

REQUEST FOR PROPOSALS (RFP)

for

Workforce Development Programmatic Operations Monitoring RFP 2023 (WDPOM RFP 2023)



ISSUE DATE: February 13th, 2023

RESPONSES DUE: DATE March 27th, 2023

AWARD NOTIFICATION: April 24th, 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

Calvin C. Sharp, Chairperson

Terri Weems, Interim President and Chief Executive Officer



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Workforce Development Programmatic Operations Monitoring RFP 2023

BIDDING INFORMATION	
Issue Date:	February 13th, 2023
Questions Deadline:	<p>February 27th, 2023 5PM (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> Questions for WDPOM RFP 2023</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>March 3rd at 5:00PM (EST)</p> <p>Responses to questions will be available at this link: https://www.descmiworks.com/opportunities/rfps-and-rfqs/</p>
Bidders Conference or Webinar (Optional)	<p>If needed.</p> <p>*DESC strongly encourages applicants to attend the bidders' conference.</p>
Proposal Due Date:	<p>March 27th, 2023 at 5PM (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> Response to WDPOM RFP 2023 Proposal email submissions that include DESC staff will not be accepted. Confirmations of proposals received will be provided within 24 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. Proposal email submissions that include DESC staff will not be accepted. Confirmations of proposals received will be provided within 24 hours of receipt.</p> <p>DESC WILL NOT ACCEPT PAPER/HARD-COPY OR LATE PROPOSALS.</p>
Award Notice:	The award notification is planned to be provided by April 24th, 2023



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Oral Presentation / Site Visit: <i>(optional)</i>	If needed, Week of April 17th, 2023. DESC will host Oral Presentations on an INVITE ONLY basis with those organizations selected as finalists during the review process, as required. All prospective responders should HOLD these dates. Finalists will be notified by email upon completion of written proposal evaluations regarding presentations (length, location, materials) etc.
Contract Start Date:	The contract period is scheduled to begin May 1st, 2023.



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Workforce Development Programmatic Operations Monitoring RFP 2023

I. INTRODUCTION

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

DESC oversees nine (9) Detroit Michigan Works! One-Stop Service Centers and contracts with qualified entities to provide workforce development services to job seekers and employers. Locally, the Michigan Works! One-Stop Service Centers are branded as Detroit at Work Career Centers. DESC is also a proud member of the American Job Center network.

In February 2017, the Mayor's Office of Workforce Development and DESC launched Detroit at Work to build Detroit's talent pool, create an opportunity for Detroiters, and give employers access to a demand-driven talent pipeline. Detroit at Work offers residents and employers a simplified brand to serve as the umbrella for all City of Detroit workforce development efforts. This includes the employment and training programs administered by DESC.

DESC is seeking proposals from qualified individuals and/or organizations to provide as needed, Programmatic Operations Monitoring for the Detroit Employment Solutions Corporation (DESC), and the contracted organizations performing employment and training services on behalf of DESC or its stakeholders.

DESC plans to award **one (1) contract or more** for requested services as detailed in this RFP.

II. CONFIDENTIALITY

DESC will treat as confidential any non-public information that we receive from you in our discussions about the transaction contemplated by your RFP (other than information that we also receive from other, non-confidential sources, or that we independently develop ourselves).

III. ORGANIZATION QUALIFICATIONS

Eligible applicants include non-profit organizations, private for-profit companies, units of local government including community colleges and universities, and faith-based and community organizations.

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



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Organizations and individuals are ineligible if they are currently barred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by a federal department/agency, or if they are not in compliance with the State of Michigan Department of Revenue or Internal Revenue Service requirements.

Applicants must possess the following:

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

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

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

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

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



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- **At least two (2) years**’ experience providing products/services to public agencies, non-profit organizations, federal grant recipients and organizations of similar scope and size.

IV. SCOPE OF WORK 1 - PROGRAMMATIC MONITORING

DESC seeks a vendor to provide, as needed, **programmatic monitoring services** for its workforce programs and operations for our subrecipients and partners throughout the city of Detroit.

DESC has executed subrecipient contracts to support workforce development services. As such, DESC is required to maintain strong compliance controls to ensure regulatory compliance across the growing entities and stakeholders within the workforce development chain. The awarded applicant will provide DESC with programmatic compliance auditing, reporting and consultation services to ensure compliance with federal, state, local and/or private funding requirements throughout the workforce development chain.

