

**BARRY/BRANCH/CALHOUN MICHIGAN WORKS!
CHANGES TO REQUEST FOR PROPOSAL (RFP) PROCESS
EFFECTIVE JANUARY 2010**

Note the following changes related to the Request for Proposal (RFP) process. The deadlines noted are for the Summer Youth Employment Program RFP that was released in March 2010 only.

- **MANDATORY BIDDERS CONFERENCE – March 24, 2010**

The Bidders Conference, to be held on March 24, 2010, will be **MANDATORY** for those organizations that plan to submit a proposal

- The Bidders Conference will be two hours in length and will include “tips” on responding to key elements in the proposal
- Proposals will not be accepted from organizations that have not attended the conference according to the following stipulations:
 - Bidding organizations must attend the **entire** Bidders Conference
 - **Agency representatives not arriving on time for the conference will not be admitted**

- **INTENT TO BID FORM- due by 3:30pm on March 26, 2010**

Organizations that intend to submit a proposal **must** submit an INTENT TO BID form no later than 3:30pm on March 26, 2010

- Proposals will not be accepted from organizations that do not submit an INTENT TO BID form by the deadline

- **QUESTIONS ANSWERED AFTER BIDDERS CONFERENCE**

In addition to questions being answered at the Bidders Conference, questions about the RFP may be submitted electronically to a designated staff at the CISD (see RFP Program Description) following the Bidders Conference and up to March 29, 2010

- All of these questions and the responses will be emailed by April 1, 2010 to all organizations that have submitted an INTENT TO BID form by the deadline

- **ADDITION TO SUBMITTAL INSTRUCTIONS**

Organizations submitting proposals shall submit both hard copies and a CD/DVD or flash drive containing an electronic copy of the proposal documents