

**MICHIGAN WORKS!-
CALHOUN INTERMEDIATE SCHOOL DISTRICT**

PROGRAM YEARS 2007 & 2008

**WORKFORCE INVESTMENT ACT (W.I.A.)
CORE SERVICES PROGRAM**

REQUEST FOR PROPOSAL

PART II - APPLICATION

*AN EQUAL OPPORTUNITY EMPLOYER/PROGRAM. AUXILIARY AIDS AND SERVICES ARE AVAILABLE TO
INDIVIDUALS WITH DISABILITIES UPON REQUEST.
MICHIGAN RELAY CENTER (800) 649-3777*

**MICHIGAN WORKS!-
CALHOUN INTERMEDIATE SCHOOL DISTRICT
REQUEST FOR PROPOSAL APPLICATION
WORKFORCE INVESTMENT ACT (WIA) CORE SERVICES PROGRAM
PROGRAM YEARS 2007 & 2008**

INSTRUCTIONS: The Barry/Branch/Calhoun Workforce Development Board will fund one contractor in each county to operate the W.I.A. Core Services Program in the Michigan Works! One Stop Service Centers. A separate proposal for each county is required. Proposals are to be submitted on this application form. Proposals that are not in compliance with these requirements will not be evaluated.

Note that, unless otherwise stated, additional space or pages can be utilized to provide a response to a question.

FIVE (5) COPIES OF THE COMPLETED APPLICATION MUST BE RECEIVED IN THE MICHIGAN WORKS!-CISD WORKFORCE DEVELOPMENT OFFICE NO LATER THAN 12:00 P.M. ON MARCH 2, 2007. INCOMPLETE APPLICATIONS AND APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE CONSIDERED. CONTRACT AWARD IS CONTINGENT UPON THE AVAILABILITY OF FEDERAL FUNDS.

This request for proposal does not commit the Calhoun Intermediate School District to award a contract, to pay any costs incurred in the preparation of an application to this request, or to procure or contract for services or supplies. The Calhoun Intermediate School District reserves the right to accept or reject any or all applications received as a result of this request, to negotiate with all qualified sources, or to cancel in part or in its entirety the RFP if it is in the best interest of the Calhoun Intermediate School District to do so. The Calhoun Intermediate School District's contracting officer may require the agencies selected to participate in negotiations and to submit any price, technical, or other revisions of their proposals that may result from negotiations.

The Michigan Works!-Calhoun Intermediate School District is committed to the principles of equal opportunity and nondiscrimination in the provision of programs and services administered by this organization. In carrying out this commitment, the Michigan Works!-Calhoun Intermediate School District requires the equitable treatment of all persons in the opportunity for employment, as well as access to and receipt of program services without discrimination on the basis of race, religion, color, national origin, sex, age, height, weight, marital status, arrest without conviction, disability, political affiliation or belief and other bases prohibited by law.

SECTION I - Workforce Investment Act Core Services Program Profile

The Program Profile must be submitted as the cover page to the proposal.

1. **Program Summary:** Complete the information requested below:

A. **County:** _____

B. **Organization Name:** _____

C. **Program Name:** _____

D. **Contact Person:** _____

E. **Telephone Number:** _____

F. **Fax Number:** _____

G. **E-Mail Address:** _____

H. **Program Dates:** (Month/Day/Year)

Staff Starts: _____

Staff Ends: _____

Service Starts: _____

Service Ends: _____

I. **Program Hours:**

Staff Starts: _____ a.m.

Staff Ends: _____ p.m.

Service Starts: _____ a.m.

Service Ends: _____ p.m.

Circle Days: Mon. Tues. Wed. Thurs. Fri.

J. **Total Funds Requested:**

Total 1 st Year Funds	Total 2 nd Year Funds
\$ _____	\$ _____

2. **Write a concise summary (no longer than one page and with at least a 10 point font) of the proposed Core Services Program. This summary will be distributed to the Workforce Development Board members, so be certain to highlight the aspects of the proposed program's specific, measurable program outcomes that you want to share with the Board.**

5. **Marketing of Michigan Works! Programs & Services:** The Workforce Development Board is particularly interested in more effective marketing of Michigan Works! programs and services in our local area. Describe how your agency, as the WIA Core Services provider, will contribute toward this initiative.

