



Dear Prospective Bidder,

Kinexus Group is a 501c3 private non-profit organized in 1983 to provide workforce and business development services to the tri-county region of Berrien, Cass and Van Buren Counties. It is governed by a board consisting of private industry, community-based organizations, education, labor, non-profits, and governmental officials from the three-county area. Kinexus Group's family of subsidiaries for which we may be conducting an RFP process include Michigan Works! Berrien-Cass- Van Buren, Market One, Bridge Academy of Southwest Michigan (BASM) and Youth Solutions.

We are seeking proposals from qualified bidders to provide the delivery of merit-based Wagner-Peyser Services.

Request for Proposal (RFP) applications as well as an Intent to Bid form will also be available immediately online at <https://www.miworks.org/public-information>. Intent to bid forms are important to submit so that your organizational representative receives future communication regarding this bid process including questions and answers during the process.

If you have questions regarding the specifications in the RFP, please e-mail stacy@kinexus.org no later than the deadline listed in the included timeline. Please note that **no** verbal Q & A will be permitted regarding product specifications, and all proposers who wish to e-mail questions are encouraged to file an Intent-to-Bid form with Kinexus Group.

During the bid rating process, Kinexus Group staff may contact you for clarification or additional information.

Thank you for your interest.

Sincerely,

A handwritten signature in black ink, appearing to read 'Stacy' followed by a stylized surname.

Stacy Neidlinger
Procurement Specialist



REQUEST FOR PROPOSAL (RFP) TIMELINE

DATE	ACTION
By: 4/18/2025	Notice Sent To Bidders List With RFP Application
By: 4/18/2025	RFP Application Publicly Posted on www.miworks.org
By: 4/15/2025	Legal Notice Sent To Newspaper For Publication
4/28/2025	Deadline for Receipt of Bidder Questions at 8:00 AM Eastern
5/1/2025	Response to Bidder Questions by 5:00 PM Eastern
5/16/2025	Proposals Due At Kinexus Group by 12:00 Noon Eastern
6/13/2025	Approximate Bidder Notification

The dates set forth above are for informational purposes. Kinexus Group reserves the rights to modify the dates.



Statement of Need

Michigan Works! Berrien, Cass, Van Buren (MW BCVB) is announcing the availability of funding for the provision of Wagner-Peyser Services. Organizations selected to deliver these services will be held to high standards, with the expectation that the quality of services provided will align with the level of funding awarded. Successful bidders must demonstrate the capacity to effectively interpret and implement federal and state policies and regulations, create innovative service strategies, and perform at the highest standards of excellence.

The Michigan Works! Network operates as a demand-driven workforce development system, prioritizing the needs of businesses to ensure they have access to a skilled and competitive workforce. This model is built on the foundational belief that for Michigan's employers to thrive in a global economy, they must be supported by a workforce that includes well-educated students, highly trained job seekers, and responsive public and private training institutions.

By aligning workforce training with the specific needs of employers, the Michigan Works! Demand-Driven System enhances the connection between job seekers and meaningful employment opportunities. While businesses are considered the primary customer in this model, our commitment to serving job seekers with excellence remains unwavering. This approach not only engages local employers but also enables Michigan Works! agencies to guide job seekers toward relevant training and secure, long-term employment that supports financial independence.

The Michigan Works! system includes Service Centers in every county across the state, offering locally tailored and operated services designed to meet the specific needs of regional labor markets.

Employers seeking talent can post job openings on the statewide public labor exchange, Pure Michigan Talent Connect (PMTTC), available at www.mitalent.org. Likewise, job seekers can upload their résumés to PMTC, allowing employers to search for candidates that meet their workforce needs.

Dislocated workers are supported through access to labor market information, job search assistance such as résumé writing, and—when appropriate—training in high-demand occupations.

Public assistance recipients receive help with both securing and retaining employment.

Youth benefit from guidance and resources to support their transition from school to higher education or a long-term career pathway.

For those seeking training opportunities, the Michigan Training Connect (MiTC)—an online, statewide list of eligible training providers—is also available through www.mitalent.org/mitc. At the state level, the Michigan Department of Labor and Economic Opportunity (LEO) leads the implementation of the Michigan Works! Network. Locally, the Berrien, Cass, Van Buren Workforce Development Board (BCVB WDB) has been designated by the State of Michigan as the Grant Recipient responsible for the planning, implementation, delivery, and oversight of workforce development services within the three-county region.

In alignment with the Workforce Innovation and Opportunity Act (WIOA) and any future legislative successors, the BCVB WDB has designated Kinexus Group to serve as both the Administrative and Fiscal Agent for employment and training funds awarded to the area. This designation is governed by Public Act 8 of 1967, an agreement between the counties of Berrien, Cass, and Van Buren.

Also known as Michigan Works! Berrien, Cass, Van Buren (MW BCVB), Kinexus Group oversees all administrative and fiscal responsibilities for the agency. MW BCVB is one of two Michigan Works! agencies serving Prosperity Region 8 of the State of Michigan.

The overarching goal of Michigan Works! is to equip both employers and job seekers with the tools and support needed to achieve economic security. The system ensures that core workforce development services are easily accessible and provided free of charge to all users. Special emphasis is placed on serving veterans and individuals with disabilities. These services are delivered primarily through a network of One-Stop Service Centers—also known in Michigan as Michigan Works! Service Centers—which promote co-location, functional alignment, integrated service delivery, and a customer-centric approach.

Scope of Services

The Wagner-Peyser Act of 1933, amended by the Workforce Innovation and Opportunity Act (WIOA), funds labor exchange services that assist job seekers in securing employment, and employers in finding workers. Wagner-Peyser Employment Services are delivered through the One-Stop Service Center of MW BCVB, with offices in both Benton Harbor and Paw Paw, Michigan. The Employment Services (ES) Manual, issued by the LEO, provides additional detailed guidance for ES administration as mandated by the Wagner-Peyser Act and other applicable state and federal statutes and regulations. A variety of laws and regulations govern the state labor exchange in Michigan. All labor exchange opportunities and services, including

applications, job listings and complaint resolution, must meet the standards specified in the ES Manual.

