

MICHIGAN WORKS! WEST CENTRAL
REQUEST FOR QUALIFICATIONS

Request for Qualifications (RFQ) form is due 4:00 p.m. Wednesday, February 22, 2012.

GENERAL INFORMATION

1. Entity Legal Name: Address: Federal Employer Identification Number (FEIN):	
2. Contact Person: Telephone: Fax Number: Email address:	Alternate Contact: Telephone: Fax Number: Email address:

LEGAL ENTITY

1. The Entity is:	(Check all appropriate categories)
Private for Profit	
Minority Owned	
Woman Owned	
Small Business	
Private Non-Profit	
Community Based Organization	
*Unit of Government (*Required for Employment Service ONLY)	
Public School District	
Public College or University	
Unit of State Government	
Unit of Local Government	
Special Purpose Unit of Government	
Other (Specify)	
Incorporated	

QUALIFICATIONS TO RECEIVE FUNDING

2. Ability to Repay Disallowed Costs		
In the event a contract is awarded and disallowed costs are determined, the signature(s) at the bottom of this document certifies that the entity has the ability to repay any and all disallowed costs through the following method(s):		
Tax Authority	Yes	No
Sufficient Assets	Yes	No
Insurance	Yes	No
Other (Specify)		

3. Debarred or Suspended
The entity certifies they are not debarred or suspended from receiving federal or state funding.

4. Merit Based Staffing System * (Required for the Employment Service Program ONLY)
The signature at the bottom of this page certifies that the above listed entity has a Merit Based Staffing System that complies with federal regulation 5 CFR 900.603 as defined in the RFQ and Employment Service Plan Instructions issued by the Workforce Development Agency – State of Michigan.

5. Potential Conflict of Interest
The Service Provider has reviewed the membership of the Michigan Works! West Central Workforce Development Board (WDB), and Local Elected Officials (LEO) and identifies that there: ___ Is Is Not ___ A relationship between the bidder and member of the WDB/LEO. If yes, please identify the member and relationship. (Note: a relationship does not necessarily disqualify the bidder)

6. Identification of Auditor/Monitor
Michigan Works! West Central and the Bidder, if selected as a Service Provider, may not share the same firm that does monitoring for West Central and auditing service for the Service Provider. If the Bidder has a business relationship with an auditing firm that provides monitoring for Michigan Works! West Central what steps will the Bidder take to eliminate any real or apparent conflicts of interest if they are awarded a contract. The Bidders Single Audit firm is: The Bidders Compliance Monitoring firm is:

OVERALL CERTIFICATION

The person whose signature appears below certifies by their signature that the information provided by the entity is true and accurate and they have the authority to sign for this information on behalf of the entity listed in this RFQ. For Employment Service applicants, the Chief Executive for the entity must sign this form, certifying that the agency is a unit of government and has a “merit based staffing system” that meets the requirements.

Typed/Printed Name & Title for Entity

Signature

Date

MICHIGAN WORKS! WEST CENTRAL
REQUEST FOR QUALIFICATIONS

OPERATIONAL COSTS INFORMATION

Entity Name:	
Contact Person:	Fax:
Telephone:	Email:

The information provided should be consistent with agency policies and represent the costs or charges **that would be made** to Michigan Works! West Central and other entities, who wish to purchase the same or similar services. Information is requested for a period of three (3) years, and will include estimated increases or changes that may occur over this time period. The information requested is for positions and expenses that would incur costs in the operation of funded activities, including (in-kind) costs that might not actually be charged to the Program. **This is NOT the budget requested for a competitive bid or proposal.**

The time period requested is from July 1, 2012 to June 30, 2014.

I. **ADMINISTRATIVE** (oversight/supervisory responsibility over the program/services):

A.	Wages/Salaries (hourly rate)	Range		Projected Change %	
		From	To	PY 2012	PY 2014
1.	Position Title				
2.	Position Title				
3.	Position Title				
4.	Position Title				
5.	Position Title				
6.	Position Title				
B.	Fringe Benefits (percentage or amount)	Range		Projected Change %	
		From	To	PY 2012	PY 2014
1.	<i>Position Title</i>				
	Retirement				
	Insurance (Health or other)				
2.	<i>Position Title</i>				
	Retirement				
	Insurance (Health or other)				

3.	<i>Position Title</i>				
	Retirement				
	Insurance (Health or other)				
4.	<i>Position Title</i>				
	Retirement				
	Insurance (Health or other)				
5.	<i>Position Title</i>				
	Retirement				
	Insurance (Health or other)				
6.	<i>Position Title</i>				
	Retirement				
	Insurance (Health or other)				
C.	Audit				
D.	Office Supplies (annual)				
E.	Rent per Square Foot per year				
F.	Travel (rate per mile)				
G.	Telephone				
H.	Other (Specify)				

II. TRAINING/SUPPORT

A.	Staff Wages (hourly rate)	Range		Projected Change %	
		From	To	PY 2012	PY 2014
1.	Position Title				
2.	Position Title				
3.	Position Title				
4.	Position Title				
5.	Position Title				

B.	Fringe Benefits (percentage or amount)	Range		Projected Change %	
		From	To	PY 2012	PY 2014
1.	<i>Position Title</i>				
	Retirement				
	Insurance (Health or other)				
2.	<i>Position Title</i>				
	Retirement				
	Insurance (Health or other)				
3.	<i>Position Title</i>				
	Retirement				
	Insurance (Health or other)				
4.	<i>Position Title</i>				
	Retirement				
	Insurance (Health or other)				
5.	<i>Position Title</i>				
	Retirement				
	Insurance (Health or other)				
C.	Travel (Rate per mile)				
D.	Telephone (Cell ONLY)				
E.	Office Supplies (annual)				
F.	Other (Specify)				

Use additional pages if necessary.

