



2950 College Ave.
Escanaba, MI 49829
(906) 789-0558 Ext 246

To: Potential Bidders

From: Michigan Works! The Job Force Board

Subject: Release of Request for Proposal – Customize Leadership Development Program

Date: March 1, 2010

Michigan Works! The Job Force Board is seeking proposals for a professional consulting firm to design and provide customized Leadership Development services for our Michigan Works! organization. The intent of the Leadership Development services is to provide employees with the leadership skills that will in turn help Michigan Works! the Job Force Board meet the area's workforce development needs.

This RFP is being released via E-Mail and through general mail. As well a copy of this RFP can be downloaded from our website at www.jobforce.org under "Public Notice" tab. If you have difficulty receiving this RFP, please call Amy Fleury at (906) 789-0558 Ext. 246.

It will be the responsibility of the bidders **to email their responses to:** afleury@jobforce.org AND submit one hardcopy via the address supplied within this RFP.

Bids are due: 12:00 Noon Eastern, Monday March 15, 2010

REQUEST FOR PROPOSAL (RFP) **MICHIGAN WORKS! Customize Leadership Development Program**

I. Statement of Need

Michigan Works! The Job Force Board is seeking proposals for a service provider to design and provide customized Leadership Development services for our Michigan Works! organization. The intent of the Leadership Development services is to provide employees with the leadership skills that will in turn help Michigan Works! the Job Force Board meet the area's workforce development needs.

Deliverables

1. Provide an 8 week leadership coaching program
 - For up to 4 select executives (specifically designed for senior management members and key organizational staff).
 - Includes an onsite group leadership development day followed by a customized executive coaching program for each participant.
2. Provide an 8 week leadership coaching program
 - For up to 8 emerging leaders (includes current management team and high-performing individual contributors)
 - Includes an onsite group leadership development day followed by a customized executive coaching program for each participant.
3. Provide a one year Executive Coaching Continuum Program:
 - For up to 12 Participants
 - Unlimited email access for coaching and assistance with daily leadership challenges.
 - Includes up to eight hours of coaching sessions per month

II. Contract Period

The contract shall begin April 19, 2010 and run through March 31, 2011. The contract may be renewed for an additional two years based on performance.

III. Rating/Selection Process

In selecting the successful bidder, Michigan Works! The Job Force Board will take into consideration skill, capacity, experience, ability, responsibility, previous work, quality and efficiency. Of particular interest is your experience in leadership development projects. Inability of any bidder to meet the requirements mentioned above may be cause for rejection of bid.

IV. Evaluation Criteria:

The award shall be made to the proposal generator whose proposal is responsive to the solicitation and is most advantageous to Michigan Works! The Job Force Board with respect to price, quality, and other relevant factors.

Evaluation of each proposal will be based on the following criteria:

Criteria	Max. Points Possible
Description of Services	40
Bidder Qualifications	40
Price	20
Total Possible Points	100

During the proposal rating process, Michigan Works! The Job Force Board staff may contact you for clarification or to request a sample of your services.

Proposals must meet a minimum of 75% of Total Points Available to be considered for negotiation. All proposers will be notified in writing of the review results.

V. Information Proviso

The Job Force Board is directly responsible and accountable to the Michigan Department of Energy and Labor and Economic Growth for the planning and oversight of all workforce development services in the region. The Job Force Board shall ensure effective outcomes consistent with statewide goals, objectives and performance standards approved by the Michigan Department of Energy and Labor and Economic Growth.

Information provided by a proposer that is willingly, knowingly and purposely false, inaccurate or misleading, will be grounds for not considering a proposal for funding, for not awarding a contract, or for canceling a contract if awarded.

VI. Cost of Proposal Preparation

All costs incurred in the preparation of a response to this RFP will be the responsibility of the offeror and will not be reimbursed by Michigan Work! The Job Force Board.

This RFP does not commit Michigan Works! The Job Force Board to award a contract or pay any cost incurred in the preparation of a proposal. The Job Force Board reserves the right to accept or reject any or all proposals or parts of proposals received as a result of this request. The Job Force Board can cancel this RFP, in part or in its entirety, if it is in its best interest to do so.

The Job Force Board requires applicants to enter into an agreement based on their proposal without further discussion or may require the applicant to enter negotiations. The Job Force Board reserves the right to request any additional data or discussion/presentation in support of the written proposal at any time, prior to the execution of a contract. Proposers may be required to submit cost, technical or other revisions of their proposals that may result from such negotiation.

Implementation of this Workforce Development project is subject to policies and funding constraints of the Michigan Department of Energy, Labor and Economic Growth and the Michigan Works! The Job

Force Board in addition to any policies and funding levels imposed by the U.S. Department of Labor, State of Michigan and related State and Federal regulations.

The Job Force Board's Code of Conduct and Conflict of Interest Policies will be in effect throughout all phases of this procurement process.