Wagner-Peyser Employment Services are to be provided to the following groups:

- a. **Job seekers** typically fall into two classifications:
 - I. Unemployment Insurance Claimants. This population includes job seekers applying to receive or who are already receiving Unemployment Insurance and who are required to meet UI work-test requirements. As a requirement for receiving unemployment insurance benefits or, in some cases, an extension of benefits, customers must register with the Pure Michigan Talent Connect at the Michigan Works! Service Center (MWSC).
 - II. Job seekers who are seeking services. Job seekers do not need to be unemployed or meet requirements of any other program to receive Wagner-Peyser Employment Services.
- b. **Employers** will register or be assisted to register, with Pure Michigan Talent Connect (PMTTC) to enter job orders and to conduct searches for job seekers whose skills identified on their resume match the skills identified on the employers' job order.

Wagner-Peyser Employment Services will be provided at the designated Michigan Works! One-Stop Service Center(s). The following standards and expectations apply to Wagner-Peyser Employment Services, as delivered in the One-Stop Service Centers of MW BCBV:

- a. Hours of operation for Wagner-Peyser Employment Services will be from 8:00 AM through 5:00 PM, without interruption each day the State of Michigan offices are open. This does not preclude expanded hours that the selected service provider may determine as appropriate to meet customer demand.

Where the selected service providers' organizational schedule of work may conflict with the State work schedule, the State schedule takes precedence and must be accommodated.

- b. The selected service provider(s) must provide assurances that all job seekers and employers in the MW BCBV area have equitable access to Wagner-Peyser Employment Services, regardless of their proximity to the Michigan Works! One-Stop Service Centers. Additionally, the need to accommodate workers unable to access services during normal business hours requires consideration for expanded services hours. These will be established by the provider(s) and must be described in their proposal.

- c. The designated services will be accessible to individuals with disabilities. Wagner-Peyser Employment Services programming will need to ensure accommodations will be made to provide equal access to available services and information.
- d. Adequate and comfortable space will be provided for job seekers and/or employers to ensure minimal waiting period for customers.
- e. Off-site services may be required to serve employers with unique needs, larger groups of job seekers, or other special situations.
- f. An adequate number of technically skilled staff must be available to provide on-site assistance to job seekers and employers with the use of PMTC.

The selected service provider(s) will be responsible for the completion and submission of reports required for Wagner-Peyser Employment Services. All staff assisted services must be documented using federally prescribed reports and forms. Specific reporting procedures are identified in the description of Wagner-Peyser Employment Services activities in the ES Manual. Assigned Wagner-Peyser Employment Services staff must be trained and fully aware of the reporting responsibilities and the use of the statewide Management Information System, for data gathering.

The Michigan Works! Berrien, Cass, Van Buren (MW BCBV) Business Solutions Team (BST) plays a critical role in advancing the demand-driven workforce development model, delivering enhanced value to both employers and job seekers. MW BCBV operates under the guiding principle that businesses are our primary customer. By building strong partnerships with employers and providing customized workforce solutions, the system not only supports business success but also creates more employment opportunities for the job seekers we serve—effectively aligning labor supply with demand.

Wagner-Peyser Employment Services staff will offer recruitment services to assist employers with job openings. Services are delivered in one of three modes including self-service, facilitated self-help services, and staff-assisted service delivery approaches. The services offered to employers, in addition to referral of job seekers to available job openings, include assistance in development of job order requirements and matching job seeker experience with job requirements and skills.

The Michigan Works! System, including both on-site and off-site service providers, will use Pure Michigan Talent Connect as its labor exchange system for employer job orders. Wagner-Peyser Employment Services staff may assist employers by inputting job orders on the PMTC, in alignment with the ES Manual.

Wagner-Peyser Employment Services will also oversee the local administration of the Fidelity Bonding Program (FBP). This program supports the employment of individuals considered high-risk due to elements of their personal background by offering employers a no-cost insurance

policy. The policy protects against potential employee dishonesty—such as theft, forgery, larceny, or embezzlement—thereby reducing the perceived hiring risk. The FBP serves as an incentive for employers to hire individuals they might otherwise overlook, while also opening doors to meaningful employment for job seekers facing barriers to employment.

Wagner-Peyser Employment Services to Job Seekers

Wagner-Peyser Employment Services are available to all individuals who seek assistance, with no preconditions for access. However, certain populations—such as unemployment insurance claimants, veterans, and migrant or seasonal farmworkers—must be given priority for staff-assisted services, as outlined in program guidelines.

These services are available to U.S. citizens and nationals, as well as lawfully admitted permanent residents, refugees, and other immigrants who are authorized to work in the United States.

1. Job Search Workshops

Job Search Workshops offer structured group instruction in key employment readiness areas such as résumé writing, job application preparation, interviewing techniques, and developing job leads. These workshops also include guidance on how to utilize labor market information, navigate Pure Michigan Talent Connect (PMTTC), apply effective internet-based job search strategies, and access various forms of support available through Wagner-Peyser Employment Services.

Workshops must be offered on a regularly scheduled basis and are considered a staff-assisted service. As such, participants must be registered for Wagner-Peyser Employment Services, and their participation must be reported in the One-Stop Management Information System (OSMIS).

In addition to workshops, other staff-assisted job search services may be provided based on available resources. These services may include individualized résumé assistance, job clubs, tailored labor market information, and personalized job search planning.

2. Screening and Referral

Wagner-Peyser Employment Services assist customers in the verification of a need for more intensive and, as needed, training services. The Wagner-Peyser Employment Service staff will perform a follow-up on each referral made to other workforce development programs.

3. Assessment/Testing

Assessment and testing for job seekers may be performed on an as needed basis. These services are governed by strict requirements based on assessment and testing tools used and the manner in which test results are interpreted and applied. Service providers may administer proficiency and aptitude tests. However, only Wagner-Peyser Employment Services personnel that are trained in the administration and interpretation of the assessment instrument chosen for use will interpret the assessment results and, where appropriate, any candidate selection devices for vocational counseling.