Applicants may apply to all or portions of the RFP. Each application will be treated as a separate proposal and must include/answer all requirements listed for the RFP section being applied for. The documents, attachments and information received for each proposal will be scored exclusive from other proposals received by the applicant. The applicant must clearly indicate, on each proposal, what documentation and information received goes with that proposal. Unclear or undocumented information will not be considered. For a more detailed breakdown of the scope/objectives see Section H below.

Expectations and Specific Tasks

- A. Develop programmatic audit testing procedures to ensure subrecipients are in compliance with Workforce Innovation and Opportunity Act (WIOA), Temporary Assistance to Needy Families (TANF) – Partnership, Accountability, Training, Hope (PATH), Food Assistance Employment & Training (FAE&T+), Jobs for Americas Graduates (JAG), YouthBuild, American Rescue Plan Act, CARES Act, Trade Adjustment Assistance (TAA), Wagner-Peyser requirements; including but not limited to, program monitoring and sampling of participant files for program requirements such as eligibility, ISS, case management, training, site monitoring, performance, data validation/MIS, supportive services and other programmatic areas applicable to each of the service provider’s programs.
- B. Conduct on-site programmatic testing at the various service providers.
- C. Provide management with reports detailing testing completed and results found.
- D. Suggest corrective action plans for testing that falls below established standards.
- E. Assist service providers in preparation for state and federal monitoring visits, including but not limited to, reviewing the monitoring guides and subsequent service providers’ planning and preparation documents to make recommendations for changes that can be made prior to the State site visit.
- F. On-site assistance during external monitoring visits to facilitate any potential corrective action(s) in response to the monitoring visit.



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Meetings and Reports

Activity reports and progress meetings will be as needed during the period of the contract. Contractor should be available to meet with Staff to discuss findings and recommendations as needed. Additional meetings as needed with DESC Staff as identified by Compliance Manager and executive leadership. DESC may request other meetings, as it deems appropriate.

**See Attachment A for a listing that includes, but is not limited to, DESC's subrecipients.
For a listing of federal funding sources see Attachment B.**

V. SCOPE OF WORK 2 – PROGRAMMATIC TECHNICAL ASSISTANCE

DESC seeks a vendor to provide, as needed, **programmatic technical assistance** for its workforce programs and operations for our Headquarters, Career Centers and partners around the city of Detroit.

DESC has executed subrecipient contracts to support workforce development services. As such, DESC is required to maintain strong compliance controls to ensure regulatory compliance across the growing entities and stakeholders within the workforce development chain. The awarded applicant will provide DESC with programmatic compliance technical assistance and consultation to ensure compliance with federal, state, local and/or private funding requirements throughout the workforce development chain.

Applicants may apply to all or portions of the RFP. Each application will be treated as a separate proposal and must include/answer all requirements listed for the RFP section being applied for. The documents, attachments and information received for each proposal will be scored exclusive from other proposals received by the applicant. The applicant must clearly indicate, on each proposal, what documentation and information received goes with that proposal. Unclear or undocumented information will not be considered. For a more detailed breakdown of the scope/objectives see Section H below.

Expectations and Specific Tasks

- A. Provide technical assistance and training to DESC on administrative compliance with federal, state and local funding sources with an emphasis on Workforce Innovation and Opportunity Act (WIOA), Temporary Assistance to Needy Families (TANF) – Partnership, Accountability, Training, Hope (PATH), Food Assistance Employment & Training (FAE&T+), Jobs for Americas Graduates (JAG), YouthBuild, American Rescue Plan Act, CARES Act, Trade Adjustment Assistance (TAA), Wagner-Peyser and other workforce development related funds and activities.

Meetings and Reports

Activity reports and progress meetings will be as needed during the period of the contract. Contractor should be available to meet with Staff to discuss findings and recommendations as needed. Additional meetings as needed with DESC Staff as identified by Compliance Manager and executive leadership. DESC may request other meetings, as it deems appropriate.

**See Attachment A for a listing that includes, but is not limited to, DESC's subrecipients.
For a listing of federal funding sources see Attachment B.**



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VI. COOPERATIVE APPLICATIONS

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

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

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

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

DEFINITIONS

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

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

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

(Please note: DESC’s procurement policy follows the guidelines set forth in the Workforce Development Agency, PI 19-30. Please see https://www.michigan.gov/documents/leo/PI-19-30_Procurement_669923_7.pdf for more information.