6. **Customer Computer Literacy:** A goal for this contract period is to develop strategies in partnership with other community organizations to address improving the computer literacy of customers. Specify how your agency, as the WIA Core Services provider, will contribute towards this goal.

9. **Process for Referral to W.I.A. Intensive Services:** Provide a concise description of the process to be used to screen and refer customers to the W.I.A. Intensive Services component.

10. **Coordination and Integration with Partner & Community Agencies and Resources:** Describe how the Core Services Program will identify the needs of individual customers and make referrals to Michigan Works! partner agencies and/or other community organizations. Explain how the program will keep a record of these referrals, as needed. Also, explain how staff will gather information on the available resources in order to make appropriate referrals and to have information for self-service customers in the Service Center(s).

11. **Customer Support Services:** A goal for this contract period is to enhance the information available for customers related to transportation, child care and other support

services in the community. Describe how your organization will ensure that this goal is met. Also, indicate how your organization will contribute as part of a work group of partner and other community organizations to develop solutions to the deficits in these employment support areas.

12. **Entrepreneurial Programs & Resources:** Another goal is to enhance information available for job seeker customers regarding entrepreneurial programs and resources and to strengthen relationships with organizations offering these services. Explain what your organization, as the WIA Core Services provider, will do to meet this goal, citing specific entrepreneurial programs and resources in your area.

13. **Basic Academic Skill Development:** A goal for this contract period is to assist job seeker customers to access community programs (including Plato Learning System) so they may improve their basic academic skills, including GED preparation. Describe specifically

how your agency, as the WIA Core Services provider, will work with other partners to meet this goal.

14. **Customized Assessment Services:** A goal for this contract period will be to develop a plan to provide more customized assessment services for job seekers in order to meet employer hiring needs. Describe specifically how your agency, as the WIA Core Services provider, will work with other partners to develop this plan.

15. **Strategic Planning Goals:** Describe how your proposed Core Services Program will contribute toward the attainment of the Workforce Development Board Strategic Plan Goals that are delineated in the Program Description.

16. **Continuous Improvement Activities:** Describe your agency's commitment to participate in this Michigan Works! area's continuous improvement process.

17. **Reporting Requirements:** Briefly describe the procedure that will be used to track and report on the performance objectives listed in the RFP Program Description.

18. **Electronic MIS Network:** Provide an explanation of your agency's capability to operate and maintain an electronic MIS System (remote data entry that will be communicated to the One- Stop Central MIS System) in order to maintain the employer contact data for the Michigan Opportunity Partnership Employer Tracking System.

19. **Staffing:** Attach a brief job description for each position to be funded through this proposal. Include a description of the responsibilities and qualifications, experience or training required, and the salary range (minimum to maximum).
20. **Work Plans:** Using the Program Work Plan format on the following pages, enter the tasks to be performed in order to accomplish each activity included in this proposal. Complete one form for each of the two years in the funding period. Add more rows to each form as needed. Provide sufficient detail on each activity and how it will be accomplished so that anyone could successfully implement the program using this outline. In no case, should any program list only one activity!!

21. **Performance Objectives:** Complete the following forms to indicate the planned levels of service for each of the two years in the funding period. Your program must be designed, at minimum, to meet the performance standard levels listed in the RFP Program Description. Additional objectives and planned levels of service may be added. **Also provide a narrative that explains what your agency will do in order to reach each of the standards you set.**

Please note that each succeeding month in the columns on the forms must be the cumulative total of all prior months.