4. Career Guidance

The selected Wagner-Peyser Employment Services provider(s) will be responsible for the identification of situations where career counseling/guidance may be needed and refer the job seeker to the appropriate One-Stop partner for such services.

5. Unemployment Claimants

One-Stop Service Center customers that may be eligible for or are receiving Unemployment Insurance (UI) benefits are provided the following services, through Wagner-Peyser Employment Services:

- a. Registration of Unemployment Insurance Claimants: The Unemployment Insurance Agency uses an online process for claim filing; however, UI claimants are still required to have their registration validated at a Michigan Works! One-Stop Service Center. Wagner-Peyser Employment Services personnel will ensure that the UIA receives a timely certification that the claimant has completed the required Wagner-Peyser Employment Services registration process.
- b. Reporting Claimants Non-Compliance with Work-Test Requirement: Wagner-Peyser Employment Service providers must complete a state defined form and report to UIA any specific evidence of a claimant's unavailability for or lack of seeking work, not being able to work, or refusing suitable work which may come to their attention. Additionally, Wagner-Peyser Employment Services staff will follow procedures as outlined in TEGL 15-23, and LEO-WD policy guidance, to report suspected fraud program abuse or criminal conduct involving recipients receiving federal funds.
- c. Training Approvals for Claimants: The Michigan Employment Security Act provides that unemployment compensation claimants may attend vocational training while continuing to receive their UI benefits. The Unemployment Insurance Agency may waive the requirement to seek work and be available for work for claimants who are enrolled in approved training. The selected service providers for Wagner-Peyser Employment Services must determine if

the training meets established criteria and submit the required documents to UIA for approval of the waiver.

Further, the selected bidder(s) must collaborate with MW BCVB Reemployment Services and Eligibility Assessment (RESEA) program staff within the designated timeframe to identify and provide service to claimants identified to receive services.

6. Veterans

Wagner-Peyser Employment Service providers must comply with Title 38 of the U.S. Code that requires that all U.S. veterans, eligible spouses and family caregivers must receive priority in the counseling, training, and job placement services provided to the public, in accordance with the order of priority defined by Title 38. Wagner-Peyser Employment Services providers must work in partnership with the Jobs for Veterans State Grant (JVSG) Veterans Career Advisors (VCA) to implement and develop a “cross-agency” approach to ensuring veterans have full access to all resources offered at the One-Stop Career Centers, in alignment with the process outlined in the Employment Services Manual.

7. Individuals with Disabilities

One-Stop Service Centers in the MW BCVB area promote employment opportunities for persons with disabilities and will provide an atmosphere that is welcoming and inclusive to all customers. Wagner-Peyser Employment services will maintain a system that meets the diverse needs of customers that exist within the local delivery area, which includes the needs of individuals with disabilities, people of different cultures, and persons with barriers to employment.

In addition to all of the aforementioned services, customers with disabilities are provided the following services:

- a. Description of Wagner-Peyser Employment Services available and where to obtain them, as well as an overview of the accommodations that are available through the One-Stop Service Center.
- b. As appropriate, referral to Michigan Rehabilitation Services (MRS) or other appropriate agencies/services.

8. Migrant and Seasonal Farm Workers

Selected Wagner-Peyser Employment Services providers are required to determine whether a job seeker is a Migrant and Seasonal Farm Worker (MSFW) at the time of service. Further, selected providers must support agricultural employers utilizing the Agricultural Recruitment System (ARS) to find workers.

Each Michigan Works! Service Center of the MW BCVB area shall offer MSFWs the full range of employment services, benefits, and protections, including the full range of counseling, testing, and job training/referral services, as are provided to non-MSFWs. Furthermore, each MWA shall assure that, in a local area, the same local offices offer the same level of services to both non-MSFWs and MSFWs.

9. English Language Learners

Selected providers should develop a strategy of how to transact business in the event that a non-English speaking customer is seeking services. Wagner-Peyser Employment Services staff need to be aware of the plan, to ensure appropriate services are provided to customers upon their visit.

Service Provider Requirements

As part of the Risk Assessment Review, all bidders must submit their Internal Controls and Management Procedures outlining how they will ensure the timely, accurate, and high-integrity execution of the tasks and functions listed below.

A. MONITORING AND OVERSIGHT

The bidder shall have in place a “System of Internal Monitoring” which will be conducted to ensure compliance and progress in managing program and administrative goals.

1. Internal Monitoring Mechanisms and Responsibilities

Internal monitoring will include at a minimum:

- a. Compliance with Federal, State and local policies and regulations
- b. Required program reports and assessments
- c. Monthly financial reports, invoices and budget changes
- d. Performance outcomes
- e. Data validation compliance
- f. Accuracy and timeliness of time sensitive activities
- g. Complete procurement and record management

2. External Monitoring Responsibilities

MW BCVB retains full authority to monitor the performance of all activities carried out under the subaward. Administrative staff will oversee both programmatic and fiscal components to ensure compliance and effectiveness. The Workforce Development Board will also have the opportunity to observe activities and offer feedback on the implementation of this agreement. Monitoring efforts will include both on-site evaluations and desktop reviews of program reports.

Formal monitoring visits—whether conducted by MW BCVB, the state, or other external entities—will be preceded by written notification. However, unannounced site visits and observations may also occur periodically for assessment and informational purposes.

3. Reports/Monitoring Tools

Submission of the following reports/information are required, and the information shall be submitted in Microsoft Word or Excel format, in accordance with the deadlines provided. The following reports will be utilized for the review and assessment of activities.

- a. Quarterly Report- Narrative description of performance during the preceding quarter using a focused list of questions provided by MW BCVB Administrative staff.
- b. Annual Accessibility of Program Activities Report- Initial submission by the subrecipient of an assessment of their accessibility of program activities as well as the physical accessibility of their location(s). The forms and format of this report will be provided by MW BCVB.
- c. Invoiced and Un-invoiced Cost Reports- Provided by the subrecipient to report accrued and actual expenses for a specified period.
- d. Special Reports/Requests- Occasionally requested to provide specific information regarding activities conducted under the agreement. Time frames for submission shall also be included.

