

8/1/24 : Attention Bidders- Due to the need for responses to this RFP, we are keeping this RFP open for responses until a suitable contract to serve our community is reached. Please feel free to review the RFP content and respond accordingly.



To: Potential Bidders
From: Kinexus Group
Subject: Release of Request for Proposal BCVB Michigan Works! Service Center System
Date: May 6, 2024

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, Manufacturing Growth Alliance, Bridge Academy of Southwest Michigan (BASM) and Youth Solutions.

Kinexus Group is issuing this Request for Proposal (RFP) to seek a Sub-Recipient who will employ Talent Team Members associated with the BCVB Michigan Works! Service Center System at the Centers located in Berrien, Cass, and Van Buren Counties. The primary focus of this RFP is for the provision of Wagner-Peyser Employment Services and for a One Stop Operator providing performance management oversight of all Workforce Innovation and Opportunity Act (WIOA) required partners within the Michigan Works! Service Center System.

Funding for this RFP is through Wagner-Peyser Employment Services, the Workforce Innovation and Opportunity Act Adult, Dislocated Worker, and Youth, Temporary Assistance for Needy Families, and Trade Act.

Approximately \$160,000.00 is available under this RFP.

Please note that eligible bidders must be either a unit of state government, a unit of local government, a special purpose unit of government, a school district, an intermediate school district, a public community college, a public college, or a public university. Proposing organizations must adhere to federal merit-staffing standards. Entities selected and serving as this operator are sub-recipients of a federal award and thus are required to follow the Uniform Guidance.

There will be no mandatory bidder conference. Please email all questions and bid responses regarding this RFP to stacy@kinexus.org. If you are seeking to send inquiries, you are required to complete the intent to bid form and send along via email with your questions.

It is the responsibility of each bidder to ensure that their communications (questions, bid submission, etc.) arrive. Bidders may contact Stacy at 269-215-4899 to confirm receipt.

Proposer must attest to merit-based status by filling out Attachment 8.

Link to Page with Intent to Bid form: [Public Information | Michigan Works! \(miworks.org\)](#)

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REQUEST FOR PROPOSAL (RFP) TIMELINE

| Date | Action |
|---------------------|---|
| By 5/6/2024 | Notice Sent to Bidders List with RFP |
| By 5/6/2024 | Kinexus Group has RFP application available on miworks.org |
| By 5/2/2024 | Legal Notice sent to Newspaper for publication |
| 5/13/2024 | Deadline for Receipt of Bidder Questions at 8:00 AM Eastern |
| 5/17/2024 | Response to Bidder Questions by 5:00 PM Eastern |
| 6/19/2024 | Proposals due at Kinexus Group by 12:00 Noon Eastern |
| 6/24/2024 (Week of) | Approximate Bidder Notification |
| 7/1/2024 | Contract Start Date |

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

REQUEST FOR PROPOSAL (RFP)

KINEXUS MICHIGAN WORKS! SERVICE CENTER SYSTEM

I. **Framework:**

Kinexus Group is issuing this Request for Proposal (RFP) which addresses the framework required to provide workforce development services as part of the BCVB Michigan Works! Service Center System within the counties of Berrien, Cass and Van Buren. The Sub-Recipient and the staff funded under this RFP will be known only as BCVB Michigan Works! Service Center staff promoting activities under that designation and will operate at required hours and locations, which will be provided through Kinexus Group. Bidders must reflect their organization's commitment to deliver services under the purpose statement, values and franchise requirements of the Kinexus Group's BCVB Michigan Works! Service Center System.

Michigan Works! is an organization that operates sixteen workforce development boards across the state. Kinexus Group operates the Berrien, Cass, Van Buren Michigan Works!. Throughout the RFP the term Kinexus Group or BCVB Michigan Works may be used, for context of replying to this RFP, BCVB Michigan Works! provides all the service delivery and Kinexus Group provides all the internal operational support (fiscal, marketing, policies, IT, equipment, facilities, etc.).

Kinexus Group Purpose Statement:

"Committed to inspiring positive economic change, one person, one business, and one community at a time."

The Kinexus Group Values are:

- Be Bold...seize opportunity
- Be Inspirational...energize others
- Be Entrepreneurial...drive change.

Due to the uniqueness of the Workforce Development System, Michigan Works! Talent Team Members are required to follow the Kinexus Group and BCVB Michigan Works rules, policies, database systems, continuous quality improvement systems, and standing operating procedures.

The BCVB Michigan Works! Service Centers are turnkey operations, in which Kinexus Group supplies the building space, utilities, technology/telecommunication infrastructure, all materials and supplies. However, Kinexus Group is seeking a Sub-Recipient who can provide an added value to the BCVB Michigan Works! Service Center System beyond traditional workforce development programs through in-kind and other cash resources. The Kinexus Group is seeking a Sub-Recipient for BCVB Michigan Works who can provide workforce development related services and will align fully with the mission, vision, values, and objectives of Kinexus Group.

Funding for this system is through the Workforce Development Agency, State of Michigan under the Workforce Innovation and Opportunity Act, Wagner-Peyser, Food Assistance Employment and Training, Trade Act and Temporary Assistance for Needy Families.

Bidders should know that awards will depend on the continuing availability of funds, Sub-Recipient performance, and determination of needs, services, activities, and delivery methods. The selected Bidder will be required to assume any other additional requirements and services as deemed necessary by Kinexus Group and BCVB Michigan Works.

Bids to serve less than the geographic areas of Berrien, Cass and Van Buren counties will not be acceptable. In the interest of maximizing funding available for services, Kinexus Group will be interested in proposals or solutions that will reduce levels of overhead/management systems which will result in more streamlined and efficient structures aimed at increasing services to businesses and jobseekers. The structure of BCVB Michigan Works! Service Centers are based on self-directed teams. Please note that only Berrien and Van Buren Counties are full-service centers which provide the full array of job seeker services, while Cass County is a satellite office and does not require full time employment service personnel located there.

