

# Request for Proposal

## Training Services for Workforce Development Professionals

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**Due Date: November 14, 2014**

Inquiries and Proposals Should Be Directed To:

Luann Dunsford  
Chief Executive Officer  
[DunsfordL@michiganworks.org](mailto:DunsfordL@michiganworks.org)

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## **BACKGROUND INFORMATION**

### **Michigan Works! Association**

The Michigan Works! Association is a 501(c)(3) non-profit organization and serves as a statewide association providing support to the Michigan Works! System - Michigan's 25 Michigan Works! Agencies and over 100 Michigan Works! Service Centers.

The mission of the Michigan Works! Association is to provide leadership and services, and promote quality and excellence for the advancement of Michigan's workforce development system and its customers and professionals.

### **Michigan Works! System**

The Michigan Works! System is the first unified workforce development system in the country and an instrumental partner for developing Michigan's economic future.

Michigan Works! Agencies are unique, but share several fundamental qualities:

- Locally-responsive and demand-driven
- Governed by a Workforce Development Board comprised of private sector representatives and Local Elected Officials
- Provide access to a full range of core employment-related services to help businesses find the skilled workers they need, and help job seekers find satisfying careers

The Michigan Works! System is demand-driven and contributes to the state's economic vitality through the provision of workforce training and services that meet the needs of targeted business sectors and employers.

With a statewide network of more than 100 Service Centers, the Michigan Works! System serves over three million customers each year.

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## STATEMENT OF NEED

The purpose of this Request for Proposal (RFP) is to solicit proposals from qualified training providers who have the capacity to develop and deliver both web-based and classroom training workshops. These workshops must be designed to support the skills and knowledge of workforce development professionals and be relevant to federal and state workforce development program services.

## BID PROCESS

The purpose of this RFP is to identify potential vendors to provide services described in **STATEMENT OF NEED** (page 3).

## INSTRUCTIONS ON BID SUBMISSION

Offerors may submit their proposals (**Section I, II and III**) electronically or via hardcopy and will be accepted through **November 14, 2014**.

**Electronic proposals** must be submitted in PDF format only to [DunsfordL@michiganworks.org](mailto:DunsfordL@michiganworks.org)

**Hardcopy proposals** may be delivered in person or via mail service delivery and must include one original and one copy of the completed proposal. Any differences between the original, copies, or a CD are at the liability of the bidder:

Michigan Works! Association  
Attn: Luann Dunsford  
2500 Kerry Street, Suite 210  
Lansing, MI 48912

### Inquiries

To ensure the Association maintains an open competition process, all inquiries regarding this RFP must be provided in writing only, via email to [DunsfordL@michiganworks.org](mailto:DunsfordL@michiganworks.org).

Answers to all questions regarding this proposal will be posted on the Association's website, [www.michiganworks.org](http://www.michiganworks.org).

Expensive bindings, color displays, or packaging are not necessary or desired. Emphasis should be based on conformity to the instructions and requirements of this RFP.

### Conditions of Bid

All costs incurred in the preparation of a proposal will be the responsibility of the Offeror and will not be reimbursed by Michigan Works! Association.

### Right to Reject

Michigan Works! Association reserves the right to reject any or all proposals or any part of same; to award a contract(s) other than to the lowest bid, and to use the accepted bid as the basis and point of departure for final contract negotiations; to waive irregularities and/or informalities; and to make any decisions which Michigan Works! Association deems to be in its own best interest.

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## **INSTRUCTIONS ON BID SUBMISSION (cont)**

This notice is forwarded for information and invitation only and is not to be construed as a contract, or as a commitment to contract. Award of any contract(s) is subject to the availability of funding.

### **Administrative Requirements**

The selected vendor must sign and return all contracts to Michigan Works! Association within ten (10) days of the receipt of the contract.

All invoices and supporting documentation must be submitted within thirty (30) days of the contract end date. Failure to do so may result in non-payment.

