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: Youth Solutions, Michigan Works! Berrien-Cass- Van Buren & Market Van Buren. **Youth Solutions is a 501c3 with its own governing board and is the entity seeking proposals from qualified bidders.**

We are seeking proposals from qualified bidders to provide Youth Solutions seeks to contract with one (1) contractor to conduct compliance reviews of affiliate partners’ fiscal operations of the Jobs for Michigan’s Graduates (JMG) program operating throughout the State of Michigan. The contract will have a term of one (1) year and may be renewed under the same terms and conditions, for up to two (2) times subject to approval by the State of Michigan Workforce Development Agency.

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](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 attached timeline. Please note that no verbal Q & A will be permitted regarding product specifications, and all proposers who wish to email 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,

Stacy Neidlinger

Procurement Specialist

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Kinexus Group is an Equal Opportunity Employer/Services. Auxiliary aids and services are available upon request for individuals with disabilities. Michigan Relay Center: 711 Voice and TDD. Kinexus Group is a partner of American Job Centers.
### Fiscal Monitoring of JMG Affiliate Sites

**REQUEST FOR PROPOSAL (RFP) TIMELINE**

<table>
<thead>
<tr>
<th>Date</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>By 9/5/2023</td>
<td>Notice Sent to Bidders List with RFP</td>
</tr>
<tr>
<td>By 9/5/2023</td>
<td>Kinexus Group has RFP application available on miworks.org</td>
</tr>
<tr>
<td>By 8/31/2023</td>
<td>Legal Notice sent to Newspaper for publication</td>
</tr>
<tr>
<td>9/8/2023</td>
<td>Deadline for receipt of Bidder Questions at 8:00 AM Eastern</td>
</tr>
<tr>
<td>9/12/2023</td>
<td>Response to Bidder Questions by 5:00 PM Eastern</td>
</tr>
<tr>
<td>9/19/2023</td>
<td>Proposals due at Kinexus Group by 12:00 Noon Eastern</td>
</tr>
<tr>
<td>9/25/2023</td>
<td>Approximate Bidder Notification</td>
</tr>
</tbody>
</table>

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

Fiscal Monitoring of JMG Affiliates

Statement of Need

Youth Solutions seeks to contract with one (1) contractor to conduct compliance reviews of affiliate partners’ fiscal operations of the Jobs for Michigan’s Graduates (JMG) program operating throughout the State of Michigan. The contract will have a term of one (1) year and may be renewed under the same terms and conditions, for up to two (2) times subject to approval by the State of Michigan Workforce Development Agency.

Scope of Services

The purpose of this RFP is to engage a public accounting firm or individual, whose principal officers are independent certified public accountants, certified or licensed by a regulatory authority of a state or other political subdivision of the United States, hereinafter referred to as the “Offeror” to develop a plan and perform fiscal monitoring of Jobs for Michigan’s Graduates (JMG) state restricted funds provided through The State of Michigan Workforce Development Agency and awarded to affiliate partners by Kinexus.

Jobs for Michigan’s Graduates (JMG) is a program of Youth Solutions and a state-based affiliate of the Jobs for America’s Graduates (JAG) National Program. JMG is primarily funded by state restricted funds awarded by the State of Michigan Workforce Development Agency through contingent funding, penalty and interest. Youth Solutions awarded funds to affiliate partners for the period of October 1, 2022- September 30, 2023 totaling 3,200,000.

Affiliate partners are listed in Table 2.
Affiliate Partner
B&GC SWMI
Bridge Academy of SW MI
CAMW
DESC
GST
Kent ISD
Marquette-Alger RESA
MW BCVB
MW Southeast
MW SW
MW West Central
Networks Northwest
Northeast Consortium
Oakland County Michigan Works!
Region 7B
SEMCA
UP Michigan Works
West MW

Proposals are expected to cover the following services:

- Develop a fiscal monitoring plan of Youth Solutions’ JMG affiliate partners located throughout the state of Michigan. Given the geographic locations of JMG’s partners, desktop monitoring should be a primary focus with on-site visits scheduled as necessary. One hundred percent of affiliates will be monitored over a two-year period, with 50% receiving a site visit in year one and the remaining in year two.
- The fiscal monitoring reports for four affiliates must be received by Youth Solutions no later than close of business on December 31, 2023. Fiscal monitoring reports for the remaining affiliates monitored in year two must be submitted by December 31, 2024.
- Meet with Jobs for Michigan’s Graduates staff to plan and coordinate fiscal reviews.
- Complete fiscal monitoring of affiliate partners.
- Provide updates during the fiscal reviews.
- Based on outcomes from each fiscal review, develop a list of observations, insight and suggested actions that the affiliate and/or JMG may employ to enhance the overall quality of performance to be submitted in a report to Jobs for Michigan’s Graduates.
The fiscal monitor will ensure the reliability of current fiscal data and the degree of compliance with JMG’s affiliate agreements, applicable policies, laws, regulations and the adequacy of internal controls. The following areas will be examined under the terms of the contract:

- Accounting Systems
- Budgeting Systems
- Internal Controls
- Invoicing Procedure
- Allowable Costs
- Cost Allocation Plan
- Indirect Cost Rate
- Cash Controls
- Procurement
- Purchasing
- Contracting

The fiscal monitor will prepare and submit draft and final reports for each of the programs reviewed. Each report should be submitted to Youth Solutions within 30 business days of completing the fiscal review of an affiliate. The fiscal monitor will submit supporting documentation to support the information included in the report.