B. ONE-STOP MANAGEMENT INFORMATION SYSTEM

The Michigan Works! One-Stop Management Information System (OSMIS)—and any future state-designated management information system—must be used for all programs administered through the Michigan Works! system. Accurate and timely data entry is essential for both initial participant information and any subsequent updates or changes. All relevant data must be entered within two business days of being obtained. Delays or inaccuracies in data entry can significantly impact program outcomes, many of which are tied to specific calendar dates.

To meet these standards, the selected service provider(s) must ensure that OSMIS functions are appropriately staffed with personnel who possess a strong working knowledge of the system, its requirements, and relevant guidance materials such as the Electronic Participant Management Information Guides (E-PMIG) and State of Michigan manuals. This function must be treated as a priority by assigned staff.

The awarded subrecipient will be responsible for entering and maintaining participant data in OSMIS and/or any future system designated by the state. They must ensure that

data collection and reporting is carried out accurately and in compliance with federal, state, and local policies.

C. CUSTOMER SATISFACTION/ SERVICE ACCOUNTABILITY

The proposed bidder must implement and support a system-wide customer satisfaction review process that promotes follow-up with customers and facilitates the collection of data and feedback to monitor services provided and track customer outcomes. Specific methods and measures should be detailed in the proposal response.

D. GRIEVANCE PROCEDURES

Awarded entities will uphold written procedures of MW BCVB to handle client complaints and grievances. The procedures will clearly outline the process that must be followed for both an initial grievance as well as opportunities for appeal.

E. CONFLICT OF INTEREST

To ensure that bidding entities, the MW BCVB Administrative Staff, and the BCVB WDB have full protection from apparent or real conflict of interest; the proposal must include a completed and signed.

The identification of an apparent or real conflict of interest with the BCVB WDB or Michigan Works! Agency staff on this form does not eliminate a proposal from consideration. It simply requires additional steps to be taken to address any real or apparent conflict of interest.

F. EQUAL OPPORTUNITY PROCEDURES

Awarded entities are required to follow MW BCVB procedures ensuring compliance with federal and state Equal Opportunity, Affirmative Action, and Non-Discrimination requirements. Bidders must describe how these practices would be applied to program customers in their proposal response.

Awarded entities may be required to complete a “Self-Evaluation: Program Accessibility”.

G. STAFFING

Awarded entities will ensure that staff assigned to specific functions of this subaward are both qualified and trained to perform the tasks outlined in this Request for Proposal.

H. RECORD RETENTION

Program records must be retained for a defined period following the date on which the expenditure report containing the final expenditures charged to any program year's allotment is submitted to the US Department of Labor, Employment and Training Administration by the State of Michigan. This date is extended until existing

audit/litigation problems are resolved. This is further defined in the local Records Management and Destruction policy and procedures that can be provided upon request.

Budget Information and Contract Period

Funding levels identified in this RFP are preliminary estimates to be used for planning purposes, to provide the services outlined in this RFP. These levels do not include carry-over of unexpected funds from the prior year.

- a. Funding Source: Wagner-Peyser Employment Service awards, supported through the Department of Labor and Economic Opportunity – Workforce Development (LEO-WD)
- b. There is a potential for other funding sources to be added to support the scope of work of this contract.

All bidders must have demonstrated experience in managing multiple fund sources. Selected Bidders are subrecipients of a Federal award and are required to follow Uniform Guidance, 2 CFR 200 and the WIOA.

- c. Funding Levels: An *estimated* level of funding for these services throughout the entire MW BCVB service area, as outlined in this RFP are:

Program Year 2025/2026

Wagner-Peyser Employment Services	\$240,000
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Any award(s) for services identified in this RFP is subject to the availability of state and/or federal funds for this purpose.

Bidder's Proposed Budget:

The budget should reflect expenses for the period of performance stated in the proposal. The duration of this funding cycle extends from July 1, 2025, through June 30, 2026. A line-item budget is required for all proposals. Include a budget narrative that will provide a description of the elements of each line item.

Budget documents must contain all elements to efficiently and effectively provide Wagner-Peyser services. MW BCVB will provide the facility for Wagner-Peyser services to be offered, which will be in the Michigan Works! BCVB service centers. Expenses such as technology, marketing, operational expenses such as copies, data processing, equipment will also be covered by MW BCVB. Budget line items to consider are as follows:

- Staff wages and fringe
- Administration
- Travel expenses for staff

- Professional fees (if applicable)

For the purpose of this RFP, expenditures identified must comply with the limitations on certain costs as defined by regulation. All costs identified in the proposals submitted for consideration must be identified.

Only costs directly related to the provision of Wagner-Peyser Employment Services, allowable per 2 CFR 200 and properly supported with back-up data and records will be allowable charges. For shared time or shared facilities arrangements, where staff charges, facilities, utilities, supplies, etc. are to be funded by more than one source, a cost allocation plan must be included with each proposal.

Each item of cost incurred for the same purpose shall be treated consistently in like circumstances either as a direct or indirect cost in order to avoid possible double charging of Federal awards. Guidelines for determining direct and indirect costs charged to Federal awards are provided in OMB 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; Subpart E – Cost Principles §200.413 and §200.414.

If a bidder is requesting indirect costs to be considered, a complete justification of indirect charges is to be submitted as part of the proposal.

The period of this RFP is for three program years. However, MW BCVB reserves the right to initiate a solicitation earlier if changes in funding, changes in legislation, or termination of the agreement have an impact on program design elements as described in this RFP Instructions. Funds made available for this RFP are for the first year (PY2025).