VII. AWARD, TERM AND RENEWAL INFORMATION

If a contract is awarded as a result of this RFP, it will be a one (1)-year **service-based** Contract.

The period of performance will be for a minimum of twelve (12) months and will not be earlier than May 1st, 2023 or later than June 30th, 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 vendors and that the determination is made at DESC’s sole discretion.

Based on performance during the initial contract period and contingent upon availability of funds, contracts may be extended for service and eligible for two (2) one (1)-year renewal option(s). Any renewal option exercised under this contract is effective only after approval by the



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DESC Board of Directors and/or 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 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.

VIII. 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.

IX. RFP PROCESS AND PROCEDURES

A. Questions, Question Deadline and Responses to Questions

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

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

All questions regarding the RFP shall be received by email no later than **February 27th, 2023 at 5PM (EST)** to procurement@detempsol.org.

To be properly received, Email Subject line must include: Questions for WDPOM RFP 2023

Responses to questions will be available at this link by **March 3rd, 2023 at 5 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 RFP response must be composed in a single document. Acceptable document formats are:



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MS Word or PDF. Each page should be numbered in this format '*n of N*'. Proposal response should be composed as follows:

- Table of Contents
- Summary
- Qualifications
- Administrative Capacity
- Performance History
- Service Delivery Description

Page limits for the RFP response:

- Single applicant proposals are limited to fifteen (15)-pages; double-spaced using a 12-point font unless stated otherwise in the preparation directions.
- Two (2) or more Co-applicants are limited to twenty (20)-pages; double-spaced using a 12-point font unless stated otherwise in the preparation directions.

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

Financial Fit and Capacity section of the proposal response must be composed in a separate file. Acceptable file formats are MS Word, MS Excel or PDF. Each page must be numbered in this format '*n of N*'.

Price Proposal section of the proposal response must be composed in a separate document. Acceptable file formats are MS Word or PDF file. Each page must be numbered in this format '*n of N*'.

Subgrantee and/or subcontractor agreements section (if applicable) of the proposal response must be composed in a separate document. Acceptable file formats are MS Word or PDF. Each page should be numbered in this format '*n of N*'. For each subgrantee or subcontractor identified (as applicable), the proposal response should include:

- RFP/Q Title, Issue Date and Response Due Date,
- Bid list or copy of the advertisement,
- Selected Applicant's response and,
- The summary document listing all respondents and scores/rankings.

DESC Cover Sheet (Form A) should be included with the RFP response and is available for download, as described below. Form A must detail 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.

Representations and Certifications response should be included with the RFP response and is available for download, as described below.



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- Do not include embedded links to external information in proposal submissions. Links provided in response to this RFP will 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 in the following order and must contain the elements listed below, including all applicable attachments:

1. General RFP Application Information

- a) DESC Cover Sheet (Form A) – available for download from DESC’s website: <https://www.descmiworks.com/wp-content/uploads/DESC-FORM-A-Cover-Sheet-042420-General.pdf>. This document must be signed and submitted as a separate attachment with RFP proposal response. Please note: **Proposal Title** should reflect title of this RFP.
- b) Representations and Certifications - available for download from DESC’s website: <https://www.descmiworks.com/wp-content/uploads/DESC-Representations-and-Certifications-for-RFP-Offerors-042420.pdf>. Provide as applicable below. This document must be submitted as a separate attachment with RFP proposal response.
 - i. If registered with www.SAM.gov, provide Representations and Certifications Report; otherwise;
 - ii. If not registered with SAM.gov, complete and provide DESC Representations and Certifications for RFP Offerors as provided in this RFP.

2. Table of Contents

3. Summary

Provide a two (2)-page summary of the proposal that outlines background/history of experience providing Programmatic Operations Monitoring /Services, previous clients and experience working with non-profits of a similar size/nature to DESC.

4. Qualifications

The applicant shall provide the following information that describes qualifications to successfully carry out activities described in the RFP.