**Contract Period**

The contract period will be for one year, with the option to extend for up to two additional years based on funding and performance.

**Bidder Qualifications**

To be considered for award of this RFP, the proposing individual or company must meet the following minimum qualifications and:

- Applicants must be qualified firms of Certified Public Accountants and meet the standards of the Government Accounting Office Standards for audit of a governmental organization. Only licensed CPA’s may respond to this RFP.

**Proposal Requirements**

Youth Solutions 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 Youth Solutions sole discretion, to be advantageous to Youth Solutions.

Submission of a proposal indicates acceptance of all terms and conditions set out in this solicitation.
Proposers may be requested to appear before the Executive Director 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 Youth Solutions. Prior to execution of a written Agreement, Youth Solutions 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 deadline listed in the RFP on the timeline. Electronic proposals must be submitted in PDF or MS Office file formats.

Send electronic proposals to: 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 question deadline listed on the RFP 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.

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 Youth Solutions.

**Right to Reject**

Youth Solutions 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 Youth Solutions.

**Payment**

Upon delivery of the copies of the monitoring reports to Youth Solutions and their acceptance and approval, the Offeror may submit a bill for the balance due on the contract for the fiscal monitoring.

**Confidentiality**

The Offeror agrees to keep the information related to all contracts in strict confidence. Other than the reports submitted to Youth Solutions, the Offeror agrees not to publish, reproduce or otherwise divulge such information in whole or in part, in any manner or form or authorize or permit other to do so, taking such reasonable measures as necessary to restrict access to the information, while in the Offeror’s possession, to these employees on the Offeror’s staff who must have the information on a “need-to-know” basis. The Offeror agrees to immediately notify, in writing, Kinexus’ authorized representative in the event the Offeror determines or has reason to suspect a breach of this requirement.

**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.
<table>
<thead>
<tr>
<th>Criteria</th>
<th>Max. Points Possible</th>
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</thead>
<tbody>
<tr>
<td>Prior Fiscal Monitoring Experience and Firm Description</td>
<td>40</td>
</tr>
<tr>
<td>Work Plan</td>
<td>40</td>
</tr>
<tr>
<td>Cost/Fee Schedule</td>
<td>20</td>
</tr>
<tr>
<td><strong>Total Possible points</strong></td>
<td><strong>100</strong></td>
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</tbody>
</table>

THE PROPOSAL COVER PAGE AND FORMAT BEGINS ON NEXT PAGE.
ATTACHMENT I

RFP- Fiscal Monitoring of JMG Affiliates
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

Please demonstrate your qualifications as it relates to the following. Feel free to include resume’s and bio’s of key staff:

A. Organization, Size, Structure, and Firm Description
   The Offeror should describe its organization, size (in relation to audits to be performed) and structure. The Offeror should include a copy of the most recent Peer Review.

B. Staff Qualifications
   The Offeror should describe the qualifications of staff to be assigned to the audits including audit team makeup, overall supervision to be exercised, prior experience of the individual audit team members.

C. Understanding of Work to be Performed
   The Offeror should describe its understanding of work to be performed, including audit procedures, estimated hours, and other pertinent information.

D. Prior Fiscal Monitoring Experience (Maximum 3 Pages excluding resumes)
   a. Prior experience monitoring programs funded by the State of Michigan or local governments.
   b. Prior experience monitoring programs funded through a Michigan Works! Agency and/or programs financed by the federal government.
   c. Other related fiscal monitoring
   d. Specific individual(s) of the team proposed to develop and conduct the fiscal monitoring, role, position in firm, years of experience, and credentials.

E. Work Plan (Maximum 4 Pages)
   The Offeror should describe its understanding of work to be performed, including development of the fiscal monitoring plan, fiscal monitoring, estimated hours, and other pertinent information. The Offeror will develop a fiscal monitoring plan of Youth Solutions’ JMG affiliate partners located throughout the state of Michigan over a two-year period with 50% occurring in year one and 50% in the following year. Given the geographic locations of JMG’s partners, desktop monitoring should be a primary focus with on-site visits scheduled as necessary. The work plan should expressly outline intentions to ease the burden of fiscal monitoring on affiliate partners. The Offeror should describe processes and/or strategies of how the fiscal monitoring would build on existing systems and efforts of affiliate partners.

F. Cost/Fee Schedule
   a. Fixed fee amount for each year by line item categories of 1) Personnel, 2) Travel and 3) Other and 4) Total
   b. Breakdown of out-of-pocket expenses expected to incur
CERTIFICATIONS
Debarment and Lobbying

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 (3 CFR, 1986 Comp.); Executive Order 12689 Debarment and Suspension (3 CFR, 1989 Comp.); 2 CFR Part 215, Appendix A, Section 8; 13 CFR Part 145; 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.

(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

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.

--THE REST OF THIS PAGE IS LEFT INTENTIONALLY BLANK--
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 $100,000 for each such failure.

<table>
<thead>
<tr>
<th>SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL</th>
<th>TITLE</th>
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<table>
<thead>
<tr>
<th>APPLICANT ORGANIZATION:</th>
<th>DATE:</th>
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</thead>
</table>
**EQUAL OPPORTUNITY POLICY STATEMENT**
State of Michigan (WDA/TIA)- 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/Talent Agency, State of Michigan

____________________________________________________________________________________

Signature of Contractor Authorized Representative
Youth Solutions, Inc. is a premier youth opportunity organization. Our leading program, Jobs for Michigan's Graduates, delivers employability and education services to more than 3,000 youth across 40+ Michigan cities.