PY2025: July 1, 2025 through June 30, 2026

PY2026: July 1, 2026 through June 30, 2027

PY2027: July 1, 2027 through June 30, 2028

The initial subaward(s) issued through this solicitation will be developed for a one-year period. The development of agreements for the second and third year of funding are contingent upon the availability of state/federal funding, the attainment of satisfactory performance objectives and the negotiation of budgets and performance levels.

The new service provider(s) will be responsible for all services and participants associated with the services carried into the program year 2025 (beginning July 1, 2025) from the prior program year 2024 (ending June 30, 2025). New service providers are also responsible for fulfilling the terms and commitments of any participant currently active on the statewide management information system as of July 1, 2025. A plan will be developed to ensure a smooth and efficient

transition. Separate transition agreements may be negotiated for a period prior to July 2025 to enable these responsibilities to be carried out.

Equipment purchased (copiers, computers, faxes, etc.) with Wagner-Peyser Employment Services funding remains the property of MW BCVB. If a change in service providers occurs, the existing equipment shall be transferred to the new service providers at the time of transition. If the new service providers find it necessary to upgrade or replace certain equipment, they need to budget for those expenses and must have the written permission of MW BCVB administrative staff. An inventory list is available upon request.

Bidder Qualifications

As a condition of receiving Wagner-Peyser Employment Service funds, specific requirements apply to the agencies and/or organizations eligible to provide the services as described in this RFP. To be eligible, organizations must:

1. Be a merit-based unit of one of the following entities: state government, a local unit of government, a special purpose unit of government, a school district, an intermediate school district, a public community college, or a public college or university.
2. Provide written certification that the organization maintains a merit-based system of personnel administration in conformance with federal regulation 5 CFR 900.603, promulgated pursuant to Sections 4728 and 4763 of the federal Intergovernmental Personnel Act of 1979, as amended. These standards are defined as follows:
 - a. Recruiting, selecting, and advancing employees based on their relative ability, knowledge, and skills, including open consideration of qualified applicants for the initial appointment.
 - b. Providing equitable and adequate compensation.
 - c. Training employees, as needed, to ensure high quality performance.
 - d. Retaining employees based on the 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 disability and with proper regard for their privacy and constitutional rights as citizens. This "fair treatment" principle includes compliance with the federal equal employment opportunity and nondiscrimination laws.

Bidders must demonstrate their capacity to address the requirements identified in this RFP through their responses to these RFP Instructions in the narrative response, Attachment II.

1. Award(s) as a result of this RFP will be made to entities legally organized to conduct business in the State of Michigan and who have demonstrated success in delivering the services proposed.
2. Organizations that provide, for a fee, vocational or occupational training must be licensed by the State of Michigan.
3. Preferential consideration may be given to organizations whose business is located in proximity to the populations targeted to receive the services proposed in the MW BCVB area (Berrien, Cass, and Van Buren Counties).

Employment Services Complaint System

Specific activities and services provided through the public labor-exchange are prescriptive. Detailed explanations of each service or activity, including roles and responsibilities of state and local staff are described in detail in the Employment Services Manual.

Those responding to this solicitation must be fully aware of all of the services and prepared to meet the requirements as described in the ES Manual, including the ability to offer a formal mechanism for processing complaints from a customer who believes that their employment-related rights have been violated, denied, or that they have been unjustly treated in an employment-related situation. The selected service providers must identify specific staff at each One-Stop location, as an on-site complaint coordinator and a substitute complaint coordinator. Said coordinator must be trained by the state, in alignment with the ES Manual.

Proposal Requirements

Kinexus Group reserves the right to request additional information for clarification purposes or to allow corrections to errors or omissions provided errors or omissions do not provide a competitive advantage to any proposer.

The selected proposal may be subject to further negotiation if deemed, at Kinexus Group's sole discretion, to be advantageous to Kinexus Group.

Submission of a proposal indicates acceptance of all terms and conditions set out in this solicitation.

Proposers **may** be requested to appear before the Chief Executive Officer or any designated Senior Management Staff to further discuss the submitted proposal.

The resulting agreement will be for an initial period of one (1) year with the possibility of renewals for an additional two years based on satisfactory performance as determined solely by Kinexus Group.

Prior to execution of a written Agreement, Kinexus Group may request applicable certificates of insurance.

Any contract awarded under the RFP is subject to available funding and can be canceled by either party with 30 days written notice.

Closing and Submission Date

Electronic or hardcopy proposals must be received by Kinexus Group no later than the time listed in the included timeline. Late proposals will not be considered. Electronic proposals must be submitted in PDF or MS Office file formats.

Electronic proposals preferred: stacy@kinexus.org

Note: It is your responsibility to assure that your bid/questions have arrived. Please confirm receipt of electronic proposals and questions by contacting Stacy Neidlinger at 269-215-4899.

*Mail Hardcopy proposals to: Stacy Neidlinger
Procurement Specialist
Kinexus Group
330 W. Main Street, Suite 110
Benton Harbor, MI 49022

Inquiries

If you have specific questions regarding the goods and services requested in this RFP, submit them via email to Stacy Neidlinger at stacy@kinexus.org no later than the deadline listed in the included timeline. **Verbal Q&A will not be permitted.** To ensure equitable dissemination of information, responses to e-mailed questions will be forwarded to all proposal offerors who identify themselves as interested bidders. Questions and answers will also be posted alongside the RFP at <https://www.miworks.org/public-information>.

Cost of Proposal Preparation

All costs incurred in the preparation of a response to this RFP will be at the responsibility of the offeror and will not be reimbursed by Kinexus Group.

Right to Reject

Kinexus Group reserves the right to reject any and all proposals, in whole or in part, to waive any informalities or irregularities in the proposals received, and to accept any proposal in whole or in part that is deemed most favorable to Kinexus Group.

Proposal Review and Evaluation

All bidding organizations must submit documentation required of the Risk Assessment as part of the submitted proposal.