The proposals shall be developed to address planned activities for the period July 1, 2024 through June 30, 2029.

This document presents the requirements and procedures for consideration of proposals to be contracted under Kinexus Group and BCVB Michigan Works.

Workforce Innovation and Opportunity Act (WIOA) Background

The WIOA (Public Law No: 113-128), which also amended Title III Wagner-Peyser Employment Services of the WIOA, Title II WIOA Adult Education and Vocational Rehabilitation Services WIOA Title IV is designed to improve and streamline access to federally funded employment, education, training and support services. Every year these key programs that form the pillars of WIOA help tens of millions of job seekers and workers nationwide to connect to good jobs and acquire the skills and credentials needed to obtain them. The enactment of WIOA provides an opportunity for reforms to ensure the Michigan Works! Service Center System is job-driven, responding to the needs of employers and preparing workers for jobs that are available now and in the future. The WIOA has six main purposes:

1. Increase access to and opportunities for employment, education, training, and support services for individuals, particularly those with barriers to employment.
2. Support the alignment of workforce investment, education, and economic development systems in support of a comprehensive, accessible, and high-quality workforce development system.
3. Improve the quality and labor market relevance of workforce investment, education and economic development efforts.
4. Promote improvement in the structure and delivery of service through integration and enhanced collaborations.
5. Increase the prosperity of workers and employers.
6. Provide workforce development activities that increase employment, retention, and earnings of participants and that increase post-secondary credential attainment and as a result, improve the quality of the workforce, reduce welfare dependency, increases economic self-sufficiency, meets skills requirement of employers, and enhances productivity and competitiveness of the nation.

The selected bidder will be expected to remain informed on and comply with all WIOA regulations and requirements. If all general Terms and Conditions changes to include final WIOA regulations have not been issued at the time the sub-award is executed, a modification will be issued when new terms and conditions are issued.

- For more information on WIOA visit: <https://www.doleta.gov/wioa/overview.cfm>
- For more information on uniform guidance 2 CFR 200 and 2 CFR 2900 visit: [eCFR :: Home](#)

In addition to the Workforce Innovation and Opportunity Act services, the following funding streams support the Michigan Works! Service Centers and are inclusive in the service delivery design of the request for proposal:

Wagner-Peyser Employment Services

Wagner-Peyser funded services are provided at no cost to employers and job seekers. Employment Services include the provision of labor exchange for employers. Resume assistance, labor market information, job search planning, and job development services and assistance in meeting the work test requirements of Michigan's Unemployment Insurance Agency are available to job seekers. Other services include but are not limited to Participating in the System for Clearing Labor between the States, operating the Local Employment Services Complaint System and the local Federal Bonding program.

This funding source requires that equitable access to Employment Services will be provided to any individual without regard to his or her place of residence, current employment status, or occupational qualifications. No priority in referral will be extended to any job seeker or group of job seekers except in accordance with legal requirements. The ES service provider will not make any referral which will aid directly or indirectly in filling a job which would give services to an employer known to discriminate. The delivery of employment and supportive services to migrant seasonal farm workers will be on a basis that is qualitatively equivalent and quantitatively proportionate to services provided to non-migrant seasonal farm workers and in partnership with the State of Michigan Migrant Seasonal Farm Worker program. While Michigan Works! Service Centers do not directly provide MSFW programs; it is an expectation that the services will be augmented by MW Talent team to ensure full services are available.

Trade Act (Trade Adjustment Assistance) – TAA

The Michigan Works! Service Centers will provide mandated services to workers adversely affected by foreign competition in accordance with Federal laws, rules, and regulations. Recognizing that the primary objective of TAA is to assist affected workers to return to suitable employment, every effort is made to place these workers into jobs prior to expending TAA funds for training. For those workers needing training or re-training, the full range of services will be available: Employment Registration, Employment Counseling, Vocational Testing, Job Development, Support Services, On-the-Job Training, Classroom Training, Self-Directed Job Search, Job Search Allowance, and Relocation Allowances under TAA are provided as an integrate to Michigan Work’s dislocated worker services to maximize efficiency and prevent duplication of services. All TAA and Dislocated Worker services are delivered in accordance with the appropriate policies and guidelines as detailed in the TAA manual and all applicable WDA-SOM policy issuances.

Sub-Recipient Designation

The awardee of this award will be a Sub-Recipient. A governmental entity may pass federal grant funds to another entity. The second entity, known as the “Sub-Recipient” of the grant funds, may be another governmental entity, a non-profit or for-profit organization and must comply with all applicable uniform administrative requirements, cost principles and audit requirements. In this situation, the pass-through agency of the funds is responsible for monitoring the Sub-Recipient to ensure the grant funds are being used for authorized purposes and as required by the grant agreement and applicable regulations. In consideration of the importance assigned to this activity, it is imperative that the Sub-Recipient possesses a keen understanding of the requirements of the services requested, the customer service groups, and appropriate service strategies required by Kinexus Group. The Sub-Recipient must demonstrate its capacity to address the demands identified in this RFP through responses to the RFP instructions.

Please note: Sub-Recipient means a non-Federal entity that receives a subaward from a pass-through entity to carry out part of a federal program; but does not include an individual that is a beneficiary of such program. A Sub-Recipient may also be a recipient of other Federal awards directly from a federal awarding agency. (2CFR §200.93 Sub-Recipient)

- For more information see: 2 CFR Part 200; 2 CFR Part 2900;

II. Purpose:

The purpose and role of Berrien, Cass, Van Buren Michigan Works is to provide a broad vision and leadership for the local workforce development system. BCVB Michigan Works, works in partnership to horizontally align itself with Business, Organized Labor, Community Organizations, Economic Development Organizations, and Education to enhance the economic vitality of our region.