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- a) Clearly describe how applicant proposes to provide Scope of Work elements described in this RFP. Describe additional elements that may be beneficial for DESC.
- b) Describe your experience working with organizations the size of DESC.
- c) Describe how many years of experience individual team members in their prospective fields have. Identify key staff on your team that may be assigned to DESC. As applicable, information must include:
 - i. Name
 - ii. Title
 - iii. Place of legal employment
 - iv. Detail services the key staff may be expected to provide for this proposal
 - v. Resume
- d) Documentation of the business structure (e.g. corporation., LLC, sole proprietor, partnership, etc.) you have registered to conduct business. Include 501 (c) 3 papers (if applicable)

5. **Service Delivery Description**

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

- A. Describe how DESC or its contractors could request services outlined within this RFP.
- B. Describe estimated project timelines for completion for key deliverables described in the scope of work.
- C. Describe how the project(s) are managed to ensure the timely delivery of services.
- D. Describe your hours of operation including:
 - i. Standard Business (Days and Time)
 - ii. After Hours (Days and Times)
 - iii. Holidays

6. **Performance History**

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

- A. Provide two (2) to three (3) examples with descriptions of completed projects for organizations with similar size and needs as DESC. For each example, detail the organization, dates of service/contract, scope of services requested and applicant's resulting accomplishments/outcomes.
- B. Provide customer references for organizations listed above in 7.A, including names, mailing addresses, email addresses, and contact numbers.
- C. Provide information on any projects in which the bidder's contract was terminated for any reason.



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D. Identify any claims or lawsuits that have been brought against the individual or organization proposing service within the last five (5) years.

7. **Administrative Capacity**

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

A. Provide Organizational Chart

B. Briefly describe applicant's implementation, utilization, proficiency/skill with business software; applications and hardware technology used to perform, manage, and monitor funding and programmatic data.

8. **Financial Fit/Capacity**

Applicants shall provide one of the following 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. Balance Sheet and Income Statement for the most recent year completed and prior year;

or

B. Tax Returns for the most recent year completed and prior year;

or

C. Audited financial statement for the most recent year completed and prior year;

or if not applicable

D. Provide a summary explanation if financial information cannot be provided. Please note that an evaluation of this criteria will not be possible without a response to information requested (a-c above).

Embedded links to external information will not be evaluated.

9. **Price Proposal**

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

Please select from Option 1 or Option 2 for preferred method to compare proposed costs

Option 1

If a contract is entered into as a result of this RFP, it will be a contract for fees as related to providing all requested services and equipment and may not exceed the prices quoted in the proposal.

Option 2 – Provide a Budget Template or Price/Cost proposal tool



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Bidders are requested to respond to the **WDPOM 2023 RFP Respondent Quote Response Tool** to make a firm cost proposal to DESC.

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.

10. **Subgrantee and/or subcontractor Agreements (if applicable)**

Subgrantee and/or subcontractors that will receive funds as a result of activities completed for this RFP must be procured. For subgrantee or subcontractors identified in the RFP response, please provide the following documentation:

- A. RFP/Q Title, Issue Date and Response Due Date,
- B. Bid list or copy of the advertisement,
- C. Selected Applicant's response and,
- D. The summary document listing all respondents and scores/rankings.

E. Submittal Instructions

1. Proposals must be received electronically on or prior to the exact date and time detailed herein.
2. Attachments should be of good copy, quality, and legible.
3. Do not include embedded links to external information in proposal submissions. Links to external information provided in response to this RFP will not be evaluated.
4. Responses must be received no later than **March 27th, 2023 at 5PM by Email to:** Procurement@detempsol.org. Files submitted via email must not exceed 25 MB.
5. To be properly received, Email Subject line must include:

Response to WDPOM RFP 2023

6. **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 24 hours of receipt.

DESC WILL NOT ACCEPT PAPER / HARD-COPY OR LATE PROPOSALS.

F. Changes in Facts



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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. 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.

Prospective 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.

The proposal will be evaluated in accordance with the criteria listed below. Please note, only finalists will be invited for an oral presentation. DESC reserves the right to award or reject funding for a proposal.



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Scope 1) Programmatic Auditing	
CATEGORY	MAXIMUM POINTS POSSIBLE
Section 1: Summary Provide no more than a two (2)-page summary that outlining the organization's background/history, number of years of experience.	5
Section 2: Prior Experience Monitoring Please describe in detail: <ul style="list-style-type: none"> a) Prior experience monitoring other Michigan Works! Employment & Training/Workforce Development agencies b) Prior experience monitoring similar programs funded by the State of Michigan and the Federal Government 	20
Section 3: Applicant Capacity Please describe in detail: <ul style="list-style-type: none"> a) Qualifications of staff to be assigned, including but not limited to, education, position in firm, years and types of experience, continuing professional education. 	10
Section 4: Applicants Understanding of Work to be Performed Please describe in detail: <ul style="list-style-type: none"> a) Development of comprehensive monitoring tools and process b) Proposed calendar setting up realistic time estimates c) Sample size selection process d) Documentation process 	25
Section 5: Service Delivery & Reporting Please describe in detail the plan for: <ul style="list-style-type: none"> a) Monitoring/reports with results/findings b) Submission of reports in a timely manner c) Implementation of corrective action plans 	20
Section 6: Price Proposal	15
Financial Fit/Capacity Please see above under Section IX-5.	5
TOTAL MAXIMUM POINTS – WRITTEN PROPOSAL	100



