and case management support for residents of the Brightmoor neighborhood. Priority populations include residents 18 and up who are disconnected from employment, education, or training including returning citizens, and adults with low literacy, and other high-barrier groups. The initiative aims to stabilize barriers, build employability and leadership skills, and connect participants to education, training, employment, and post-employment support that leads to long-term retention and advancement.

The Be Next Brightmoor Program is a partnership between Detroit at Work Career Centers and community-based agencies that delivers a neighborhood-focused model designed to help Brightmoor residents succeed. This collaborative effort builds a strong pipeline of support that helps participants achieve their goals and move toward lasting self-sufficiency. With guidance from their Mentor and Career Coach, participants design their own program track to success by choosing from GED preparation, skills refresh, job training, Temporary Work Experience, or On-the-Job Training, followed by post-employment support and milestone celebrations that honor their progress and accomplishments. Mentors are at the heart of the program; they build trusting relationships, help participants set and reach goals, remove barriers, and provide guidance. Mentors guide participants through all program phases from Foundations through Employment and Post-Employment support, ensuring each individual is seen, supported, and accountable.

The Awarded Applicant awarded as a result of this RFP must provide the program delivery structure and services as described in this RFP.

B. Program Elements and Required Services

Applicant business presence/services must be located within targeted area within the city of Detroit Brightmoor neighborhood area Refer to Brightmoor Map included with this RFP.

Program activities must launch within 15 calendar days of contract execution. Program and contract activities must operate within the Brightmoor boundaries (Puritan–Evergreen–Telegraph–Fullerton/Outer Drive) and maintain a physical program site within this area. The program ends June 30, 2026.



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Program Recruitment:

Program recruitment must begin within five (5) business days of contract execution and commence services within fifteen (15) calendar days.

Recruit a minimum of one hundred (100) Brightmoor residents meeting eligibility criteria and maintain an auditable recruitment log.

Refer and coordinate seventy-five (75) Brightmoor residents with your assigned Detroit at Work Career Center and partner agencies to complete enrollment in the Be Next Program, ensuring alignment of intake, referrals, and follow-up services.

Mentoring, Coaching, and Program Support

Mentors are essential members of a unified service team that works together to ensure every participant's success. Working closely with Career Center staff, instructors, business service representatives, barrier removal specialists, and community partners, mentors coordinate support at every stage of a participant's journey. Through teamwork, communication, and a shared focus on participant goals, the program ensures Brightmoor participants receive the comprehensive guidance they need to achieve stability, growth, and long-term self-sufficiency.

Mentors will lead a series of group mentoring sessions throughout the program year focused on goal setting, personal growth, leadership, and workplace readiness. In addition, mentors will provide weekly one-on-one mentoring, for participants pursuing GED preparation, occupational training, entrepreneurship, On-the-Job Training (OJT), Temporary Work Experience (TWE), or direct employment.

Mentors will submit participant Supportive Service Requests (SSR) request promptly and in accordance with DESC policy to meet participant needs such as transportation, testing fees, uniforms, equipment, or other approved expenses necessary for success. Mentors also support participants in addressing barriers, building confidence, and applying the skills learned during program activities. All mentoring and coaching activities must be documented in DESC-approved data system and aligned with each participant's individualized Life & Career Advancement Plan.

Throughout the program, mentors and staff will plan and host Bridging Ceremonies to celebrate participant progress and mark transitions between tracks such as Foundations, GED, Training, or Employment. A Graduation Ceremony will be held at the end of the program to recognize participants who have completed their tracks and achieved employment or educational milestones. These events should honor individual accomplishments, reinforce motivation, and build community pride.

Mentors will provide two workshops per month and continued weekly individual contact activities for all participants who secure employment, until the end of the program. These sessions will focus on job retention, workplace communication, financial stability, and long-term self-sufficiency. Mentors will also help participants understand and navigate the Benefits Cliff, developing personalized plans to reduce reliance on safety net programs while maintaining income stability.



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To maintain data accuracy and compliance, all participant information must be entered into DESC's data system within five business days of completing any milestone or service activity. Mentors are responsible for submitting monthly stipend reports, milestone invoice packages, and quarterly reports by required deadlines. All staff are expected to attend DESC meetings, training sessions, and evaluation activities to ensure program consistency and quality service delivery.

Performance Measures, Deliverables, and Compliance

The following table outlines how Mentors performance will be measured, tracked, and reported throughout the Be Next Brightmoor Program. These metrics ensure that contractors deliver high-quality services, maintain accountability, and produce measurable results aligned with program goals. All performance outcomes are tied to participant progress toward stability, employment, and movement toward Detroit's middle class. Data accuracy, timeliness, and collaboration with DESC and partner agencies are essential components of contract compliance.