It is charged with the Franchisor responsibility to ensure that the Michigan Works! Service Center are business customer focused and outcome based, with the ultimate placement of job candidates to meet businesses’ hiring needs being of the highest priority. BCVB Michigan Works must ensure that systems are in place so that a quality connection is made between businesses looking for qualified workers and individuals seeking gainful employment. BCVB Michigan Works will also ensure that current or future workers needing skill upgrades or retraining will be enrolled in training areas of high demand resulting in higher wage earnings based on eligibility and suitability requirements.

The relationship between BCVB Michigan Works as Franchisor and the Sub-Recipient as Franchisee is one of the customer and the provider of a service and the resources to complete those services. BCVB Michigan Works, therefore supplies the vision and leadership to the Sub-Recipient and its staff, giving appropriate direction and benchmarking progress; forwarding Kinexus Groups Purpose Statement, Values, Culture, and that all operations are vertically aligned.

BCVB Michigan Works contracts for resources to meet all regional businesses' demand for qualified job candidates and value-added human resource services. This indicated, Sub-Recipients need to recruit the full spectrum of jobseekers from the highly professional through less-skilled job candidates for their inventory to meet the broad demand and needs of the business community. The selected Sub-Recipient will take a proactive approach by understanding the human resources needs of business, by continuously outreaching, recruiting, and equipping the talent supply pipeline with the knowledge, skills and abilities to meet employer needs. The acceleration of change in the global economy has put a premium on the ability of the Michigan Works! Service Center system to retool the skills of the workforce to meet the ever-changing needs of the workplace.

The Sub-Recipients' ultimate operational responsibility is to build a qualified applicant pool with the knowledge skills and abilities that will meet and exceed business demand and to help ensure worker and business retention.

To meet businesses' demand, the Sub-Recipient must:

- Identify the businesses' skill and workforce needs in collaboration with the BCVB Michigan Works Business Service Team to better identify and retool job candidates' knowledge, skills and abilities to meet business demand,
- Build a pool of job seekers who are ready for work, need retraining or up skilling of skills, and
- To ultimately refer qualified job seekers to businesses who are in need of a workforce.

All Michigan Works! Services are delivered to meet the needs of business and industry. These services are:

- Business focused, quality job seeker referrals. Business focused, ongoing service after the sale; ensuring job placement candidates are successful in the workplace;
- Business focused, outreach/recruitment of qualified job seekers;
- Business focused, assessments and screening tools;
- Business focused, training needs of job seekers in high wage high demand occupations;
- Business focused, career preparation workshops across all ages;
- Business focused, career ladder development; and
- Business focused, just-in-time delivery of services, flexible hours and service delivery location.

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III. Scope of Services

This project will require a Sub-Recipient who will bring higher value-added performance to the BCVB Michigan Works! Service Center Franchise system. Kinexus Group is seeking a Sub-Recipient for BCVB Michigan Works that is capable and innovative to join us in the ongoing implementation of a high-quality business driven workforce development system.

The Michigan Works! Service Centers will provide services to all businesses. Centers will work collaboratively with the BCVB Michigan Works Business Service Team to identify and meet the human resource needs of all businesses and will work to create a skilled worker pipeline to grow the economic competitiveness of the region. The Centers will be positioned to service businesses covering wide ranges of size, industry, location and requirements. It is anticipated that the selected Sub-Recipient will need to devote additional resources and efforts in developing effective, efficient and innovative service delivery model to ensure qualified candidates are referred, employed, and retained by businesses. The ability to succeed in providing qualified employees to the business community will become a critical component to achieving successful value-added human resource services that will result in a wide and vibrant job candidate applicant pool. Service after the sale, for both business and jobseekers, is a critical service required by Kinexus Group of its Michigan Works! Service Center System. The selected Sub-Recipient will perform timely and quality job retention services for those job seekers entering into employment.

The Sub-Recipient will also be required to fully participate and align to an evolving service structure that will enhance the quality of services to all jobseekers. The Michigan Works! Service Center Sub-Recipients are mandated to provide an integrated framework that aligns jobseekers to services based not on categorical funding sources, but rather through a strategic approach that takes into consideration the collective likeness of job seeker needs. On-going service after the job seekers secure employment is required to ensure long-term employment needs with a concentration on entrance into high-demand high-wage jobs over time.

The major components of this request for proposal are described in the following sections. Bidders must bid on all services. They are as follows:

- A. Jobseeker Services
- B. One-Stop Operator

A. Vision of Jobseeker Services

The BCVB Michigan Works believes that embracing Career Pathways is critical to the employment for all our residents and promotes life-long learning to ensure a skilled and competitive workforce.

It is evident that the availability of labor is a key regional economic factor and that an enough supply of skilled labor that constitutes a vibrant and diverse applicant pool is necessary for continued economic development, as firms locate or expand or are retained in our three-county area. This potential labor supply is derived from several sources including current workers, underemployed, unemployed, youth, recent graduates entering the workforce, and persons re-entering the workforce seeking employment. Systems must be in place to ensure that a connection will be made between individuals seeking employment and employers who are looking for qualified workers, and that all jobseekers have access to the value-added workforce development services based upon their needs and customer choice.

Historically, workforce development “programs” have been created to react to economic drivers. When unemployment is high, the jobseeker is the focus, and all services tend to shift to a “training first” design. Conversely, when unemployment is low, programs may then be dismantled and shifted to a “work first” design. What remains constant, however, is that business requirements shape the goals and services of the Michigan Works! Service Center System. Kinexus Group provides the broad vision and leadership for the local workforce development system and creates a coordinated framework that includes a broad and enriched variety of strategies that are planned and responsive to economic drivers, rather than reactive. With business as the primary customer, BCVB Michigan Works is charged with

the responsibility to ensure that its Michigan Works! Service Centers are business customer focused and outcome based, with placement of skilled job candidates to meet business hiring needs being of the highest priority. Consequently, BCVB Michigan Works must ensure that systems are in place so that a quality connection is made between business looking for qualified workers and individuals seeking gainful employment or those in need of skill upgrading or retraining to meet business demand.