### **Disclaimer**

Michigan Works! Association assumes no responsibility or liability for costs incurred by the proposer prior to the effective date of any contract resulting from this RFP. The bidder may be required to obtain licenses, liability insurance (including bonding of staff responsible for financial transactions) comply with the Americans with Disabilities Act and maintain Equal Opportunity Employment between the bidder and its employees.

### **Notification of Award**

Proposals will be reviewed with notification of acceptance or refusal within four weeks of submission.

## **EVALUATION**

### **Proposal Evaluation Criteria**

All proposals will be reviewed and rated by a Michigan Works! Association review team. Incomplete proposals or proposals that fail to follow the submission guidelines will not be considered for review.

Proposals may be judged non-responsive and removed from further consideration if any of the following occur:

1. The proposal is not received timely in accordance with the terms of this RFP.
2. The proposal does not follow the specified format.
3. The proposal is not adequate to form a judgment by the reviewers.

### **Rating Criteria (Out of 100 points):**

<b>10</b>	<b>Bid Completeness</b>
<b>20</b>	<b>Experience</b>
<b>20</b>	<b>Capacity to Provide Service</b>
<b>20</b>	<b>Qualification</b>
<b>30</b>	<b>Cost and Sustainability</b>
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<b>100</b>	<b>Total Points Awarded</b>

Michigan Works! Association reserves the right to make an award without further discussion of the proposals submitted.

**SECTION I – PROPOSAL COVER PAGE**  
Michigan Works! Association  
Request for Professional Development Services

Applicant Organization		Federal ID Number/ SSN
Street Address		
City	State	Zip Code
Printed Name	Title of Applicant's Authorized Representative	
Telephone Number	Fax Number	
E-mail Address	Web site	
<p style="text-align: center;"><b><i>Certification</i></b></p> <p>I certify that:</p> <ul style="list-style-type: none"><li>(a) I have been authorized to submit and sign this proposal on behalf of the submitting organization;</li><li>(b) that the quote is accurate and true to the best of my knowledge, the costs are reasonable and necessary for the proposed service;</li><li>(c) the proposed costs do not duplicate other funds already available, or which may become available, to pay the projected costs;</li><li>(d) my organization will implement the services in compliance with the stipulations and guidelines set forth by Michigan Works! Association; and,</li><li>(e) the organization that I represent is an equal opportunity employer/provider.</li></ul> <div style="display: flex; justify-content: space-between; margin-top: 20px;"><div style="width: 45%;"><hr style="border: 0; border-top: 1px solid black;"/><b>Authorized Signature</b></div><div style="width: 45%;"><hr style="border: 0; border-top: 1px solid black;"/><b>Date</b></div></div>		

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## SECTION II – QUALIFICATIONS / PROPOSAL COMPONENTS

Complete the following information and submit **two copies** with the signed Proposal Cover Page (**Section I**). Complete responses are required for each section. All proposals must include the following:

### **A. Organizational Background**

Provide a brief description (100 words or less) of your organization

### **B. Experience/Qualifications**

The proposal should include a brief history of the firm or individual, its size, and its experience with training development services for workforce professionals.

### **C. Capacity to Provide Service**

Describe the personnel to be assigned to this project including their relevant experience, along with any specific software or platforms associated with the delivery of service.

### **D. Training Content**

Describe proposed training, format (classroom or virtual), target audience, and training outcomes.

### **E. Budget and Cost Effectiveness**

List training fee, and estimated travel/expenses if separate from training fee for a total cost per training.

### **F. References**

Please attach references including names, organization, and contact information for three (3) clients who can provide insights regarding skills, qualification and delivery of requested training services.

