



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 a One-Stop Operator.

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 Neidlinger', written over a horizontal line.

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) leads workforce development efforts across the counties of Berrien, Cass, and Van Buren in Michigan. Working in partnership with local governments, businesses, and a variety of community organizations, MW BCVB provides integrated services that support economic growth, meet the needs of employers, and help residents achieve meaningful employment.

To ensure the effective coordination and delivery of these services, MW BCVB engages a One-Stop Operator, as mandated by the Workforce Innovation and Opportunity Act (WIOA). This critical role is awarded through a competitive procurement process and is central to the functioning of local Michigan Works! Agencies, also known as American Job Centers.

WIOA provides the primary funding framework for workforce programs that serve unemployed and underemployed adults, dislocated workers, and youth facing barriers to employment. It also fosters collaboration with a broad network of service providers—including those focused on human services, veteran support, disability employment, and adult education. These services are available directly at American Job Centers in Berrien, Cass, and Van Buren Counties or through coordinated referrals.

An estimated \$20,000 is available through this Request for Proposal (RFP).

Eligible applicants for the One-Stop Operator role must be an entity—public, private, or nonprofit—or a consortium of entities. At a minimum, the consortium must include three or more WIOA-mandated partners with demonstrated effectiveness, all operating within Michigan. Selected One-Stop Operators will be classified as sub-recipients of federal funds and must comply with the Uniform Guidance requirements.

Michigan Works! BCVB mission, vision and values:

Mission is as follows:

- To provide the workforce necessary to meet the needs of employers.

The Vision for this Mission is as follows:

- Southwest Michigan will be Michigan's most competitive regional economy because of available, skilled, work-ready talent.

MW BCVB's Values are:

- **Be Bold...Seize Opportunity!**
 - We think big and long-term by focusing on our purpose and strategic imperatives, creating stretch goals, going above and beyond for the customer, and balance risk and rewards to make the best decisions with the best information we have at the time.
- **Be Inspirational...Energize Others!**
 - We expect everyone to lead from where they are. We are passionate about our purpose and present with our colleagues and community. We communicate with openness and honesty, always sharing information and asking for input. We develop and invest in those around us, promoting possibility. We lead by example and do what we say we will do.
- **Be Entrepreneurial...Drive Change!**
 - We seek, recognize and create opportunities, through intense focus on the customer, a growth mindset, creative collaboration, continuous and transformational change, and celebrating success.
- **Be Inclusive...Value Differences!**
 - We seek and value the perspectives that diversity brings. We create an environment where everyone experiences a sense of belonging, where employees are comfortable being their authentic selves, appreciated for their diversity and diverse perspectives, and have equal access to opportunities and resources.

Proposers should note that any awards granted are contingent upon the ongoing availability of funding, the performance of the selected bidder, and the evolving assessment of needs, services, activities, and delivery methods. MW BCVB also reserves the right to discuss and implement additional requirements and services as necessary.

Scope of Services

The One Stop Operator will provide performance support for all the Workforce Innovation and Opportunity Act (WIOA) required partners within the Michigan Works! Service Center System with the principal duties and responsibilities as described within the following statement of work.

- Summarize One Stop Operator traffic feedback to assess satisfaction levels of individuals who receive services at the One Stop Service Centers in Paw Paw and Benton Harbor.
- Provide aggregate insights, as well as by One Stop Operator partner organizations.

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.

- Analyze data and provide recommendations to be considered by Michigan Works! for continuous improvement.
- Provided strategic consulting expertise to Michigan Works! BCVB leadership at various intervals throughout the contract period.

MW BCVB does and will continue to provide direct career services as defined by the WIOA for three counties. The role of the One-Stop Operator does not include any of the following services:

- Assistance in establishing eligibility for WIOA-funded or other workforce-funded programs;
- Outreach, intake, orientation;
- Initial assessment of skills and support service needs;
- Labor exchange services and services to business;
- Referrals and coordination with other programs
- Labor Market Information, performance information, program cost information, or WDB performance/accountability measures;
- Services to obtain and retain employment;
- Training services.

The One-Stop Operator will not be responsible for staff supervision, performance monitoring, or program implementation. Beyond the responsibilities outlined above, MW BCVB does not intend to prescribe a detailed scope of work for this RFP. Instead, we encourage innovative proposals that are outcome-focused and aligned with the goals of the initiative.