Program Performance Metrics

<i>Performance Outcome</i>	<i>Measure / Target</i>	<i>Data Source / Verification</i>	<i>Reporting Frequency</i>
<i>Participant Confidence and Engagement</i>	80% of participants show improved confidence, motivation, and belief in their ability to succeed based on pre- and post-program surveys.	Pre/Post attitude survey results, mentor observations, attendance and participation logs.	Monthly
<i>Skill Development and Educational Progress</i>	75% of participants demonstrate measurable skill gains (CASAS/TABE improvement, GED attainment, or completion of training credential).	CASAS/TABE test results, GED certificates, training completion records, DESC Data System data.	Monthly
<i>Employment and Economic Advancement</i>	75% of participants obtain employment in high-demand industries or career pathway roles paying \$20/hr or more; 75% retain employment for at least 90 days.	Employer verification, paystubs, DESC Data System, employment data, post-employment mentoring logs.	Monthly / Quarterly
<i>Barrier Removal and Financial Stability</i>	70% of participants achieve measurable reductions in barriers (transportation, childcare, housing, or financial instability).	Supportive Service Requests (SSR), mentor notes, financial coaching documentation, participant self-assessment.	Monthly
<i>Data Accuracy and Timely Reporting</i>	100% compliance with DESC data entry and reporting deadlines; all participant data entered within 5 business days.	DESC Data System entries, DESC reporting tracker, quarterly audit reviews.	Monthly / Quarterly



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Program Deliverables

The contractor will be responsible for achieving the following deliverables to ensure the successful implementation of the Be Next Brightmoor Program and measurable progress toward participant stability, employment, and economic mobility:

- **Enrollment and Participation:** Enroll 100 eligible Brightmoor residents and begin services on schedule in partnership with Detroit at Work Career Centers and community agencies.
- **Foundations Completion:** Ensure all participants complete the Foundations phase, which includes leadership, financial literacy, digital literacy, and career readiness instruction that builds confidence and self-awareness.
- **Mentoring and Coaching:** Provide high-quality, trauma-informed mentoring through at least 12 group sessions and weekly individual coaching, focused on goal setting, personal growth, and workplace readiness.
- **Track Support and Barrier Removal:** Support participants in GED, job training, entrepreneurship, OJT, or direct employment tracks, while coordinating Supportive Services and Barrier Removal assistance for needs such as transportation, childcare, housing, or equipment.
- **Employment and Retention:** Achieve 75% job placement and 75% 90-day retention among participants completing their assigned tracks, with verified employment in high-demand Detroit industries paying competitive wages.
- **Post-Employment Support:** Provide 90 days of post-employment mentoring to help participants retain jobs, navigate workplace challenges, build financial stability, and develop plans to transition off safety net programs.
- **Career Readiness and Skill Growth:** Demonstrate measurable increases in participant confidence, CASAS/TABE test scores, and job readiness competencies through pre- and post-assessments.
- **Reporting and Compliance:** Maintain accurate data entry in DESC data system within five business days of activity completion and submit all required monthly, quarterly, and final reports by deadlines. Keep records audit-ready and participate in quarterly compliance reviews conducted by DESC.
- **Community Recognition:** Host Bridging Ceremonies to celebrate track transitions and a **Graduation Ceremony** to recognize program completion, participant achievements, and collective community progress.



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V. COOPERATIVE APPLICATIONS: PARTNERSHIPS, SUBRECIPIENTS, AND SUBCONTRACTORS

If two or more organizations intend to share responsibility for delivering the main activities of the grant, they may partner as co-grantees, with one organization designated as the lead agency. Each co-grantee is equally responsible for both program performance and financial accountability under the grant.

A separate legal entity does not need to be created; however, a written agreement outlining each party's roles, responsibilities, and decision-making authority must be executed and submitted to DESC.

If one organization will manage the overall grant and other entities will carry out specific, distinct functions to support that work, those entities must be engaged as subrecipients or subcontractors.

Subrecipients or subcontractors may not be named in a proposal or proposal budget unless they were competitively procured for the intended purpose prior to submission. Proposals that identify non-procured partners will be deemed non-compliant and rejected. The lead applicant must ensure that all proposed partners were selected in accordance with DESC's Procurement Policy and applicable regulations.

All professional qualifications required of the primary provider must also be met by any subcontractors or subrecipients. These qualifications must be clearly described within the proposal.