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Scope 2) Programmatic Technical Assistance	
CATEGORY	MAXIMUM POINTS POSSIBLE
Section 1: Summary	5
Section 2: Prior Experience Monitoring Please describe in detail: <ul style="list-style-type: none"> a) Prior experience monitoring other Michigan Works! Employment & Training/Workforce Development agencies b) Prior experience monitoring similar programs funded by the State of Michigan and the Federal Government 	25
Section 3: Applicant Capacity Please describe in detail: <ul style="list-style-type: none"> a) Qualifications of staff to be assigned, including but not limited to, education, position in firm, years and types of experience, continuing professional education. b) Understanding of Work to be Performed 	45
Section 4: Price Proposal – Rate per hour	20
Financial Fit/Capacity Please see above under Section IX-5.	5
TOTAL MAXIMUM POINTS – WRITTEN PROPOSAL	100

H. Pre-Award Termination of RFP process

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

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



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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 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.



Workforce Development Programmatic Operations Monitoring RFP 2023

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/wp-content/uploads/2018-06-22-DESC-General-Contract-Terms-and->



Workforce Development Programmatic Operations Monitoring RFP 2023

Attachment A – Current list of subrecipients

**** Subject to change ****

- ACCESS
- Catalyst Consulting Group Inc
- Center for Employment Opportunities, Inc
- Connect Detroit
- Detroit Local Initiatives Support Corp
- Detroit Public Schools
- Development Center
- Downriver Community Conference
- Educational Data Systems, Inc.
- Focus Hope
- Goodwill Industries of Greater Detroit
- Jackets for Jobs
- Jewish Vocational Services
- JVS/ResCare
- Matrix Human Services
- Metro Solution Inc
- Michigan HRDI
- Microworks Employment & Training Service Inc
- Payne Pulliam School of Business
- Resource Network
- Ross Innovative Employment Solutions Corporation
- Seattle Jobs Initiative
- SER Metro
- SERCO
- SERCO (MI Ave)
- Southeast Michigan Career Alliance
- Southeast Michigan Community Alliance
- Southwest Economic Solutions
- St. Vincent & Sarah Fisher Center
- The International Institute of Metropolitan Detroit
- The Yunion
- Urban Neighborhood Initiatives
- Workforce Development Institute
- YMCA
- Youth Connection