VII. Equal Opportunity

The selected Contractor shall adhere to all applicable federal, state and local laws and regulations prohibiting discrimination. The Contractor shall not unlawfully discriminate in providing services on the basis of race, color, sex, religion, national origin, height, weight, age, arrest record without conviction, political affiliation or belief, marital status, disability, or status as a job candidate. Likewise, the Contractor shall not unlawfully discriminate against an employee or applicant of employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, disability, arrest record without conviction, height, weight, or marital status. Michigan Works! The Job Force Board is an equal opportunity business/MDELEG Services provider.

Auxiliary aids and services are available upon request to individuals with disabilities by calling (906) 789-0558, ext. 246. Alternative large print is available upon request.

VIII. PROPOSAL PROCESS

A. WHERE TO SUBMIT:

- 1. VIA EMAIL TO: afleury@jobforce.org**
- 2. One(1) hard copy to: Amy Fleury, Job Force Board, 2950 College Ave. Escanaba, MI 49829**
- 3. BOTH EMAIL AND HARD COPY DUE: March 15, 2010 12:00 Noon, EASTERN**

B. INQUIRIES

If you have specific questions regarding the goods and services requested in this RFP, submit them via e-mail to Gwen Wood, COO at gwood@jobforce.org. **Verbal Q&A will not be permitted.** To ensure an equitable dissemination of information, responses to e-mailed questions will be forwarded to all proposal offerors who identify themselves as interested bidders. **Proposers must file an Intent-To-Bid form with Michigan Works! before submitting questions regarding this RFP.**

C. FORMAT AND INSTRUCTIONS FOR PREPARING THE PROPOSAL

EACH PROPOSAL MUST ADDRESS THE SPECIFIC COMPONENTS OF THE REQUEST FOR PROPOSAL. All proposals must be assembled according to the following outline:

- I. Cover/Signature Page
- II. Description of Service
- III. Organizational Background/Qualifications
- IV. Price
- V. Equal Opportunity Policy Statement
- VI. Debarment/Lobbying Certifications/approved bidder form

IX. INSTRUCTIONS FOR COMPLETING I-VI

A. COVER/SIGNATURE PAGE (Attachment I)

Prepare the signature page as the first page of the proposal to provide identifying information about the organization and the contact person. It must contain the signature of the person authorized to sign the contract that may result from the proposal. Electronic Signatures will be accepted. Please do not include a cover letter.

B. ORGANIZATION BACKGROUND AND QUALIFICATIONS (Attachment II)

This section provides an overview of your organization's experience with customized leadership development programs, your administrative/management capabilities and organizational structure. Minority-owned, female-owned, or individuals with a disability who own business must provide documentation attesting to minority, female, or disability ownership, respectively.

C. SERVICE NARRATIVE (Attachment III)

This section will provide a background of the project design for leadership development services.

D. BUDGET (Attachment IV)

Complete the budget as outlined.

E. Signed Equal Opportunity Statement (Attachment V)

F. Signed Debarment Statement/Signed Lobbying Restriction Statement, Bidder form, (Attachment VI)

PROPOSAL BEGINS ON NEXT PAGE

ATTACHMENT I

COVER PAGE

**Michigan Works! The Job Force Board
Customized Leadership Development Program**

I. - General Information – COVER PAGE

Applicant Organization Federal ID Number

Street Address

City State Zip Code

Printed Name and Title of Applicant's Authorized Representative

Telephone Number Fax Number

E-mail address

Projected Costs

Certification

I certify that I have been authorized to submit and sign this proposal on behalf of the submitting organization(s). In addition, I certify that the entire proposal is true and accurate and to the best of my knowledge the projected costs are reasonable and necessary for the proposed Service and do not duplicate other funds already available, or which will be available, to pay the projected costs. I also certify that my organization will implement this project in compliance with the stipulations and guidelines set forth by The JOB FORCE BOARD.

Signature of Authorized Representative

Date

ATTACHMENT II
Organizational Background
And
Qualifications

II. ORGANIZATIONAL BACKGROUNDS AND QUALIFICATIONS

1. Provide a description of your experience in leadership development, be sure to include:
 - a. The list of services you provide
 - b. Any experience with the Michigan Works system
 - c. Explanation of staff qualifications with attached resumes
 - d. Any business or customer references you may have

ATTACHMENT III

Description of Services

III. Service Description

1. Provide a detailed description of how you will provide the requested deliverables.

ATTACHMENT IV
BUDGET

IV. Budget

1. Fill-in the following grid with the appropriate costs and then provide a detailed break-down for each item. Please supply a narrative to support your costs.

Rates, Planning, Onsite, and Offsite Times

Title of Position	Hourly Rate	x	Number of hours	=	Total

Operational Expenses

Category	Total
Travel, Meals, Lodging	
Materials	
Telecommunications	
Other: Describe:	
Total Expenses	

V. EQUAL OPPORTUNITY POLICY STATEMENT
Michigan Department of Energy and Labor and Economic Growth

THIS POLICY APPLIES TO ALL PROGRAMS ADMINISTERED BY THE MICHIGAN DEPARTMENT OF ENERGY AND LABOR AND ECONOMIC GROWTH.