Expectations

The selected One-Stop Operator will be expected to:

- Actively avoid conflicts of interest whenever possible and, in cases where conflicts are unavoidable, promptly disclose them and recuse themselves as appropriate.
- Comply with all MW BCVB policies and procedures, including those related to Conflict of Interest, Code of Conduct, Grievance Procedures, and Equal Opportunity requirements.
- Abide by all applicable federal, state, and local regulations and policies.

Contract Period

The proposals shall be developed to address planned activities for the period July 1, 2025 through June 30, 2025, with the option of an additional four one-year contracts to be negotiated.

Bidder Qualifications

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

One-Stop Operators must be an entity (public, private, or nonprofit) or a consortium of entities that, at a minimum, includes three or more of the required one-stop partners of demonstrated effectiveness, located in the State of Michigan. The entity selected will be a Sub-Recipient of a Federal award and thus will be required to follow the Uniform Guidance. The following types of entities are eligible to bid:

- Government agencies or governmental units, such as: local or county governments, school districts, State agencies, and Federal WIOA partners;
- Employment Service State agencies under the Wagner-Peyser Act, as amended by title III of WIOA;
- Indian Tribes, tribal organizations, Alaska Native entities, Indian-controlled organizations serving Indians, or Native Hawaiian organizations;
- Educational institutions, such as: institutions of higher education, non-traditional public secondary schools such as night schools, and area career and technical education schools (however, elementary and other secondary schools are not eligible to become a One-Stop Operator);
- Community-based organizations, non-profit entities, or workforce intermediaries;
- Other interested organizations capable of carrying out the duties of the one-stop operator, such as a local chamber of commerce, other business organization, or labor organization;
- Private for-profit entities;
- Local WDBs, if approved by the Chief Elected Official (CEO) and the Governor.

This project requires a bidder who can deliver high value-added performance within the MW BCVB Service Center system. MW BCVB is seeking a capable, innovative partner to support the continued development of a high-quality, business-driven workforce development system. The selected bidder will be expected to contribute to continuous improvement by leveraging data—such as One-Stop traffic patterns—to identify trends, assess service delivery effectiveness, and recommend enhancements that align with system goals and customer needs.

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 four 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 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.

Information Proviso

MW BVCB is directly responsible and accountable to the Department of Labor and Economic Opportunity, State of Michigan for the planning and oversight of all workforce development services in the region. MW BVCB shall ensure effective outcomes consistent with statewide goals, objectives and performance standards approved by the Department of Labor and Economic Opportunity, State of Michigan.

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

This RFP does not commit MW BVCB to award a contract or pay any cost incurred in the preparation of a proposal. MW BVCB reserves the right to accept or reject any or all proposals or parts of proposals received because of this request. MW BVCB can cancel this RFP, in part or in its entirety, if it is in its best interest to do so.

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

Implementation of this Workforce Development project is subject to policies and funding constraints of the Department of Labor and Economic Opportunity, State of Michigan and MW BVCB in addition to any policies and funding levels imposed by the U.S. Department of Labor, U.S. Department of Health and Human Services, State of Michigan, and related State and Federal regulations.

MW BVCB's Code of Conduct and Conflict of Interest Policies will be in effect throughout all phases of this procurement process.

Equal Opportunity

The selected bidder shall adhere to all applicable federal, state and local laws and regulations prohibiting discrimination. The bidder shall not unlawfully discriminate in providing services on the basis of race, color, sex, sexual orientation, gender identity, religion, national origin, height, weight, age, arrest record without conviction, political affiliation or belief, marital status, disability, or status as a job candidate. Likewise, the One-Stop Operator shall not unlawfully discriminate against an employee or applicant of employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, sexual orientation, gender identity, disability, arrest record without conviction, height, weight, or marital status. Michigan Works BCVB is an equal opportunity business/Service provider. The Michigan Works! Service Center System provides universal access for job seekers.

Auxiliary aids and services are available upon request to individuals with disabilities by emailing stacy@kinexus.org. Alternative large print is available upon request.