Workforce Development Programmatic Operations Monitoring RFP 2023

Attachment B -DESC SEFA

Detroit Employment Solutions Corporation

Schedule of Expenditures of Federal Awards

Year Ended June 30, 2021

Federal Agency/Pass-through Agency/Program Title	Assistance Listing Number	Pass-through Entity Identifying Number	Total Amount Provided to Subrecipients	Federal Expenditures
U.S. Department of Agriculture -				
State Administrative Matching Grants for the Supplemental Nutrition Assistance Program (SNAP) Cluster - Passed through the Michigan Department of Labor and Economic Opportunity - Workforce Development Agency:				
FY20 FAE&T Plus Programs	10.561	202019S251942	\$ 74,351	\$ 96,776
FY20 ST ADM MTCH GRTS FOR THE SNAP	10.561	202020Q8750342	52,941	70,023
FY21 FAE&T Plus Supp Service	10.561	202121S251942	429	542
FY21 FAE&T Plus Programs	10.561	202121S251942	270,244	332,649
FY21 SAM GRTS-SNAP-50% FED50% GF	10.561	202121S252042	5,190	5,190
FY21 ST ADM MTCH GRTS FOR THE SNAP	10.561	202121Q750342	143,031	145,301
Total U.S. Department of Agriculture and SNAP cluster			546,186	650,481
U.S. Department of Housing and Urban Development -				
Community Development Block Grants (CDBG) Entitlement Grants Cluster - Passed through the City of Detroit, Michigan:				
CDBG Grow Detroit's Young Talent	14.218	B-19-MC-26-0006	-	1,435,512
CDBG Funds for Occupational Skills Training	14.218	B-18-MC-0006	-	79,518
Total U.S. Department of Housing and Urban Development and CDBG Entitlement Grants Cluster			-	1,515,030
U.S. Department of Labor -				
Passed through Michigan Department of Labor and Economic Opportunity - Workforce Development Agency:				
Employment service cluster:				
AY19 Wagner Peyser 7(A)	17.207	ES334001955A26	234,606	334,522
AY20 Wagner Peyser 7(A)	17.207	ES353502055A26	495,672	507,215
AY19 Wagner Peyser 7(A) PYE 2020	17.207	ES334001955A26	-	11,772
AY19 Wagner Peyser 7(A) PYE 2021	17.207	ES334001955A26	-	148,331
Subtotal			730,278	1,001,840
FY21 Jobs for Veterans' State Grants - IFA	17.801	DV357522155526	-	5,104
FY20 Jobs for Veterans' State Grants - IFA	17.801	DV342762055526	-	1,701
Subtotal			-	6,805
Total employment service cluster			730,278	1,008,645
Unemployment Insurance:				
CY19 Unemployment Insurance State Administration	17.225	UI328461960A26	52,733	52,733
CY20 Unemployment Insurance State Administration	17.225	UI345032060A26	220,264	220,264
AY20 Unemployment Insurance - IFA	17.225	UI340652055A26	-	1,701
FY20 Unemployment Claims Assistance PYE 2020	17.225	UI340652055A26	293,481	349,310
AY21 Unemployment Insurance - IFA	17.225	UI356552155A26	-	5,104
Total unemployment insurance			566,478	629,112



Workforce Development Programmatic Operations Monitoring RFP 2023

Attachment B - DESC SEFA cont'd

Detroit Employment Solutions Corporation

Schedule of Expenditures of Federal Awards (Continued)

Year Ended June 30, 2021

Federal Agency/Pass-through Agency/Program Title	Assistance Listing Number	Pass-through Entity Identifying Number	Total Amount Provided to Subrecipients	Federal Expenditures
U.S. Department of Labor -				
Passed through Michigan Department of Labor and Economic Opportunity - Workforce Development Agency (Continued):				
Trade Adjustment Assistance:				
AY18 Trade Adjustment Act	17.245	TA304921755A26	\$ 239,443	\$ 241,917
AY19 Trade Adjustment Act	17.245	TA317061855A26	429,049	433,026
Total trade adjustment assistance			668,492	674,943
Workforce Innovation and Opportunity Act (WIOA) cluster:				
AY20 WIOA Local Administration	17.258	AA332361955A26	73,705	488,372
AY19 WIOA Adult	17.258	AA347752055A26	5,241	5,318
AY20 WIOA Adult	17.258	AA332361955A26	1,108,411	1,945,724
AY18 WIOA Statewide Activities	17.258	AA347752055A26	2,079,876	4,066,493
AY19 WIOA Statewide Activities	17.258	AA321961855A26	-	18,906
AY19 WIOA Statewide Activities PYE 2021	17.258	AA223261955A26	-	8,097
AY19 WIOA Statewide Activities PYE 2020	17.258	AA223261955A26	11,142	11,142
AY19 WIOA Statewide Activities PYE 2021	17.258	AA332361955A26	-	72,204
AY19 WIOA Statewide Activities	17.258	AA332361955A26	-	9,781
AY19 WIOA Statewide Activities	17.258	38-3353746	208,050	337,186
Subtotal			3,486,425	6,963,223
AY19 WIOA Local Administration	17.259	AA332361955A26	-	520,036
AY20 WIOA Local Administration	17.259	AA347752055A26	5,707	5,791
AY19 WIOA Youth	17.259	AA332361955A26	975,351	1,211,741
AY20 WIOA Youth	17.259	AA347752055A26	2,120,605	2,806,465
AY18 WIOA Statewide Activities	17.259	AA308461755A26	-	16,987
AY19 WIOA Statewide Activities	17.259	AA223261955A26	-	8,623
AY19 WIOA Statewide Activities PYE 2021	17.259	AA223261955A26	11,864	11,864
AY19 WIOA Statewide Activities PYE 2020	17.259	AA332361955A26	-	76,885
AY19 WIOA Statewide Activities PYE 2021	17.259	AA332361955A26	-	10,416
AY19 WIOA Statewide Activities	17.259	38-3353746	221,539	359,047
Subtotal			3,335,066	5,027,855
AY19 WIOA Local Administration	17.278	AA332361955A26	-	499,379
AY20 WIOA Local Administration	17.278	AA347752055A26	4,603	4,671
AY19 WIOA Dislocated Worker	17.278	AA332361955A26	1,082,215	1,679,445
AY20 WIOA Dislocated Worker	17.278	AA347752055A26	259,192	422,346
AY18 WIOA Statewide Activities	17.278	AA308461755A26	-	20,543
AY19 WIOA Statewide Activities	17.278	AA223261955A26	-	8,280
AY19 WIOA Statewide Activities PYE 2021	17.278	AA223261955A26	11,393	11,393
AY19 WIOA Statewide Activities PYE 2020	17.278	AA332361955A26	-	73,831
AY19 WIOA Statewide Activities PYE 2021	17.278	AA332361955A26	-	10,002
AY19 WIOA Statewide Activities	17.278	38-3353746	212,740	344,785
AY18 WIOA Statewide Activities	17.278	AA321961855A26	-	4,925
AY18 WIOA NEG TET PYE 2019	17.278	DW325501860A26	166,074	660,356
Subtotal			1,736,217	3,739,956
Total WIOA cluster			8,557,708	15,731,034