DEFINITIONS

- **Grantee:** A recipient of funds under a grant or grant agreement. Synonymous with *Recipient*.
- **Subgrantee (Subrecipient):** A Non-Federal entity that receives a subaward from a pass-through entity to carry out part of a Federal program.
- **Subcontractor:** A vendor that provides goods or services to the contractor or grantee under a procurement relationship.

Note:

DESC's procurement policy adheres to the requirements outlined in the State of Michigan Workforce Development Agency [Policy Issuance 24-36](#) and 2 CFR 200. All subcontractors and subgrantees must follow these procurement standards, including competition, cost analysis, and documentation requirements.

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.



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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.

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

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

VIII. RFP PROCESS AND PROCEDURES

A. Questions, Question Deadline and Responses to Questions

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

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

Refer to Bidding Information for due dates and requirements related to this RFP.

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.



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

1. Proposal Response

Must be composed in a single document and entitled **TABRS 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.
- Two (2) or more Co-applicants are limited to Thirty (40)-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).
- d) Complete and attach IRS Form W-9. Refer to FORM IRS W-9 included with this RFP.



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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.
- 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.



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5) Service Delivery Description

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

Program Recruitment & Outreach

- a. Describe how your organization will identify, recruit, and engage eligible participants from the targeted community referenced in the Scope of Work.
- b. Explain your approach to conducting community outreach, including partnerships with local organizations, schools, and employers to ensure consistent participant referrals.
- c. Describe how your proposed recruitment timeline aligns with achieving enrollment goals within the program period.

Mentoring & Coaching Approach

- d. Describe how your organization will structure mentoring and coaching services to support participant success and retention throughout the program.
- e. Explain how you will coordinate with case managers and other service providers to create individualized participant plans.
- f. Describe how your mentoring approach promotes participant motivation, self-sufficiency, and goal achievement.

Supportive Services & Barrier Removal

- g. Describe how your organization will identify participant barriers to employment and develop strategies to address them effectively.
- h. Describe how your organization will use additional external partners and community resources to address barriers that cannot be resolved internally.
- i. Explain any innovative strategies your organization will employ to reduce barriers for participants while ensuring fiscal accountability.

Employment & Retention

- j. Explain how your organization's mentors will support participants in developing the attitudes, soft skills, and workplace behaviors needed to sustain long-term employment and success on the job.
- k. Describe your strategy for tracking and mentoring participants after employment to reinforce retention, encourage wage growth, and guide career advancement through regular check-ins and individualized coaching.
- l. Explain how mentors will help participants connect their training experiences to real career goals, reinforcing alignment with Detroit's high-demand industries and helping participants plan clear next steps toward advancement.



Targeted Area Barrier Removal Services (TABRS) 2025 RFP

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Data, Compliance, and Reporting

- m. Describe how your organization will collect, verify, and report participant data in compliance with DESC and LEO-WD reporting standards.
- n. Explain your organization's internal controls to ensure data accuracy, confidentiality, and timely submission of required reports.
- o. Describe how your organization will use data to drive performance improvements and ensure compliance with all applicable regulations under 2 CFR 200.

Innovation & Continuous Improvement

- p. Describe how your organization will incorporate innovation or technology to enhance program effectiveness and participant engagement.
- q. Explain how your organization identifies and applies best practices in barrier removal, workforce development, and service coordination.
- r. Describe how your organization will assess participant and stakeholder feedback to continuously improve service delivery.
- s. Explain how your organization's leadership and staff development practices contribute to long-term sustainability and innovation.

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 to terms and conditions.

Applicants must respond to and submit **TABRS 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.

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.**



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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. 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**

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

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



Targeted Area Barrier Removal Services (TABRS) 2025 RFP

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- a) **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.
- b) **Non-Collusion Affidavit with Conflict of Interest (Exhibit F).** This document must be submitted as a separate attachment with RFP proposal response and **include Exhibit F in the attachment's title.** This information is required for all co-grantees, subgrantees and subcontractors expected to receive funding as a result of this RFP.
- c) **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.

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.

C. Changes in Proposal Requirements

DESC may make changes to the requirements of this RFP as it deems necessary. Such changes will be in writing, issued by DESC and will be publicized or sent to applicants who have formally identified themselves as a potential vendor. If changes are made, DESC may, at its discretion, extend the time allowed for submission of proposals.

D. Submittal Information

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

Table of Contents

Proposal Response, required.