The development of multiple strategies that balance the needs of the business customer and the jobseeker will address the human resource needs of these customers both for the present and the future. These strategies will enable the system to always be ready to respond regardless of the economic climate. To that end, Kinexus Group is seeking Sub-Recipients for BCVB Michigan Works, who will join us in the ongoing implementation and continuous improvement of workforce development service sets defined by Jobseeker Career Services Cohorts.

Jobseeker Career Services provides an integrated framework that aligns jobseekers to services based not on categorical funding sources but through a strategic approach that considers the collective likeness of their needs. Therefore, all job seekers will have access to a seamless service delivery system through the integration of all funds.

Michigan Works! Service Center Talent Team Members will create an “over-time” strategy for managing jobseeker services, organizing workloads and delivering services more effectively and efficiently. All Michigan Works! Service Center Talent Team Members provide a set of services under integrated fund sources which allows the job seeker a broader access of services that are seamless and accessible.

This integrated Jobseeker Career Services:

- Satisfies jobseekers and at least meets their expectations, if not exceeds;
- Ensures universal access for all jobseekers;
- Allows customer choice for service delivery methods/strategies/processes;
- Ensures maximum/ever-increasing numbers of jobseekers served;
- Is seamless and ensures all jobseekers get the information necessary to obtain required services;
- Creates opportunities for enhanced jobseeker participation and feedback;
- Eliminates duplication to maximize resources for improved service delivery; and
- Is flexible and adaptable.

There are eight principles that guide the work of BCVB Michigan Works and its Franchise System:

1. Businesses and jobseekers have access to a set of services that are promised and delivered in a timely and quality driven fashion.
2. Services are identified, designed and customized to meet the needs of the businesses and jobseekers.
3. Businesses and jobseekers receive a service without having to know the funding stream.
4. All services, defined by businesses and jobseekers, are designed and delivered to meet high quality standards.
5. System design is consistent with local business economic factors ensuring worker pipelines are developed with the necessary skills to meet business demand to ensure ultimate placement of job seekers into family sustaining wages.
6. Michigan Works! System partners are solution focused, not problem focused within their funding sources.
7. Michigan Works! System partners take a customer perspective, not a “silo-ed” program perspective in service design and delivery.
8. There is a continuous improvement strategy and requirement for service delivery within all funding streams.

The Michigan Works! Service Center System is required to work diligently in support of Kinexus Group’s and BCVB Michigan Works’ strategic plan particularly in building and preparing a skilled competitive workforce for businesses and industry. As part of this RFP, the Sub-Recipient will join BCVB Michigan Works to promote Career Pathways as part of the service strategy design within the Michigan Works! Service Center System. The term “career pathway” means a combination of rigorous and high-quality education, training, and other services that support participants' transitions

from education into and through the workforce. This strategy was adopted at the federal, state and local levels to increase education, training and learning opportunities for the current and emerging workforce. Career pathways are an integrated collection of programs and services intended to develop students' core academic, technical and employability skills; provide them with continuous education and training; and place them in high-demand, high- opportunity jobs. A career pathways initiative consists of a partnership among community colleges, primary and secondary schools, workforce and economic development agencies, employers, labor groups and community-based organizations. It is the expectation that the full integration of fund sources will occur to maximize resources to best meet the needs of business and industry.

B. One-Stop Operator

BCVB Michigan Works! vision for the one-stop operator is to coordinate the service delivery of required one-stop partners and service providers with Michigan Works! Service Center Talent team staff. The intention is to ensure optimal communication among partners, along with seamless experience for customers and refraining from establishing practices that create disincentives to providing services to individuals with barriers to employment who may require longer-term services, such as intensive employment, training, and education service.

The one-stop operator requirements work together with jobseeker and workshop services and are as follows:

- Organizes and integrates service based on function, when permitted by a program's authorizing statute and, as appropriate, through coordinating staff communications, capacity building and training efforts.
- Works with WIOA required partners to assess necessary accommodations for people with disabilities and determine priorities and funding sources to meet those needs.
- Works closely with Kinexus Group's Policy, Quality Assurance (PQA) Department to ensure compliance to all requirements for dual enrollments among partners including OSMIS policy requirements.
- Works with Kinexus Group and BCVB Michigan Works to ensure all areas of agreed upon MOUs are being executed.

IV. Sub-Recipient Responsibilities

One Stop Operator Requirements

Under the WIOA Rules and Regulations, workforce boards will procure a one stop operator. The requirements of the One Stop Operator defined by the requirements of Kinexus Group for BCVB Michigan Works are as follows:

Assigned One Stop Operator Staff member will:

- Organizes and integrates service based on function, when permitted by a program's authorizing statute and, as appropriate, through coordinating staff communications, capacity building and training efforts.
- Works with WIOA required partners to assess necessary accommodations for people with disabilities and determine priorities and funding sources to meet those needs.
- Works closely with Kinexus Group's Policy, Quality Assurance (PQA) Department to ensure compliance to all requirements for dual enrollments among partners including OSMIS policy requirements.
- Works with Kinexus Group and BCVB Michigan Works to ensure all areas of agreed upon MOUs are being executed.

Michigan Works! System Requirements and Expectations:

- Provide routine performance appraisals of Michigan Works! Service Center personnel to ensure that standards and benchmarks are exceeded.
- Implement continuous quality improvement systems as outlined by Kinexus Group or BCVB Michigan Works.

- Ensure that Michigan Works! Service Center personnel attend business community functions, including Chamber events and other business/community service organizations supporting the BCVB Michigan Works.
- Work with partner organizations within the Michigan Works! Service Centers to ensure the maintenance of standard business hours on a weekly basis and the ability to operate outside “normal” business hours as required by BCVB Michigan Works.
- Fully utilize all required BCVB Michigan Works databases, no other databases are acceptable unless approved.
- Work in partnership with education, economic development, and employment and training organizations to implement a collaborative and integrated workforce system.
- Sub-recipient selected must ensure compliance with all security, confidentiality and privacy rules and protocols related to any and all information.