**W.I.A. Core Services Program
Performance Service Schedule
PROGRAM YEAR 2007 (July 1, 2007 – June 30, 2008)**

Month	Job Seeker Office Visits	Employer Visits	Employer Phone calls & Faxes
July 2007			
Aug. 2007			
Sept. 2007			
Oct. 2007			
Nov. 2007			
Dec. 2007			
Jan. 2008			
Feb. 2008			
Mar. 2008			
Apr. 2008			
May 2008			
June 2008			
Total			

**W.I.A. Core Services Program
Performance Service Schedule
PROGRAM YEAR 2008 (July 1, 2008 – June 30, 2009)**

Month	Job Seeker Office Visits	Employer Visits	Employer Phone calls & Faxes
July 2008			
Aug. 2008			
Sept. 2008			
Oct. 2008			
Nov. 2008			
Dec. 2008			
Jan. 2009			
Feb. 2009			
Mar. 2009			
Apr. 2009			
May 2009			
June 2009			
Total			

PROGRAM BUDGET

NOTE: SEPARATE BUDGETS ARE REQUIRED FOR EACH OF THE TWO PROGRAM YEARS.

Directions: Using the sample budget format on the following page, please develop a line item budget for the Core Services Program for each of the two program years. For each line item, include the computations used to arrive at the total costs. Break down all wage listings by the number of positions, hourly wage, hours per week, and number of weeks. All fringe benefits must include the type of benefit and the percentage of total wages. Items such as telephone and office supplies may be described in terms of costs per month. Mileage should be broken down to number of miles per week, cents per mile, and number of weeks. All costs itemized in budget must include the number of units, cost per unit, etc

Bidders are encouraged to include a separate “in-kind” budget detailing the costs involved in operating the program that will not be charged to the W.I.A. budget. Bidders who include an “in-kind” budget will be eligible for additional points in the proposal evaluation process.

SAMPLE BUDGET:	
WIA CORE SERVICES PROGRAM	
:	
<u>GET TO WORK! Agency -</u>	
Program Costs:	
Staff Wages - (all staff)	
1.	\$ -
2.	\$ -
Staff Fringe Benefits (? %)	\$ -
Staff Travel	\$ -
Operational Costs -	
Facility Usage	\$ -
Utilities	\$ -
Communications	\$ -
Other (Explain)	\$ -
Equipment Rentals	\$ -
Supplies	\$
Copies & Printing	\$
Provide detail/explanation for each line item in your budget and the calculations,(i.e. Instructor's wages @ \$15/hr x 8 hrs/wk x 52 weeks.)	
TOTAL CORE BUDGET:	\$ -

SECTION II - Organizational Background / Capabilities

NOTE: Bidders who submit multiple proposals are only required to submit this section with one set of proposals. If a collaborative proposal is submitted, this section must be completed for each individual agency.

1. Organization:

_____	(____)_____
Name of Organization	Phone Number

Street Address	City Zip Code

2. Contact Person: Person who can answer questions about this application.

_____	(____)_____
Name	Phone Number
(____)_____	_____
Fax Number	E-Mail Address

3. Type of Organization: Place a checkmark next to the applicable type of organization.

- Private Non-Profit Corporation
- Public Organization
- Private-For-Profit Corporation
- Other (Explain)

Also, if applicable, list names and officers of your agency's current Board of Directors.

4. **Capacity to Provide Services:** Provide a description of your agency’s experience in providing services to the general public, job seekers and/or employers, including the funding sources of such programs and the types of people served by these programs. Include a concise summary of quantifiable accomplishments that support past effectiveness, and the reason(s) why your agency should be selected to provide the W.I.A. Core Services Program. In addition, as applicable to your organization, provide the documents and information detailed in B) below.
- A. **Current MWA Contractors:** Bidders that hold current contracts with the Barry/Branch/Calhoun MWA for workforce development services described in this RFP package do not need to submit third party reports, performance reports, audits, etc. Current MWA monitoring and evaluation reports will be used to assess organizational experience and demonstrated effectiveness.
- B. **All Other Agencies and Organizations:** Bidders that are not current MWA contractors should respond to **only one of the two following** items:
1. Bidders **with experience** in delivering workforce development programs
 - Provide copies of any “third party” program evaluations or reports on similar or substantially equivalent activities (**do not provide any letters of reference or support**), as well as reference contact information for proposal evaluators to make contact for additional information and
 - a description of the qualifications and experience of staff that would be providing services, as described in the W.I.A. Core Services RFP Program Description; and
 - a copy of the most recent annual financial audit.
 2. Bidders **without experience** in delivering workforce development services
Describe your organization’s potential for operating activities as specified in the W.I.A. Core Services RFP Program Description and provide the following:
 - copies of any “third party” program evaluations or reports on similar or substantially equivalent activities (**do not provide any letters of reference or support**), as well as reference contact information for proposal evaluators to make contact for additional information; and
 - a description of the qualifications and experience of staff that would be providing services; and
 - any adjustments that your organization would have to, or be willing to, make in order to provide the services described in the RFP (staff hiring, staff training and development, re-location activity, internal operating policies, etc.); and
 - a copy of the most recent annual financial audit.