A. RISK ASSESSMENT

Risk Assessments will be reviewed by MW BCVB and will examine the performance of each bidding organization based on a review of qualifications, past performance and procedures. Criteria to be evaluated include:

1. The bidding organization's prior experience with the same or similar subawards;
2. The results of previous audits, including whether or not the subrecipient receives a Single Audit in accordance with Subpart F - Audit Requirements of the OMB Uniform Guidance, and the extent to which the same or similar subaward has been audited as a major program;
3. Whether the bidding organization has new personnel or new or substantially changed systems; and
4. The extent and results of Federal awarding agency monitoring (e.g., if the subrecipient also receives Federal awards directly from a Federal awarding agency).

To exhibit these criteria, Risk Assessment materials to be submitted should include:

- a. Procurement processes and procedures of the bidding organization. If not applicable, a signed statement agreeing to accept the procurement and property management policy of MW BCVB will be required.
- b. Internal controls and management procedures of the bidding organization.
- c. Cost Allocation Plan/Methodology.
- d. Audit and Management Letters.

All bidders are required to submit a copy of their most recent audit report. If an audit is unavailable, a statement from a Certified Public Accountant (CPA) must be provided, confirming that the agency/organization's accounting system and internal control procedures are sufficient to ensure compliance with generally accepted accounting principles (GAAP) and federal requirements for accounting and reporting federal revenues and expenditures.

1. Monitoring performance reports, as applicable, performed by an outside agency/third party.

All bidding agencies must provide copies of monitoring reports, performance reports, program (non- financial) audits and similar reports, that attest to your agency's operational capabilities. The documents must be relevant (i.e., address program

operations that are the same as or substantially equivalent to those proposed) and current (i.e., not older than two years).

If none of these documents are available, the bidding agency must provide a description of how program activities and operations are reviewed for quality and customer satisfaction.

2. Proof of Legal Status

All bidding agencies must have active registration on the System for Award Management website, <https://www.sam.gov>. Please note that there is no cost to register on this site.

All agencies that are not current subrecipients of MW BCVB must include documentation that shows Board resolution specifying who within your organization is assigned the authority to execute subaward agreements and revisions to subaward agreements.

3. Certification Documents Requiring Signature/Affirmation

The following documents must be incorporated into any agreement developed resulting from this solicitation. They must be executed by the organization through signature and affirmation.

- Assurances, Certifications & Stipulations
- Certification Regarding Lobbying for Contracts, Grants, Loans, and Cooperative Agreements
- Certification Regarding Debarment, Suspension, Ineligibility, Voluntary Exclusion Lower Tier Covered Transactions

Per this evaluation, the identification of a bidder deemed to be high risk does not eliminate a proposal from consideration. It simply requires additional steps to be taken to address any real or apparent risk.

Per 2CFR Part 200.207, high risk is defined as: when an applicant or recipient has a history of failure to comply with the general or specific terms and conditions of a Federal award; when an applicant or recipient fails to meet expected performance goals as described in 2CFR Part 200.210; information contained in a Federal award; or when an applicant or recipient is not otherwise responsible.

B. TECHNICAL/COMPLIANCE REVIEW

Proposals will be reviewed by MW BCVB to determine:

- Timelines of submission of all required documents,

- Adherence to all the RFP Instructions,
- Completeness of all required documents and responses, and
- Requested reference and supplemental documentation is provided and is complete.

Upon completion of Technical/Compliance Review by MW BCVB, and having determined that the bidder meets the minimum standards regarding compliance, the MW BCVB RFP Committee will move forward with completing a merit review in the following areas: Understanding of Workforce Development Systems, Programmatic Capabilities, Wagner-Peyser Employment Services Deliverables, Budget Plan, and Overall Assessment.

RFP Evaluation Scoring Criteria:

This competitive request will be open to all bidders and all complete proposals will be evaluated on their respective merit. The scoring for all proposals will be judged against a weighted matrix of these factors and must score a minimum aggregate score of 75 total points to be considered.

Criteria	Max. Points Possible
Administrative and Management Requirements	35
Programmatic Capabilities	35
Wagner-Peyser Employment Services Deliverables	10
Budget Plan	10
Overall Assessment	10
Total Possible points	100

Please ensure your proposal includes information that supports the evaluation criteria outlined below.

1. **Administrative and Management Requirements (35%):** Proposal responses should include a description of the bidding organization's experience and qualifications for providing Wagner-Peyser Employment Services, as proposed in the submitted narrative response.
2. **Programmatic Capabilities (35%):** Proposal demonstrates an understanding of required Wagner-Peyser Employment Services, to both employers and job seekers; administrative responsibilities; leverage and resource coordination; customer satisfaction and service accountability; data collection and entry responsibilities; staffing and management plan; etc.
3. **Wagner-Peyser Employment Services Deliverables (10%):** Performance objectives (Outcome Expectations, expenditures and service level plan, etc.).

4. **Budget Plan (10%):** Budget documents demonstrate completeness and internal consistency. Description of elements of expense are adequate to determine allowability of expenses and reasonableness for the activities proposed.
5. **Overall Assessment (10%):** Assessment of overall proposal will take into consideration the proposal's Executive Summary, quality of responses in the aggregate relative to completeness, consistency, reasonableness for the services proposed, cost and performance outcomes.

Proposal Content and Organization

All proposals shall be prepared to ensure consistency and uniformity in terms of appearance and content. All proposals must be submitted in accordance with the following specifications.

- Proposals must be single-spaced in 12-point font with 1" margins all around.
- Pages for the narrative response (Attachment II) should be numbered consecutively.
- Charts, Flowcharts and/or graphs may be used if they convey required information. These should be provided as attachments.
- Supplementary documentation as required by these RFP instructions is to be included as attachments to the proposal. However, do not provide additional information if it does not directly support the proposal narrative.
- All proposals submitted shall contain the following documents and be compiled in the following order:
 1. Cover Sheet and Proposal Certification (Attachment I)
 2. Proposal, Narrative Response (Attachment II)
 3. Budget Document(s)
 4. All Risk Assessment materials
 5. Certifications and Signed Statements (Attachment III)

*Upon award, during contract negotiations, a fund source budget by county will be required.