Michigan Works! Job Seeker Services Requirements and Expectations:

- Outreach and recruitment of all job candidates, including targeted populations as outlined within the WIOA.
- Maintenance of all documentation regarding job candidates enrolled into Michigan Works! Service Center service, including eligibility documentation.
- Referral of job candidates to other community organizations for other services.
- Enrollment of job seekers into short or long term in demand occupational skill training based on the needs of the job seeker
- Case management of participants enrolled into training.
- Development and implementation of career pathways in coordination with the BCVB Michigan Works Business Services Team
- Operate all required elements of Wagner-Peyser Services.
- Job retention and follow-up services to ensure customer satisfaction and performance standards are exceeded.

Michigan Works! Franchise Requirements and Expectations:

The Sub-Recipient will comply with the following principles that guide day-to-day operations in an integrated manner with optimum customer satisfaction. Penalty to adhere will result in termination of contract.

- All offices will be considered Michigan Works! Service Centers and Sub-Recipient will be identified as such.
- No logos other than BCVB Michigan Works! are allowed at any time/anywhere by Sub-Recipients/staff.
- All services are delivered under the Michigan Works! Franchise.
- Michigan Works! Service Center personnel will be permanently or temporarily reassigned to various Service Centers, at any time, within the tri-county area on demand.
- Michigan Works! Service Centers operate services based upon the “Voice of the Customer Philosophy.”
- Sub-Recipient is required to abide by the marketing and public relations policies of Kinexus Group. All marketing materials require prior approval of Kinexus Group.
- Michigan Works! Service Center Sub-Recipient and staff must view their work as a career with a commitment to advance the Michigan Works! Franchise and to support the economic vitality of our business community.
- Sub-Recipient must use Kinexus Group equipment, technology, telecommunication, infrastructure, established database systems, and supplies.
- Service Centers will align services to the Kinexus Group and BCVB Michigan Works Franchise requirements.
- All Michigan Works! Service Centers and Sub-Recipient will be fully accessible to individuals with disabilities. Sub-Recipient will provide auxiliary aids and services to individuals with disabilities upon request.
- Sub-Recipient and its respective staff will be actively engaged in the BCVB Michigan Works continuous quality improvement (CQI) process. This includes being involved in CQI team activities, instilling the BCVB Michigan Works values in fulfilling their daily jobs, and supporting CQI team initiatives.
- Sub-Recipient and its respective staff will be trained in subject matter as required by Kinexus Group and BCVB Michigan Works criteria for Certification and Credentialing, consistent with the WIOA and other requirements.

- Sub-Recipient and its respective staff will travel locally, tri-county-wide, State-wide, or Nationally, as directed, at any time, for work tasks, training, meetings, events and occasions pertinent to Kinexus Group and BCVB Michigan Works activities and requirements.

Michigan Works! Jobseeker Performance Requirements:

- Monthly customer activity levels, program outcomes and projected expenditure of funds will be detailed through the negotiation process with the successful bidder (i.e., number of job placements, retention, average earnings, credentials and completion of education requirements). The following are measurements under the WIOA, Wagner-Peyser and TAA:
 - Employment rate at 2nd quarter post exit
 - Employment rate at 4th quarter post exit
 - Median Earnings 2nd quarter post exit
 - Credential rate one year after exit
 - Measurable Skills Gain (Minus Wagner-Peyser)

Michigan Works! Jobseeker Data Bases Requirements and Expectations:

- For all services, the Sub-Recipient will be responsible for all data entry and data maintenance into the Kinexus Group and BCVB Michigan Works! database systems.
- Data entry will minimally include applications, activity changes and updates, and exit and termination information. This will be done according to the policies and procedures set forth by the BCVB Michigan Works.
- Sub-Recipient will be required to input all jobseeker data they have accumulated through any source into all appropriate job seeker databases.
- All information and data collected and/or stored within the jobseeker database is the property of the Kinexus Group and cannot be copied, sold, removed, used or given to any entity without permission.

Michigan Works! Customer Satisfaction Requirements and Expectations:

- Understanding the needs and expectations of Businesses and designing responsive services that lead to superior performance, consistent with business needs.
- Understanding the needs and expectations of jobseekers and designing responsive services that lead to superior performance, consistent with jobseekers' needs.
- Customer satisfaction is a key element in identifying superior performance.
- Quality is defined through the eyes of the customer. This demands responsiveness to current and emerging business and jobseeker's needs and expectations.
- 90% customer satisfaction rate required by business and job seekers may change based on additional WIOA guidance.

Michigan Works! Marketing Requirements and Expectations:

- All marketing of the Michigan Works! Service Center system will be under the BCVB Michigan Works! Logo. No Sub-Recipient identification/logo will be allowed on business cards, stationery, apparel, in news articles, media releases or on any promotional items.
- All public relations or marketing will be approved and coordinated through the Kinexus Group via BCVB Michigan Works.
- Sub-Recipient will align to all local, state, or regional workforce development initiatives and their performance requirements.

Michigan Works! Reporting/Financial/Administrative Requirements and Expectations:

- *Financial Reporting:* The Sub-Recipient must ensure that a responsive and responsible accounting system is in place that utilizes generally accepted accounting principles. The Sub-Recipient must have the capability to provide timely and accurate management information system and financial reports to Kinexus Group, the Workforce Development Agency and other local, state, and federal organizations as appropriate.