It is the policy of the State of Michigan to assure that equal opportunity will be provided under any contract, program, or activity funded in whole or in part with funds made available by or through any state department, institution, or agency.

All recipients of financial assistance are required to assure the equitable treatment of all persons in the opportunity for employment as well as their access to and receipt of, program services without discrimination based upon religion, race, color, national origin, age, sex, height, weight, marital status, arrest record, handicap, or other nonmerit factors.

This policy applies to all programs administered by the State, subgrantees, contractors, and subcontractors. All personnel will actively promote equal employment opportunity within their respective organizational units. This policy extends to the active recruitment of female and minority-owned enterprises in the delivery of services related to employment and training.

This policy will affect all employment and training practices including, but not limited to, recruitment, hiring, transfer, promotions training, compensation, benefits, layoffs, placements, and selection of subgrantees and contractors.

To ensure compliance with the established policy, a goal-oriented program has been structured with specific targets and timetables. Failure on the part of subgrantees and contractors to comply with this policy will jeopardize initial, continued, or renewed funding under federal and state-funded programs.

The Workforce Investment Act(WIA) further requires for all programs receiving WIA funds the following assurance:

As a condition to the award of financial assistance under WIA from the Michigan Department of Energy and Labor and Economic Growth the grant applicant assures, with respect to operation of the WIA-funded program or activity and all agreements or arrangements to carry out the WIA-funded program or activity, that it will comply fully with nondiscrimination and equal opportunity provisions of the Workforce Investment Act of 1998, as amended; including the nontraditional Employment for Women Act of 1991; Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; Title IX of the Education Amendments of 1972, as amended; and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including but not limited to 29 CFR Part 34. The United States has the right to seek judicial enforcement of this assurance.

Issued by:

MICHIGAN DEPARTMENT OF ENERGY AND LABOR AND ECONOMIC GROWTH

Signature of Authorized Representative

Date

VI. Certifications and Bidder Forms

**CERTIFICATION REGARDING
DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION
Lower Tier Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants' Responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

**BEFORE COMPLETING CERTIFICATION, READ ATTACHED
INSTRUCTIONS THAT ARE AN INTEGRAL PART OF THE CERTIFICATION.**

(1) The prospective recipient of federal assistance funds certified, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

(2) Where the prospective recipient of federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Printed Name and Title of Authorized Representative

Signature of Authorized Representative
Date

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the prospective recipient of Federal assistance funds is providing the certification as set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.
3. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction", "debarred", "suspended", "ineligible", "lower tier covered transaction", "participant", "proposal" and "voluntarily excluded", as used in this clause have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective recipient of Federal assistance funds agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any low tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized the DOL.
6. The prospective recipient of Federal assistance funds further agrees by submitting his proposal that it will include clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions", without modification, in all lower tier covered transactions and in all solicitation for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it know that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Procurement or Nonprocurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishing a system of records on order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntary excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may pursue available remedies, including suspension and/or debarment.

CERTIFICATION REGARDING LOBBYING

Certification of Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement the undersigned shall complete and submit Standard Form-LLL "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants and contract under grants, loans, and cooperative agreements) and that all subrecipient shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$10,000 and not more than \$100,000 for each such failure.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
APPLICANT ORGANIZATION	DATE SUBMITTED

PUBLIC NOTICE

The Six County Employment Alliance/Job Force Board is in the process of updating potential bidders lists

If you are interested in being placed on any of our bidders lists, please the identification information, and check the applicable services below. Please indicate professional fee schedule were indicated. The resulting bidders' lists will be effective until June 30, 2011.

Agency _____

Contact Person _____

Address _____

Phone _____ Fax _____

Email: _____

City, State, Zip _____

Signature _____

Please check all that apply:

Adult Education	_____	Legal Services	_____
Auditing*	_____	Office Equipment	_____
Insurance	_____	Office Supplies	_____
Computer Equipment	_____	Computer Maint/Repair	_____
Computer Software	_____	Printing	_____
Occupational Skill Training	_____	Youth Skill Training	_____
Advertising and Marketing	_____	Accounting/Finance*	_____
One Stop Career Centers	_____	Technical Writing:*	_____
Consultation:*	_____	Data Base Programming:*	_____

*Please indicate your fee schedule and a brief narrative of your service below:

Please send to:

Fax: Procurement Department, Six County Employment Alliance
906 789 9952

Mail: Procurement Department, Six County Employment Alliance
2950 College Avenue, Escanaba, MI 49829

Equal Opportunity Employer, Michigan Relay Center 1-800-649-3777
Auxiliary Aids and Services are available upon request to individuals with disabilities.