THE PROPOSAL COVER PAGE AND FORMAT BEGINS ON NEXT PAGE.

ATTACHMENT I

Request for Proposal – please fill in this form

1. – 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

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 Kinexus Group.

Signature of Authorized Representative

Date

ATTACHMENT II.

PROPOSAL Narrative Response for Statement of Work

Michigan Works! Berrien, Cass and Van Buren is releasing funding for the delivery of Wagner-Peyser Employment Services and is placing high expectations that the selected entities will provide a level of professional services commensurate to the funding allotted. Awarded bidders must have the ability to navigate federal and state policies and regulations, develop innovative strategies and perform at the highest possible levels. Responses prepared should reflect these expectations.

The Narrative Response for the Statement of Work is to be prepared using this document (Form D). The following are instructions for completing the narrative response:

1. All bidders must provide the requested information in the order and format stipulated.
2. Total length of Form D, including all questions as provided and bidding agency's responses, is not to exceed twenty (20) pages, single-spaced, in 12 point font with 1" margins, all around.
3. Use affirmative language "will" or "shall" so that proposals may be easily converted to contract format.
4. Each response should clearly address the following types of questions:
 - o **What** is proposed;
 - o **How** will it be achieved;
 - o **When** will it be achieved;
 - o **Where** will it be achieved.
5. If a response is not appropriate for the type of service being proposed, type "N/A" or "Not Applicable" for the response and explain why.

Failure to respond to any part within the narrative could adversely affect, at minimum, the Technical and Compliance scores of the RFP Evaluation, and possible receipt of the award.

NOTE: When developing responses to these RFP Instructions, Michigan Works! Berrien, Cass and Van Buren highly encourages bidders to review the appropriate sections of the [Employment Services Manual](#) authored by the State of Michigan, Department of Labor and

Economic Opportunity. This resource provides significant detail of the requirements for the delivery of Wagner-Peyser Employment Services.

I. EXECUTIVE SUMMARY

Include a brief overview of the entire proposal including a summary of the understanding of Wagner-Peyser Employment Services requirements and an overview of the proposed scope of work. [Begin Response Here:](#)

II. OVERALL PROGRAM DESIGN

In the following subsections, bidders are asked to provide information that should demonstrate/describe how the proposed program and service delivery design will operate and how it will support the objectives of Wagner-Peyser Employment Services.

A. Management of Public Labor Exchange

Describe the procedures that will be used to ensure that all job seekers and employers are made aware of and understand how to access Wagner-Peyser Employment Services that are available at the One-Stop Service Center locations in the Michigan Works! Berrien, Cass and Van Buren area.

[Begin Response Here:](#)

B. Innovation

Highlight innovative strategies your organization will use to enhance the customer experience and achieve the goals of Wagner-Peyser Employment Services.

[Begin Response Here:](#)

C. Customer Satisfaction/Service Accountability

1. Describe your proposed standards for customer service to ensure that all job seekers and employers receive high quality, exceptional service, by all partners, every time they visit a Service Center or are provided a service.

[Begin Response Here:](#)

2. What are your proposed methodologies for customer and system evaluation, and what will be the areas of focus and frequency for the evaluations? How will evaluation results be used?

[Begin Response Here:](#)

III. Service to Employers

A. Business Solutions Team and Employer Services

Describe how your Wagner-Peyser Employment Services program design embraces and supports the key features of the Michigan Works! Berrien, Cass and Van Buren Business Services Team (BST) concept, and the Demand Driven Model. Describe

strategies that you propose to enhance the work of the Michigan Works! Berrien, Cass and Van Buren Business Services Team and the effectiveness in reaching out to employers, encouraging them to access the resources available at the One-Stop Service Centers, etc.

[Begin Response Here:](#)

B. Job Orders

1. Describe how your organization will provide employers access and assistance to register job orders and search for qualified candidates using Pure Michigan Talent Connect (PMTTC).

[Begin Response Here:](#)

2. Describe the internal procedures that will be used to ensure that job orders placed on the PMTC are compliant with requirements stated in the Employment Services Manual.

[Begin Response Here:](#)

C. Assessment, Testing and Referral

1. Describe the procedures to be implemented for the provision of occupational testing that may be requested by employers.

[Begin Response Here:](#)

2. Describe the procedures that will be used to determine a need for formal career or occupational assessment and testing that are consistent with those described in the Employment Services Manual.

[Begin Response Here:](#)

IV. Services to Job Seekers

A. Service to Veterans

1. Describe the procedures that will be used to ensure that all job orders are suppressed in the PMTC system for a period of 24 clock hours after posting to ensure that qualified veterans and eligible spouses have exclusive access.
2. Describe the procedure that will be used to ensure services to veterans are provided in accordance with the Employment Services Manual requirements and how access to preference will be communicated to eligible Veterans. Describe services available to eligible spouses of veterans as well as services available to veterans who don't meet eligibility criteria.

[Begin Response Here:](#)

B. Job Search and Career Guidance Tools

1. Describe what tools and resources will be in place for customers as they job search, and what techniques and strategies will be used to offer job search, employability skills and career guidance.

[Begin Response Here:](#)

2. Describe what tools and resources will be in place for the facilitation of Job Search Workshops, and the frequency/availability of workshops.

[Begin Response Here:](#)

C. English Language Learners

What process will be utilized and what services will be made available to customers in need of interpretation services?

[Begin Response Here:](#)

D. Service to Individuals with Disabilities

Describe the procedures that will be used to ensure that services to individuals with disabilities are in compliance with WIOA Section 188, the Employment Services Manual and Workforce.

[Begin Response Here:](#)

Development Board Policy. Describe also how individuals with disabilities will be made aware of the accommodations available when using Wagner-Peyser Employment Services.

[Begin Response Here:](#)

E. Performance

Describe the proposed method for tracking and measurement of customer satisfaction.

[Begin Response Here:](#)

V. DELIVERY SYSTEM STAFFING/MANAGEMENT PLAN

- A. Describe how it will be ensured that all relevant administrative personnel at the bidding entity (including all staff) will be familiarized with the general and administrative provisions and requirements of Wagner-Peyser.