- *Financial Records:* The Sub-Recipient must provide all relevant financial records, including original documentation supporting the Sub-Recipient cost allocation, invoicing, and other transactions for audit. All financial records must be made readily accessible locally for the convenience of Kinexus Group auditors and monitors.
- *Budget Controls:* The organization has a method for tracking planned expenditures that allows it to compare actual expenditures to planned or estimated expenditures.
- *Cash Management:* The organization's cash draws are necessary and reasonable, and the timing and amount of such draws appear to be as close as possible to the actual disbursement of federal funds for the payment of allowable and allocable costs incurred under the contract.
- *Program Income:* The organization is aware of the requirements for earnings, spending, and reporting program income.
- *Cost Allocation:* The organization only allocates costs to the contract to the extent that a benefit was received.
- *Allowable Costs:* The organization has a system in place to ensure the program is incurring necessary and reasonable costs and is only charging allowable and allocable costs to the contract.
- *Internal Controls:* Effective control, integrity, and accountability are maintained for Sub-Recipient cash, personal property, and other federally funded assets.
- *Documentation Required for Monitoring and/or as negotiated for Invoice Submittal:*
 - General ledger;
 - Cash receipts and cash disbursements journals/reports or equivalent;
 - Bank statements, reconciliation, deposit slips and canceled checks for each bank account through which workforce development funds were received or disbursed;
 - All financial reports and documentation supporting requests for reimbursement;
 - Payroll records including Individual Earnings Record, Employee Withholding Authorization (W-4), FICA reporting forms, federal and state withholding,
 - Unemployment taxes, Employee Personnel Files, Time Records and Employee
 - Time/Salary Allocation plans;
 - Invoices and/or supporting data for non-payroll disbursements.
- *Compliance:* in accordance with Generally Accepted Accounting Principles (GAAP) as applicable.
- Follow all policies and procedures of Kinexus Group concerning Conflict of Interest, Code of Conduct, Grievance Procedures, and Equal Opportunity provisions.
- Avoid Conflicts of Interest when possible and disclose and recuse from unavoidable Conflicts of Interest.

Michigan Works! Allowable Cost Requirements:

- All expenditures must be consistent with grant, law, regulations, guidelines, and contract specifications.
- The Sub-Recipient must ensure that an acceptable method exists to respond to disallowed costs that may be incurred by the Sub-Recipient.
- Any expenditure found to be disallowed through monitoring or audit must be paid back from non-grant funds.

Michigan Works! Competition Requirements:

- For so long as the Sub-Recipient shall remain engaged by Kinexus Group and BCVB Michigan Works (to be known as the "Non-compete Period"), Sub-Recipient shall not directly or indirectly solicit business, other than those services prescribed by Kinexus Group, from job seekers or employers of Kinexus Group nor engage in (as an employee, principal, shareholder, partner, consultant or any other capacity) any enterprise conducting business activities that are the same or similar to those of Kinexus Group within the "Non-compete Geographic Area" (defined below).
- Sub-Recipient is barred from soliciting business from "job seekers or businesses" of Kinexus Group and BCVB Michigan Works, applies to all individuals or entities who were or are "job seekers, businesses, prospects, or leads" of Kinexus Group and BCVB Michigan Works at any time during the Non-compete Period.

- The brief description of Kinexus Group services to jobseekers and employers via BCVB Michigan Works contained in this RFP shall not be considered an exclusive and exhaustive list of workforce development activities.
- The “Non-compete Geographic Area”, for the purpose of this RFP shall be defined as the counties of Berrien, Cass, and Van Buren.
- Sub-Recipient will not use the resources and/or facilities of Kinexus Group to compete directly with Kinexus Group.
- Sub-Recipient will not use the resources and/or facilities of Kinexus Group for personal or organizational gain, in any way. This includes goodwill, as well as financial.
- Sub-Recipient will not use the information, intelligence, data, software, or operations of, nor use any information, intelligence, operations or data collected or learned during the carrying out of contracting to Kinexus Group and to compete directly with Kinexus Group.

Michigan Works! Talent Team Members

Sub-Recipients will be responsible for hiring and retaining personnel to fill functional roles within the BCVB Michigan Works! Service Center system, including the one stop operator role.

General Requirements of All Talent Team Members

All Talent Team Members under the BCVB Michigan and Kinexus Group Franchise must possess minimum key knowledge, skills, abilities and attributes to operate effectively and efficiently. These include the below minimum requirements:

1. Strong collaboration skills and ability to work with multiple teams within Kinexus Group to streamline services and maximize all resources in support of the right service at the right time.
2. Model the way for a common purpose and shared consciousness under our Team of Teams approach.
3. Accountability to align with the mission, vision and values of Kinexus Group.
4. Live our values - be bold, be inspirational, be entrepreneurial and be inclusive.
5. Continuous quality improvement.
6. Bachelor’s Degree or equivalent professional experience in business, human services, workforce development, or a related field.
7. Strong interpersonal and communication skills.
8. Passionate about serving others and the community.
9. Capability to work in a team environment.
10. Ability to organize, prioritize, and maintain confidentiality.
11. Solid computer skills and ability in Microsoft, Excel, Power Point and virtual meeting platforms (ex: Google Hangout, Zoom).
12. Ability to adapt to change and work in a fast-paced environment.
13. Strong critical thinking and problem-solving skills.

As is evident from this list of tasks that a Talent Team Member may undertake, it is expected that the staff will be the stewards of the entire Michigan Works! Service Center system and services provided there under. A high sense of ownership and responsibility shall be the norm. It is of the utmost importance that all Talent Team Members be prepared to undertake any task needing to be completed, with the minimum of direction, and deliver at the speed of business.

V. PROPOSAL OVERVIEW:

A. Rating/Selection Process

In addition to adequately addressing the questions posed by this RFP, proposals will be evaluated and selected based on reasonableness and competitiveness. Reasonableness and competitiveness will be determined by, but not limited to, (1) cost, (2) current and/or past performance, if applicable, and (3) comparison with other proposals.

Evaluation Criteria:

| <u>FACTORS</u> | <u>MAXIMUM POINTS</u> |
|--|------------------------------|
| 1. Organization Background and Administrative Capacity | 20 |
| 2. Service Narrative/System Design and Staffing | 30 |
| 3. Budget | 20 |
| 4. <u>Franchise Implementation</u> | <u>30</u> |
| TOTAL POINTS | 100 |

Proposals must meet a minimum of 75% of Total Points Available to be considered for negotiation. All proposers will be notified in writing of the review results.