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
Organization Background and Administrative Capacity	30
Connection to Workforce	20
One-Stop Operator Implementation and Alignment	30
Cost	20
Total Possible points	100

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

Organization Background and Administrative Capacity (30 Points)

This criterion evaluates the bidder's organizational history, structure, and capacity to manage and administer federally and state-funded programs. Key considerations include:

- Experience with WIOA or similar workforce development contracts.
- Administrative infrastructure, including fiscal management systems, internal controls, and compliance with federal Uniform Guidance.
- A demonstrated history of integrity, accountability, and effective project oversight.

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- Organizational stability, governance, and the ability to scale services appropriately.
- Evidence of successful audits, past performance, and responsiveness to compliance issues.

Connection to Workforce (20 Points)

This measures the bidder's understanding of and connection to workforce systems and stakeholders. Evaluators will look at:

- Knowledge of regional labor market dynamics and alignment with business and job seeker needs.
- Ability to integrate with the broader workforce development ecosystem in Berrien, Cass, and Van Buren Counties.
- History of collaboration with WIOA-mandated and optional partners.

One-Stop Operator Implementation and Alignment (30 Points)

This evaluates how well the bidder can manage the responsibilities of the One-Stop Operator in alignment with MW BCVB's mission. Emphasis is on:

- Approach to coordinating service delivery under the RFP.
- Strategy for using data—especially customer traffic and feedback—to inform continuous improvement to MW BCVB.
- Alignment with MW BCVB's values (Bold, Inspirational, Entrepreneurial, Inclusive).

Cost (20 Points)

Cost is evaluated not just in terms of budget size but also in relation to value and cost-effectiveness. Scoring factors include:

- Clarity, completeness, and justification of the line-item budget and narrative.
- Reasonableness of proposed costs in relation to the scope of work.
- Leverage of in-kind contributions or other resources.
- Compliance with indirect cost policies and clear explanation of overhead.
- Demonstrated fiscal responsibility and sustainability.

Acceptable proposals will meet the specifications contained in this RFP and the requirements of all applicable statutes, regulations, and policies. It is the bidder's responsibility to familiarize themselves with all applicable laws, regulations and policies. The selected bidder will complete the following Assurances and Certifications:

- Debarment and Suspension Certification
- Certification Regarding Lobbying
- Equal Opportunity Assurance

Format and Instructions for Preparing the Proposal

Each proposal must address the specific components of the request for proposal. All proposals must be assembled in the following outline:

1. Cover/Signature Page
2. Organization Background/Administration Capacity
3. One-Stop Operator Implementation and Alignment
4. Budget Information
5. Equal Opportunity Policy Statement/Debarment/Lobbying Certifications

Instructions for Completing Attachments 1 through 5

1. PROPOSAL COVER PAGE (Attachment 1)
Prepare the signature page as the first page of the proposal to provide identifying information about the organization and the contact person. It must contain the signature of the person authorized to sign the contract that may result from the proposal. Electronic Signatures will be accepted. Please do not include a cover letter.
2. ORGANIZATION BACKGROUND AND ADMINISTRATIVE CAPABILITY (Attachment 2)
This section provides an overview of your organization's experience with federal/state-funded projects, your administrative/management capabilities and organizational structure. All proposers, excluding units of local governments, public schools and public organizations, must provide a copy of articles of incorporation. Minority-owned, female-owned, or individuals with a disability who own a business must provide documentation attesting to minority, female, or disability ownership, respectively. Proprietary, business, or trade schools must provide documentation on licensing, accreditation, and curriculum. Please attach a copy of the most recent single audit as applicable.
3. ONE-STOP OPERATOR IMPLEMENTATION AND ALIGNMENT (Attachment 3)
This section provides a narrative of your management philosophy and experience with shared partnerships with collaborated efforts.
4. BUDGET (Attachment 4)
Complete the Line-Item Budget. A budget narrative supporting the line-item costs must be submitted with the line-item budget.
 - The budget detail reflects all costs associated with delivering the scope of work in this RFP.
 - Please attach the cognizant agency recognized letter of approved indirect cost rate, if applicable.
 - If applicable, please explain the base that the In-Direct Cost is set upon in relation to this RFP.

- The Line-Item Budget, as well as the other components of this proposal, is subject to contract negotiations.
5. SIGED EQUAL OPPORTUNITY STATEMENT, SIGNED DEBAREMENT STATEMENT/SIGNED LOBBYING RESTRICTION STATEMENT BIDDER FORM (Attachment 5)

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.