[Begin Response Here:](#)

- B. Describe how the staff of the bidding entity will ensure staff are adequately trained with a strong knowledge of the One-Stop Management Information System.

[Begin Response Here:](#)

- C. Describe how the bidding entity maintains a merit-based system of personnel administration in conformance with federal regulation 5 CFR 900.603, promulgated pursuant to Sections 4728 and 4763 of the federal Intergovernmental Personnel Act of 1979, as amended.

[Begin Response Here:](#)

- D. Describe how program staff will be informed of program and/or policy changes that may impact their assigned functions and how you will ensure these changes are implemented in a timely manner. Describe ongoing professional development plan for staff (e.g., DEI training). Also describe how new staff will be oriented to the Michigan Works! Network and trained for their respective functions.

[Begin Response Here:](#)

VI. MONITORING AND OVERSIGHT

- A. Concisely describe the methods and frequency with which components and activities will be monitored by staff for compliance with federal, state, and local requirements, including contractual compliance (*See Section 6 in the RFP Instructions*). All proposals MUST include a provision and system for conducting internal monitoring.

[Begin Response Here:](#)

- B. Describe the system for ensuring fiscal and programmatic reporting, including participant reporting data on the state management information system.

[Begin Response Here:](#)

VII. LEVERAGED RESOURCES

- A. Please describe any non-grant funded services and/or resources (financial or in-kind) that will be used to assist and support program efforts.

[Begin Response Here:](#)

VIII. Administrative and Management Requirements

A. Internal Management

Describe what internal management procedures will be used to ensure that all of the terms and conditions specified in this RFP will be addressed.

[Begin Response Here:](#)

B. Fund Source Management

Describe your experience with the management of federal fund sources.

[Begin Response Here:](#)

C. Equal Opportunity

Briefly describe your organization's practices for ensuring compliance with federal and state Equal Opportunity, Affirmative Action, and Non-Discrimination requirements, including the manner in which they are applied to the hiring, retention, and promotion of staff.

[Begin Response Here:](#)

D. Accessibility and Inclusion

In offering Wagner-Peyser Employment Services, describe how your program design and service hours assure that all job seekers and employers in the Michigan Works! Berrien, Cass and Van Buren area will have equitable access to Wagner-Peyser Employment Services. Include how you intend to accommodate workers unable to access Michigan Works! Berrien, Cass and Van Buren services during normal business hours.

[Begin Response Here:](#)

IX. Performance

Wagner-Peyser Employment Services will be directly measured on federally required performance measures, established under the Workforce Innovation and Opportunity Act (WIOA). The MW BVCB Wagner-Peyser Employment Services Performance Measures for PY2025 are described below.

	PY 2025 Target
Employment 2nd Quarter After Exit	67%
Employment 4th Quarter After Exit	65.6%
Median Earnings 2nd Quarter After Exit	\$8,000

Under Section 116(b)(2)(A) of the WIOA, there are six primary indicators of performance. The following WIOA performance measures are the criteria used to evaluate attainment of the MWA (and state) performance:

- Employment Rate – 2nd Quarter after Exit:

The percentage of participants who are in unsubsidized employment during the second quarter after exit from the program.

- Employment Rate – 4th Quarter after Exit:

The percentage of participants who are in unsubsidized employment during the fourth quarter after exit from the program.

- Median Earnings – 2nd Quarter after Exit:

The median earnings of participants who are in unsubsidized employment during the second quarter after exit from the program.

Please share how you will achieve the performance target through the following leading measures.

- Job seekers served (7/1/2025 – 6/30/2026)
- Job seekers receiving assistance in Resume Preparation
- Job Seekers receiving Workforce Information
- Job Seekers assisted in Job Search Planning
- Job Seekers participating in Workshops
- Job Seekers placed in employment (staff – assisted)
- Job Seekers obtaining employment (without staff assist)
- Total Job Seekers entering Employment
- Median earnings of participants employed during the 2nd quarter after exit from the program.
- Median earnings of participants employed during the 4th quarter after exit from the program.

[Begin Response Here:](#)

ATTACHMENT III

**CERTIFICATIONS
Debarment and Lobbying**

**CERTIFICATION REGARDING
DEBARMENT, SUSPENSION, INELIGIBILITY, VOLUNTARY EXCLUSION,
AND LOWER TIER COVERED TRANSACTIONS**

This certification is in accordance with the Office of Management and Budget Guidelines at 2 Code of Federal Regulations (CFR) Part 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." and 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.**

As the duly authorized representative of the recipient, the undersigned certifies, to the best of their knowledge and belief, that neither the recipient nor its principals:

- (1) Are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any federal department or agency;
- (2) Have within a three-year period preceding the proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (3) Are presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in item (b) above; and
- (4) Have within the preceding three (3) years had one or more public transactions (federal, state, or local) terminated for cause or default

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 by 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 knows 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 voluntarily 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.

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CERTIFICATION REGARDING LOBBYING

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.
4. 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:

EQUAL OPPORTUNITY POLICY STATEMENT
State of Michigan - KINEXUS GROUP

THIS POLICY APPLIES TO ALL PROGRAMS ADMINISTERED BY THE Workforce Development Agency, State of Michigan and Kinexus Group. It is the policy of the State of Michigan and Kinexus Group 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 non-merit 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 Innovation Act (WIOA) further requires for all programs receiving WIOA funds the following assurance:

As a condition to the award of financial assistance under WIOA from the Workforce Development Agency, State of Michigan the grant applicant assures, with respect to operation of the WIOA-funded program or activity and all agreements or arrangements to carry out the WIOA-funded program or activity, that it will comply fully with nondiscrimination and equal opportunity provisions of the Workforce Innovation and Opportunity Act of 2014, 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 38. The United States has the right to seek judicial enforcement of this assurance.

Issued by: Workforce Development, State of Michigan

Signature of Contractor Authorized Representative