B. Information Proviso

Kinexus Group and BCVB Michigan Works is directly responsible and accountable to the Workforce Development Agency, State of Michigan for the planning and oversight of all workforce development services in the region. Kinexus Group and BCVB Michigan Works shall ensure effective outcomes consistent with statewide goals, objectives and performance standards approved by the Workforce Development Agency, 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 Kinexus Group to award a contract or pay any cost incurred in the preparation of a proposal. Kinexus Group reserves the right to accept or reject any or all proposals or parts of proposals received as a result of this request. Kinexus Group can cancel this RFP, in part or in its entirety, if it is in its best interest to do so.

Kinexus Group requires applicants to enter into an agreement based on their proposal without further discussion or may require the applicant to enter negotiations. Kinexus Group 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. Bidders 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 Workforce Development Agency, State of Michigan and Kinexus Group and BCVB Michigan Works 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.

Kinexus Group Code of Conduct and Conflict of Interest Policies will be in effect throughout all phases of this procurement process.

C. Equal Opportunity

The selected Sub-Recipient shall adhere to all applicable federal, state and local laws and regulations prohibiting discrimination. The Sub-Recipient shall not unlawfully discriminate in providing services on the basis of race, color,

religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or against any beneficiary of, applicant to, or participant in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act, on the basis of the individual's citizenship status or participation in any WIOA Title I– financially assisted program or activity. Kinexus Group and BCVB Michigan Works is an equal opportunity business/WDASOM Services provider. The Michigan Works! Service Center System provides universal access for job candidates. Sub-Recipient will recruit target populations, including people with disabilities and Veterans.

Auxiliary aids and services are available upon request to individuals with disabilities by calling (269) 927-1064 Ext 1113. Alternative large print is available upon request.

PROPOSAL PROCESS:

A. WHERE TO SUBMIT:

- Electronically via email (preferred method) to: stacy@kinexus.org
- Email is preferred. If you mail or hand deliver your submission, please include one electronic form of your proposal for archival purposes.
Stacy Neidlinger
Kinexus Group
330 Main Street, Ste 110
Benton Harbor, MI 49022
- Due dates and times apply for any method of delivery.
- It is the bidder's responsibility to assure that your communication has arrived (bids, questions, etc.). You may contact Stacy by phone at 269-215-4899 to inquire.

B. FORMAT AND INSTRUCTIONS FOR PREPARING THE PROPOSAL

EACH PROPOSAL MUST ADDRESS THE SPECIFIC COMPONENTS OF THE REQUEST FOR PROPOSAL.

All proposals must be assembled according to the following outline:

1. Cover/Signature Page
2. Organization Background/Administration Capacity
3. Service Narrative/System Design/Staffing Qualifications
4. Budget Information
5. Franchise Implementation and Alignment
6. Equal Opportunity Policy Statement
7. Debarment/Lobbying Certifications/approved bidder form
8. Merit based certification

INSTRUCTIONS FOR COMPLETING 1 THROUGH 8

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. **Please attach full organizational chart that includes Workforce Development staffing.**

3. SERVICE AND STAFFING NARRATIVE (Attachment 3)

This section will provide a background of your ability to provide the services required under this Request for Proposal. It will also incorporate staffing information in accordance to the supplied job descriptions contained within this document.

Responses to each question or point in this section must be no longer than one page in length of single-spaced, Times New Roman, 12pt. Font.

4. BUDGET (Attachment 4)

Complete the Line-Item Budget.

A detailed budget narrative supporting the line-item costs must be submitted with the line-item budget.

Note:

- Sub-Recipient will be required to utilize Kinexus Group equipment (technology, copiers, fax machines, telephone and database systems) and supplies.
- Kinexus Group will maintain all rent, utilities, and phone system leases.
- The budget detail reflects your staffing plan and management overhead costs.
- 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 and other components of this proposal are subject to contract negotiations.
- Line-item budget detail for the Staffing plan is on an overall composite of all counties.

5. MICHIGAN WORKS SERVICE CENTER FRANCHISE IMPLEMENTATION (Attachment 5)

This section will provide a background on knowledge and alignment to the Franchise system of Michigan Works! It will incorporate activities around business such as the primary customer, quality assurance, continuous improvement and the Mission, Vision and Values.

Responses to each scenario in this section must be no longer than one page in length of single-spaced, Times New Roman, 12pt. Font.

1. Signed Equal Opportunity Statement (Attachment 6)
2. Signed Debarment Statement/Signed Lobbying Restriction Statement Bidder form (Attachment 7)
3. Merit-Based Certification (Attachment 8)

--PROPOSAL PACKAGE BEGINS ON NEXT PAGE--

**ATTACHMENT 1
PROPOSAL COVER PAGE
Kinexus Group
BCVB Michigan Works! Service Center System
Request for Proposal – please fill in this form**

General Information – COVER PAGE

Applicant Organization Federal ID Number

Street Address

City, State, Zip

Printed Name and Title of Applicant's Authorized Representative

Telephone Number/ Fax Number

E-mail address

Projected Costs

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 2

**Organizational Background
And
Administrative Capability**

II. ORGANIZATIONAL CAPACITY AND ADMINISTRATIVE CAPABILITY

- | 1. Your organization is: Answer | 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 _____

Respond to the following questions: (You may be requested to provide additional information after submitting its RFP.)

1. What is your total estimated July 1, 2024 through June 30, 2025 budget? Include BCVB Michigan Works funding in figuring total budget.
 - a. 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 in regard to compliance findings.

2. 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.

3. Indicate your organization's experience over the past four years in reference to the following items:

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

Yes____ No____

Were lawsuits or judgments filed?

Yes____ No____

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

Yes____ No____

c. Was there default or breach of contract?

Yes____ No____

d. Was bankruptcy or receivership by your organization, or a parent organization declared?

Yes____ No____

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

Yes____ No____

4. 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 Workforce Development Agency, 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.