- Summary
- Qualifications



Targeted Area Barrier Removal Services (TABRS) 2025 RFP

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- Performance History
- Administrative Capacity
- Service Delivery Description
- Price Proposal using **TABRS 2025 RFP Price Proposal**, required and included in RFP package.
- **Financial Fit & Capacity by providing *DESC Financial Fit Cash-On-Hand Form - Contractor Vendor***, required.
- **DESC Cover Sheet (Form A)**, required.
- **Representation and Certifications** required.
- **Co-Grantee Agreements**. (if applicable)
- **Subgrantee and/or subcontractor Agreements** (if applicable)

E. Submittal Instructions

1. Proposals must be received electronically on or prior to the exact date and time detailed herein.
2. Attachments should be of good copy, quality, and legible.
3. Do not include embedded links to external information in proposal submissions. Links to external information provided in response to this RFP will not be evaluated.
4. Responses must be received no later than **due date and time and as specified in Bidder's Information above**.
5. To be properly received, Email Subject line must include **Response to TABR 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.

F. Changes in Facts

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

G. Communications

Applicants must submit all inquiries related to this RFP in writing to procurement@detempsol.org.



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Due to the competitive nature of this procurement, prospective applicants should refrain from communicating with DESC staff or stakeholders regarding elements of this procurement opportunity. Individualized technical assistance is not available to assist in completing a response to this RFP. DESC reserves the right to disqualify an Applicant's proposal from evaluation for failure to comply with requirements of this RFP.

H. Evaluation Procedures, Oral Presentations, and Site Inspections

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

DESC reserves the right to request additional information to amplify, clarify, or support proposals. DESC also reserves the right, at its own discretion, to request oral presentations regarding proposals received in response to the RFP. Failure to make an oral presentation after one is requested by DESC will be grounds for rejection of your proposal.

Applicants will be notified by DESC of the date, time and location for any pre-award survey, site inspection, or oral presentation, if one is requested. A final determination will be made by DESC after any pre-award survey, site inspection, or oral presentations are completed.

Applicant's response will be evaluated in accordance with the criteria listed below. Please note, only finalists will be invited for an oral presentation, as required. DESC reserves the right to award or reject funding for a proposal. Decisions regarding applicant proposals are the final determination of DESC.

CATEGORY		MAXIMUM POINTS POSSIBLE
A.	Summary	5
B.	Qualifications	20
C.	Performance History	30
D.	Administrative Capacity	40
E.	Service Delivery	125
F.	Price Proposal	50
G.	Financial Fit/Capacity	Pass/Fail
TOTAL MAXIMUM POINTS – WRITTEN PROPOSAL		270



Targeted Area Barrier Removal Services (TABRS) 2025 RFP

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I. Pre-Award Termination of RFP process

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

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

J. Requests for Feedback and Information

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

K. Contract Negotiations/Stipulations

The RFP is competitive. Each proposal should be submitted in the most favorable terms that the prospective vendor can submit from a technical and price standpoint. The offer is subject to negotiation, but costs cannot increase during contract negotiation unless required by DESC.

All contracts with DESC in excess of \$10,000 are subject to termination for cause, and for convenience by DESC. DESC will not enter into a contract with any person or entity that has been debarred or suspended from contracting with any Federal or State governmental unit. All prospective vendors must accept DESC's boilerplate language contract or have a negotiated revision to said language on file with the DESC. DESC's standard contract provisions can be provided upon request.

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

L. Contract Approval

Upon award of a contract, pursuant to this RFP, DESC and the applicant shall execute a contract that shall contain all contractual terms and conditions in a form provided by DESC. No contract shall become effective until the contract has been approved and executed by DESC. Prior to the completion of this approval process, the vendor shall have no authority to begin work under the contract. The Chief Financial Officer of DESC shall not authorize any payments to the vendor prior to such approvals; nor shall DESC incur any liability to reimburse the vendor regarding any expenditure for the purchase of materials or the payment of services.



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M. DESC Performance Monitoring and Evaluation Procedures

DESC may conduct periodic monitoring and evaluation of all vendors to determine contractual compliance relative to funding requirements and guidelines, performance outcomes, quality of operation, and/or customer service. Based on the results of the evaluation or monitoring efforts, DESC may request performance improvement plans. In instances of significant performance or compliance deficiencies, DESC may place the contractor on a corrective action plan.

N. Modification of Services and Funding

DESC reserves the right to modify the services provided by vendors awarded a contract during the contract period. Any modification and resulting changes in pricing shall be made by amendment to the contract and the vendor and DESC.

DESC also reserves the right to decrease or increase contract amounts during the life of the contract, based on the utilization of funds, vendor performance, and the availability of funds, or as further described in the contract.

Any individual/organization applying under this RFP must be willing to adapt its proposal to specific funding guidelines or changes in DESC's, state, or federal regulations or policies.