Michigan Works! West Central Request for Qualifications (RFQ) Instructions

Information

The purpose of the RFQ is to identify entities qualified to bid or submit proposals for the operation of Michigan Works! West Central programs and activities.

These activities are largely funded by federal legislation to the State of Michigan, and provided to Michigan Works! West Central through the Workforce Development Agency – State of Michigan.

The Michigan Works! West Central is directly responsible and accountable to the Workforce Development Agency – State of Michigan for the planning and oversight of workforce training and services in this Michigan Works! Area. Michigan Works! West Central shall ensure activities produce effective outcomes that are consistent with statewide goals, objectives, and the Performance Standards and Common Measures approved by the appropriate funding sources.

Request for Qualifications (RFQ) form is due 4:00 p.m Wednesday, February 22, 2012.

PROPOSALS FOR MAJOR ACTIVITIES WILL ONLY BE ACCEPTED FROM ENTITIES THAT ARE QUALIFIED BIDDERS.

Request for Qualifications

Michigan Works! West Central desires to contract with qualified entities which can provide quality services to job seekers, employers and those seeking training. The purpose of the Request for Qualifications is to identify entities qualified to submit proposals for the operation of Workforce Service Center activities, and activities that are part of the Michigan Works! Workforce Service Center System.

The specifications for being a Qualified Bidder are given in this RFQ, and additional information about specific programs is available either in a supplement to the RFQ or the Request for Proposal, (RFP) for the specific program or programs.

Criteria Explained

1. Legal Entity

Examples of a legal entity include:

Units of Government

A unit of government, such as a public educational entity, state or local government. Public School districts, state colleges and universities, state agencies, such as the Michigan Department of Human Services (DHS) and entities that are special purpose units of government, such as some regional organizations (like Michigan Works!) are units of government.

The Employment Service Program requires that bidders be a unit of government.

Private Organizations

Private non-profit organizations and private-for-profit organizations incorporated in accordance with state statutes and which are authorized to conduct business in the State of Michigan are included. Examples include, Community Action Agencies, foundations, and private companies. A private company may also be a proprietorship, but must be organized in accordance with the laws of the appropriate state.

2. Ability to Repay Disallowed Costs

Federal and state funding may require the re-payment of costs that are determined to be disallowed. The Agency must have the ability to re-pay disallowed costs, up to 20% of the funding requested.

The ability to re-pay disallowed costs is demonstrated by:

Tax Authority (for units of Government)

Sufficient Assets

Insurance

Other (such as a letter of credit or other means of repaying disallowed costs)

3. Not be Debarred or Suspended

This refers to federal regulations concerning a common rule for receipt of federal or state funds. Debarment and Suspension are actions taken at the federal or state level. The bidder must certify they are not debarred or suspended from receipt of federal or state funds.

Debarment is the exclusion of an entity from receiving federal or state funds resulting from a conviction or civil judgment for commission of fraud or criminal offense in connection with obtaining or attempting to obtain, or performing a public or private agreement or transaction. Violations of federal or state antitrust statutes, include price fixing between competitors, allocation of customers between competitors, embezzlement, theft, and bribery.

Suspension excludes a person (or entity) from receipt of federal or state funds for a temporary period pending the completion of an investigation. Suspension is used for the same type of activities a person or entity may be debarred for. Suspension may result in debarment, depending on the outcome.

4. Merit Based Staffing System.

This item applies specifically to the Employment Service Program. Employment Services can only be contracted to one or more merit based staffed public organizations (Units of Government). Merit Based Staffing or Merit Staffing must be in accordance with federal regulation 5 CFR 900.603, promulgated pursuant to Sections 4728 and 4763 of the federal Intergovernmental Personnel Act of 1970, as amended. Standards for merit based staffing are defined as:

(a) Recruiting, selecting, and advancing employees on the basis of their relative ability,

knowledge, and skills, including open consideration of qualified applicants for initial appointment.

- (b) Providing equitable and adequate compensation.
- (c) Training employees, as needed, to assure high quality performance.
- (d) Retaining employees on the basis of adequacy of their performance, and separating employees whose inadequate performance cannot be corrected.
- (e) Assuring fair treatment of applicants and employees in all aspects of personnel administration without regard to political affiliation, race, color, national origin, sex, religious creed, age, or handicap and with proper regard for their privacy and constitutional rights as citizens. This fair treatment principle includes compliance with federal equal employment opportunity and nondiscrimination laws.
- (f) Assuring that employees are protected against coercion for partisan political purposes and are prohibited from using their official authority for the purpose of interfering with or affecting the result of an election or a nomination for office.

5. Potential Conflict of Interest

The Bidder is asked to review the listing of Workforce Development Board and Local Elected Officials members and identify any members their agency has a relationship with, and briefly define that relationship. The nature of the relationship often does not disqualify the bidder.

6. Identification of Auditor/Monitor

The Bidder is required to disclose their auditor and monitoring firm. After the selection process, if there are any current business relationships that the bidder has with either, they need to identify w2(i)0.4417.3.7

()br arri