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.

PROPOSAL

Please answer the following about your organizational capacity and administrative capability:

- | | | | |
|----|---|-------|-------|
| 1. | Your organization is: | Yes | No |
| | a. Unit of Local Government | _____ | _____ |
| | b. Unit of State Government | _____ | _____ |
| | c. College or University | _____ | _____ |
| | d. Community College | _____ | _____ |
| | e. Special Unit of Local Government | _____ | _____ |
| | f. School District | _____ | _____ |
| | g. Intermediate School District | _____ | _____ |
| | h. Private for Profit | _____ | _____ |
| | i. Other. If so, Please describe: _____ | | |
2. Your organization is established in accordance with state statutes and is authorized to conduct business in the State of Michigan.
Yes _____ No _____
3. Respond to the following questions: (You may be requested to provide additional information after submitting its RFP.)
- a. What is your total estimated July 1, 2025 through June 30, 2026 budget? Include BCVB Michigan Works' funding in figuring total budget. What percent of your budget will be funded from the BCVB Michigan Works? _____
- b. Has your organization been audited for any State of Michigan programs and funding within the last three years?
Yes _____ No _____

If yes for b. above, include a copy of the most recent management letter and audit opinion as an addendum. Also, be sure to include a copy of any compliance findings regarding (1) questioned costs, (2) disallowed costs or costs recommended for disallowance, and (3) program management.

c. For State of Michigan audits, as well as for other audits identified above, indicate what action has been taken regarding compliance findings.

4. Has your organization been awarded Workforce Innovation and Opportunity Act, TANF, Wagner-Peyser contracts that were terminated early for any reason or were not renewed because of poor performance or mismanagement within the past four years?

Yes____ No____

If yes, provide a brief explanation of what changes are being proposed to overcome deficiencies or problems identified with previous contracts.

5. Indicate your organization's experience over the past four years referencing the following items:

a. Were charges of unfair labor practices filed against the organization?

Yes____ No____

b. Were lawsuits or judgments filed?

Yes____ No____

c. Were investigations of fraud, abuse, conflict of interest, political activities, nepotism, or any criminal activities filed?

Yes____ No____

d. Was there default or breach of contract?

Yes____ No____

- e. Was bankruptcy or receivership by your organization or a parent organization declared?

Yes_____ No_____

- f. Were there any discrimination complaints or rulings against the agency?

Yes_____ No_____

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

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

The information (6a-e) above must be included as an addendum and may be submitted as a table if desired. Providing false information, failing to include the above information, or omitting relevant information may be grounds for not considering a proposal, awarding a contract or canceling a contract if awarded.

7. Describe your organization's capability to administer and be accountable for federal and state multiple fund programs.
8. Can you guarantee that these funds will not augment nor supplant your existing programs?

Yes_____ No_____

9. Describe your organization's performance management experience that will ensure performance goals are exceeded.
10. Provide a complete organizational chart that also reflects the One Stop Operator position should your organization be awarded funding. Note: the organizational chart must reflect your entire operations beyond what you are proposing in response to this Request for Proposals.

ATTACHMENT III.

ONE-STOP OPERATOR IMPLEMENTATION AND ALIGNMENT

1. Describe how your areas of expertise and experience will support you as the One-Stop Operator in an integrated service delivery model.
2. Describe your management philosophy and how you will comply with the main responsibilities of the requirements of the One Stop Operator. Include staffing plan.

ATTACHMENT IV.

BUDGET

- Reflect budget for a twelve month period (July 1st – June 30th)
- Remember to submit indirect cost rate from cognizant agency and explanation of indirect cost rate is based upon for the purpose of this RFP
- Supply a budget narrative supporting the line-item costs
- Answer questions 1 and 2 below

1. What type of financial resources will your organization commit in support of the Michigan Works! Service Center System? Please list cash, equipment or in-kind services in dollar value.

Please specify dollar value and describe:

TYPE	DESCRIBE	DOLLAR VALUE	SOURCE
Cash			
In-Kind			
Other:			

2. Describe your ability to track the above dollar value amounts for stand-in costs.

ATTACHMENT V

**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