Prospective vendors may be required to submit cost, technical, or other revisions of their proposal that may result from negotiations.

O. Terms and Conditions

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

P. 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.



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Pursuant to Section 7.5-306 of the City Charter, the Inspector General shall investigate any Public Servant, City agency, program or official act, contractor and subcontractor providing goods and services to the City, business entity seeking contracts or certification of eligibility for City contracts and person seeking certification of eligibility for participation in any City program, either in response to a complaint or on the Inspector General's own initiative in order to detect and prevent waste, abuse, fraud and corruption.

In accordance with Section 7.5-310 of the City Charter, it shall be the duty of every Public Servant, contractor, subcontractor, and licensee of the City, and every applicant for certification of eligibility for a City contract or program, to cooperate with the Inspector General in any investigation pursuant to Article 7.5, Chapter 3 of the City Charter.

Any Public Servant who willfully and without justification or excuse obstructs an investigation of the Inspector General by withholding documents or testimony, is subject to forfeiture of office, discipline, debarment or any other applicable penalty.

As set forth in Section 7.5-308 of the City Charter, the Inspector General has a duty to report illegal acts. If the Inspector General has probable cause to believe that any Public Servant or any person doing or seeking to do business with the City has committed or is committing an illegal act, then the Inspector General shall promptly refer the matter to the appropriate prosecuting authorities.

For purposes of this Article¹

Board of Ethics

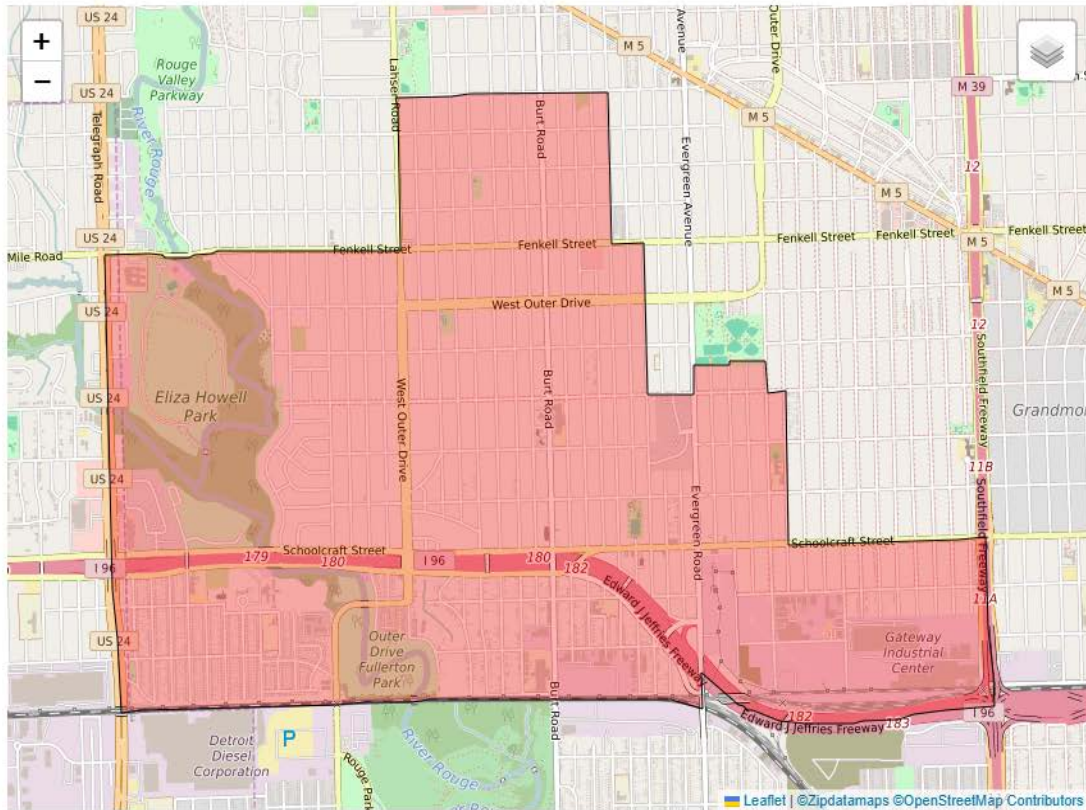
In accordance with Section 2-106.10 of the City Charter, it is the duty of every Public Servant, the Contractor and subcontractors, if any to cooperate with the Board of Ethics in any investigation.

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.

Interactive Map of Detroit Neighborhood Brightmoor



Brightmoor Data

City	Detroit
County	Wayne County
Brightmoor ZIP Codes	48223
Region	Metro Detroit
Area Code	313