5. The information (4. a-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.
6. Describe your organization's capability to administer and be accountable for federal and state multiple fund programs.
7. Can you guarantee that these funds will not augment nor supplant your existing programs?
Yes_____ No_____
8. Describe your organizations performance management experience that will ensure performance goals are exceeded.
9. Provide a complete organizational chart that also reflects the Workforce Development Staff positions assigned should your organization be awarded funding. Note: the organizational chart must reflect your entire operations beyond what you are proposing in response to this RFP.

-Remainder of Page left Intentionally Blank-

ATTACHMENT 3
Service and Staffing Narrative

III. SERVICE and STAFFING NARRATIVE--- (PLEASE LIMIT YOUR RESPONSES TO QUESTIONS TO ONE PAGE OR LESS)

A. General

What level of staffing are you proposing (number of FTE's)?

Breakdown proposed staff in the following matrix (use FTE's):

| Michigan Works! Service Center | Team Members-FTE | One Stop Operator FTE |
|--------------------------------|------------------|-----------------------|
| Berrien | | |
| Cass | | |
| Van Buren | | |
| Totals | | |

1. Do you currently have staff to provide services? Yes _____ No _____

If no, please describe how you will outreach, hire and train staff to meet the knowledge, skills and abilities as described in the Workforce Development Professional job description.

2. Provide an overview of your experience and/or capabilities in providing employment services to job seekers. Include any quantifiable accomplishments that prove past effectiveness in working with business and job seekers. Please be specific.
3. Describe what experience the proposed staff has in administering the TAA - TAA/NAFTA(TRADE) program element.
4. Describe your organization's experience related to providing same/similar services as required in the Statement of Work and/or throughout the RFP. Specify what if any experience your organization has with serving diverse customers (e.g., employers, economically disadvantaged, individuals with disabilities, veterans, and dislocated workers.) Specify what if any, experience in managing workforce development programs, including working with state and/or federal regulations. Describe any comparable previous experience or any special or technical skills and resources that make you capable of successfully providing the services you are proposing.
5. Describe how you would implement a Career Pathway system.

D. One-Stop Operator

1. Describe how your areas of expertise and experience will support you as the One-Stop operator in an integrated service delivery model.
2. How will you comply with the main responsibilities of the requirements of the One-Stop operator?

ATTACHMENT 4

BUDGET

IV. BUDGET

- Use Attachment 4 Excel Spreadsheet supplied
- Remember to submit indirect cost rate from cognizant agency and explanation of indirect cost rate is based upon for the purpose of the RFP
- Reflect budget for a twelve-month period (July 1st – June 30th)
- Answer questions 1 & 2 below
- Supply a detailed budget narrative supporting the line item costs

1. What type of financial resources is your organization going to commit in support of the BCVB Michigan Works! Service Center System. Please list cash, equipment, or in-kind services in a 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 the purpose of stand-in costs.

ATTACHMENT 5

Franchise Implementation

V. FRANCHISE IMPLEMENTATION

(Limit responses for each scenario to one page or less, single-spaced, times new roman 12pt.)

1. A small business is seeking to fill a position and wants to hire from Michigan Works! Describe what you consider to be the key quality assurance points in a “job order system” that will result in a satisfied business customer.
2. Employer places a job order with the Michigan Works! Service Center and after 24 hours (Veterans Priority) a viable candidate(s) cannot be found in the pool of jobseekers. Identify five (5) to seven (7) steps you would initiate in the next 24 hours to find viable candidates to fill the employer’s job order. Furthermore, describe how the lines of communication between the Center and the Employer would play out from the time you discovered that you could not find viable candidates through your next 72-hour search.
3. What do you feel are the top five human resource challenges facing the region’s employers and why? What are the top five most important occupations in our area and why? What are the top five industries most important to our local economy and why?
4. A jobseeker visits one of the Michigan Works! Service Centers, insists that work cannot be found, and demands to talk to staff about enrollment into training to become a travel agent. Describe how staff would address the jobseeker’s demand, and the set of services staff would provide to the jobseeker.

ATTACHMENT 6

EQUAL OPPORTUNITY POLICY

VI. 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 and Opportunity 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

ATTACHMENT 7

CERTIFICATIONS

VII. Certifications and Bidder Forms

**CERTIFICATION REGARDING
DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION
Lower Tier Covered Transactions**

This certification is required by the regulations implementing 2 CFR Part 180.300; Executive Order 12549 and 12689 Debarment and Suspension; 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.

CERTIFICATION REGARDING LOBBYING

Certification of Contracts, Grants, Loans, and Cooperative Agreements

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 Sub-Recipient shall certify and disclose accordingly.

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 | |

ATTACHMENT 8

CERTIFICATION OF MERIT BASED ENTITY

VIII.

CERTIFICATION OF MERIT BASED ENTITY

This certification is required of any Sub-Recipient who accepts Wagner Peyser funds for Workforce Development Services. Only entities meeting and certifying to be a merit-based entity will be considered for those funds.

The undersigned certifies that the entity maintains a system of personnel administration in conformance with the following:

In accordance with federal regulation 5 CFR 900.603, promulgated pursuant to Sections 4728 and 4763 of the federal intergovernmental Personnel Act of 1970, as amended, standards for merit staffing are defined as follows:

- (a) Recruiting, selecting, and advancing employees on the basis of their relative ability, knowledge, and skills, including open consideration of qualified applicants for initial appointment.
- (b) Providing equitable and adequate compensation.
- (c) Training employees, as needed, to assure high quality performance.
- (d) Retaining employees on the basis of 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.
- (f) Assuring that employees are protected against coercion for partisan political purposes and are prohibited from using their official authority for the purpose of interfering with or affecting the result of an election or a nomination for office.

Eligible entities: Unit of State Government; Unit of Local Government; University or College; Community College; special unit of government; School District or Intermediate School District.

| | | |
|---|--------|--|
| Signature of Authorized Representative | Title | |
| Applicant Organization | Date | |
| Signature of Contracting Agency Authorized Representative | Title: | Form: ES Merit Based Cert. |