



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 Van Buren, Bridge Academy of Southwest Michigan, Bridge Academy of Southwest Michigan (BASM) and Youth Solutions.

We are seeking proposals from qualified bidders to provide Kinexus Group is seeking an organization to provide executive level programming to support executive leaders within the organization. The program must include dedicated time to one-on-one coaching of the executives and educational opportunities.

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](mailto: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,

Stacy Neidlinger  
Procurement Specialist



## REQUEST FOR PROPOSAL (RFP) TIMELINE

| Date         | Action  |
|--------------|---|
| By 3/22/2022 | Notice Sent to Bidders List with RFP                        |
| By 3/22/2022 | Kinexus Group has RFP application available on miworks.org  |
| By 3/21/2022 | Legal Notice sent to Newspaper for publication              |
| 3/28/2022    | Deadline for receipt of Bidder Questions at 8:00 AM Eastern |
| 3/30/2022    | Response to Bidder Questions by 5:00 PM Eastern             |
| 4/5/2022     | Proposals due at Kinexus Group by 12:00 Noon Eastern        |
| 4/12/2022    | Approximate Bidder Notification                             |

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



## **Request for Proposal – Leadership/Executive Coaching**

### **Statement of Need**

Kinexus Group has become a multi-faceted and diverse organization serving a wide range of customers throughout Michigan. Team development is critically important to the continued growth of the organization.

The Kinexus Group team consists of over 100 employees who support four subsidiaries. Kinexus Group seeks to engage a qualified firm to provide executive coaching and leadership services, as well as support the senior leadership team in all aspects of professional development.

### **Scope of Services**

Kinexus Group anticipates a need for the following services to be provided as part of a year-long program for each executive or senior level team member engaged:

- Assessment of leadership abilities.
  - Provide a pathway for executives and senior level team to understand their abilities, strengths, and weaknesses as a leader.
- One-to-one career development and success coaching for executive team members and senior level team.
  - Individualized coaching in areas such as setting and achieving professional development objectives, clarifying goals, gaining self-awareness, and leadership and communication skill building.
  - Coaching needs would be identified through a collaborative process.
- Leadership Education.
  - Education through a wide variety of platforms and approaches to provide new insights for the executive or the senior level team.

### **Budget Amount and Contract Period**

Leadership program price must be competitive with industry in Michigan. Budget Range for this project is up to \$16,500 annually, per executive.

Contract period is one year with the option to extend for up to two additional years as long as pricing remains the same.

### **Bidder Qualifications**

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

- Identify the methods and tools used to assess an executive's knowledge, skills and abilities and identify focus for coaching and development;
- Demonstrated year-long leadership program;
- Conduct one-to-one leadership coaching sessions with executives and senior level team;
- Have demonstrated experience coaching executive management;
- Provide a detailed cost outline;
- Include packaged or tiered pricing based on the number of coaching sessions provided and/or number of executives coached in a set period of time; and
- Bidder must show active business insurance.

### **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.

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.

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](mailto: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](mailto: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.

### **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.

**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.

| <b>Criteria</b>                                 | <b>Max. Points Possible</b> |
|---|-----------------------------|
| Demonstrated experience with executive coaching | 40                          |
| Cost outline; Tiered pricing                    | 25                          |
| Details on year-long executive program          | 20                          |
| Ability to assess executives abilities          | 10                          |
| References                                      | 5                           |
| <b>Total Possible points</b>                    | <b>100</b>                  |

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**

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Applicant Organization Federal ID Number

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Street Address

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City State Zip Code

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Printed Name and Title of Applicant’s Authorized Representative

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Telephone Number Fax Number

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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.**

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**Signature of Authorized Representative**

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**Date**

## **ATTACHMENT II.**

### **PROPOSAL**

Please answer the following:

**Cost Estimate:**

Provide the cost of the annual fee for the executive coaching and a detailed cost outline of the key elements of the program. Include packaged or tiered pricing based on the number of coaching sessions provided and/or number of executives coached in a set period of time.

**Experience:**

Provide an organizational resume of your experiences and education in the space of executive coaching, program development.

**Executive Coaching:**

Provide bios of coaches who will be performing the one-on-one executive coaching.

**Sample of Leadership Program:**

Provide detailed information on the established year long leadership program. To include details on one-on-one coaching, educational opportunities, methods and tools to assess skills and abilities, other.

**References:**

Provide up to three references of executives who have participated in the executive leadership program.

**Certifications and Insurances:**

Provide proof of business insurance and any other certifications that strengthen the company's proposal to deliver an executive level program



**ATTACHMENT III**

**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.

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Printed Name and Title of Authorized Representative

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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 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.

**--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 \$10,000 and not more than \$100,000 for each such failure.

|  |       |       |
|--|-------|-------|
| SIGNATURE OF AUTHORIZED CERTIFYING<br>OFFICIAL | TITLE |       |
| APPLICANT ORGANIZATION:                        |       | DATE: |

**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

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Signature of Contractor Authorized Representative