5. **Accounting Systems:** Provide a brief written statement certifying that the organization utilizes a standard accounting system in accordance with the American Institute of Certified Public Accountants' Auditing Standards and that the financial records will be available for audit, adequate documentation for all expenses will be maintained, and that record will be maintained for a period specified by the Michigan Works!-Calhoun Intermediate School District of not less than five years from the end of the grant year.

6. **Payroll Taxes:** Provide a certification verifying that all appropriate payroll/social security taxes have been paid for the last quarter.

7. **Required Audits:** Organizations receiving more than \$500,000 annually are required by law to be audited. Briefly certify your compliance with the law and indicate that you will forward the W.I.A. portion of the audit to the Michigan Works!-Calhoun Intermediate School District.

10. Indicate the agency's experience over the past two years (2004-2006) in reference to the following items:

- a) Were charges of unfair labor practices filed against the organization?
 Yes No
- b) Were lawsuits or judgments filed?
 Yes No
- c) Were there investigations of fraud, abuse, conflict of interest, political activities, nepotism, or any criminal activities?
 Yes No
- d) Was there a default or breach of contract?
 Yes No
- e) Please confirm the current financial solvency of the agency (written response):
- f) Was bankruptcy or receivership by this organization or a parent organization declared?
 Yes No
- g) Were there any discrimination complaints or rulings against the agency?
 Yes No

If any one of the above occurred, information must be provided which should include at a minimum:

- a) Date item checked was initiated;
- b) Party or parties involved with specific reference to Employment Service or other federal funds;
- c) Brief description of the circumstances;
- d) Final disposition and date;
- e) A brief explanation if action is still pending.

11. **Equal Opportunity:** Certify that your organization will comply with Equal Opportunity policies and procedures.

12. **Debarment/Suspension:** Certify that your organization has not been debarred or suspended from receiving federal assistance.

13. **Certification of Cost Data:** I certify that the cost data are accurate, complete and current at the time of submission of this proposal. The signature below certifies that funding awards or modifications negotiated in reliance on such data may be adjusted by the awarding agency (Michigan Works!-CISD) to exclude any significant sum by which the price was increased because the bidder knowingly submitted data that was not accurate, complete or current as certified by signature below.

14. **Authorized Signature:** I certify that I am authorized to sign for the submitting agency. My signature below certifies that my organization has the capability to implement the proposed program(s) included in this application, and that the budget represents costs necessary for the operation of the program. Adequate documentation and records will be maintained to support all required program expenditures.

Authorized Signature

Date

Typed Name and Title

Organization

PROOF OF FINANCIAL LIABILITY

If funded by the Workforce Development Board and the CISD, the bidder agrees to assume financial liability for any and all disallowed costs that occur as a result of any financial agreement. The bidder must place a check mark next to the manner in which financial liability will be assumed and provide a written description. It is agreed that the CISD and Workforce Development Board may require further documentation from the successful bidder prior to final execution of any agreement.

___ 1. Taxing Authority

Describe: _____

___ 2. Audit exception insurance that is acceptable to the Michigan Works!-CISD and Workforce Development Board (Describe and provide a copy of the policy to the Michigan Works!-CISD).

___ 3. Pledging assets in an amount sufficient to cover all disallowed costs.

Describe: _____

___ 4. Deposit of funds other than W.I.A. or other federal funding sufficient to cover all disallowed costs.

Describe: _____

Signature of Authorized Staff

Date