Workforce Development Programmatic Operations Monitoring RFP 2023

Attachment B - DESC SEFA cont'd

Detroit Employment Solutions Corporation

Schedule of Expenditures of Federal Awards (Continued)

Year Ended June 30, 2021

Federal Agency/Pass-through Agency/Program Title	Assistance Listing Number	Pass-through Entity Identifying Number	Total Amount Provided to Subrecipients	Federal Expenditures
U.S. Department of Labor -				
Passed through Michigan Department of Labor and Economic Opportunity - Workforce Development Agency (Continued):				
Workforce Investment Act (WIA) National Emergency Grants - AY20 WIOA DW NEG C19 Dis Rec	17.277	DW349062060A26	\$ 64,859	\$ 208,451
YouthBuild	17.274	YB-34301-19-60-A-26	352,725	428,649
Passed through Employ Milwaukee, Inc. -				
H-1B Job Training Grants:				
America's Promise PYE 2018	17.268	AP-28024-15-60-A-55	-	26,175
FY19 Catalyst	17.268	HG-30140-17-60-A-26	53,990	183,417
Total H-1B Job Training Grants			53,990	209,592
Total U.S. Department of Labor			10,994,530	18,890,426
U.S. Department of Transportation - Passed through Michigan Department of Labor and Economic Opportunity - Workforce Development Agency - Highway Planning and Construction Cluster	20.205	2018-0154/20045	13,931	518,128
U.S. Department of Education -				
Passed through Michigan Department of Labor and Economic Opportunity - Workforce Development Agency:				
Rehabilitation Services Vocational Rehabilitation Grants to States:				
FY20 State Vocational Rehab Services (VR)	84.126A	H126A200099	-	1,701
FY20 State Vocational Rehab Services IFA 2	84.126A	H126A200099	-	5,104
Total U.S. Department of Education and Rehabilitation Services Vocational Rehabilitation Grants to States			-	6,805
U.S. Department of Health and Human Services -				
Passed through Michigan Department of Labor and Economic Opportunity - Workforce Development Agency:				
Temporary Assistance for Needy Families (TANF):				
FY20 TANF - Supportive Services	93.558	201MITANF	-	10,640
FY20 Temp Assist for Needy Families	93.558	2001MITANF	4,703,673	8,561,145
FY20 TANF - Supportive Services	93.558	2101MITANF	17,715	17,715
FY21 Temp Assist for Needy Families	93.558	2101MITANF	37,738	49,696
FY21 Temp Assist for Needy Families	93.558	2101MITANF	7,915,397	10,355,129
Total TANF			12,674,523	18,994,325
Chafee Foster Care Independence Program:				
FY20 DHHS CHAFEE FUNDING	93.674	1901MICILP	-	158,850
FY21 DHHS CHAFEE FUNDING	93.674	1901MICILP	-	14,604
Total Chafee Foster Care Independence Program			-	173,454
Total U.S. Department of Health and Human Services			12,674,523	19,167,779
Total federal awards			\$ 24,229,170	\$ 40,748,649