*Important Note: This RFP relates to training services for professionals currently employed in the field of workforce development or related industries. Training proposals designed to enhance the skills of job seekers should be directed to local Michigan Works! Agencies.*

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### SECTION III

If awarded funding, the applicant hereby certifies and assures that it will fully comply with the following federal regulations (if applicable to your organization):

#### **Certification and Other Terms/Conditions**

- The signing individual certifies that he/she is authorized to contract on behalf of the organization offering this proposal.
- The signing individual certifies that the prices in this proposal have been arrived at independently, without consultation, communication, or agreements made for the purpose of restricting competition.
- When delivering services under an approved contract, the contractor shall work under the broad supervision of Michigan Works! Association Professional Development Coordinator.
- The signing individual certifies that there has been no attempt by him/her or anyone in their organization to discourage any potential applicant from submitting a proposal.
- The signing individual certifies that he/she has read and understands all of the information in this Request for Proposals.
- The signing individual certifies that his/her organization, and any individuals to be assigned to the project, does not have a record of substandard work and has not been debarred or suspended from doing work with any federal, state, or local government.
- Michigan Works! Association reserves the right to negotiate a best and final offer with applicant selected.
- Payments shall be made on a cost reimbursement basis (no advances). Invoices shall detail expenses based on the line items in the proposal budget. Generally, Michigan Works! Association will pay invoices within 30 days of receipt, unless questions arise as to the appropriateness of an expense.
- All information received by the contractor during the course of the contract period is considered confidential, and shall be protected to the utmost ability of the contractor.
- The contract awarded under this RFP shall be subject to and interpreted under the laws and jurisdiction of the State of Michigan.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**(Signed certification/conditions to be returned with the proposal)**

## ATTACHMENT A

### SAMPLE TRAINING TOPICS

*\*Please note training proposals are not limited to the following examples; however proposals must be relevant to workforce development staff and administrators.*

Accessing Federal and State TANF Regulations  
Accessing WIA Information; CFR, Federal TEGL, TEIN  
Basics of the Career Development Process  
Branding  
Business Writing Skills  
Collaboration and Team Building Skills  
Conducting Internal Monitoring or Review  
Conflict Management  
Contracting Understanding OMB Circulars  
Coordinating Services for Older Workers  
Cost Allocation  
Creating a Communication Plan  
Creative Methods to Meet Work Participation Requirements  
De-escalation Techniques for Service Center Staff  
Developing Communications for the Media  
Developing Strong Workforce Boards  
Effective Case Notes  
Effective Presentation Skills  
Emergency Preparedness for Service Centers  
Employment Services Complaint System  
Employment Services Registration Verification for Unemployment Requirements  
Fidelity Bonding  
Grant Writing  
Incumbent Worker Funds  
Introduction to the Workforce Investment Act (WIA 101)  
Individual Service Strategies and Support Services  
Individual Training Accounts and Career Education Consumer Report  
Labor Market Information Tools  
Lean Principles for Service Organizations  
Lean Six Sigma Green/Black Belt for Workforce Professionals  
Media Training  
Marketing OJT's  
Migrant Services and Foreign Labor Exchange Requirements  
Monitoring/Audit Preparedness  
Motivational Interviewing  
Occupational Assessments including Work Keys  
OSMIS, File Management, and Data Validation  
Partnering with Economic Development  
Preventing Sexual Harassment  
Procurement - Advanced  
Procurement - Basic  
Resource Mapping and Identifying Skills Gaps  
Resume Writing



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**SAMPLE TRAINING TOPICS** *continued* -

Serving Customers with Disabilities: Compliance and Standards  
Serving Ex-Offenders  
Social Media for Organizations  
Standards for Using Social Media  
Strategic Planning  
Supervising and Managing Skills  
Technology Audits for Organizations  
Technology for Organizations, Smart Phones, Tablets, Email  
Trade Adjustment Assistance and Related Acts  
Training Waivers (Unemployment)  
Using Social Media for Business Services  
Veterans Services  
Vocational Training for TANF Customers  
WIA Adult/Dislocated Worker Case Management  
WIA Eligibility, Intake, and Documentation  
WIA Nondiscrimination and Equal Opportunity Provisions  
WIA Performance  
WIA Youth Case Management  
Writing and Managing Effective RFP's  
Writing Effective Job Descriptions