



ADMINISTRATIVE OFFICE

Area Community Services
Employment & Training Council
1550 Leonard NE
Grand Rapids, MI 49505
(616) 336-4100

SERVICE CENTERS

Allegan County

3255 122nd Ave
Allegan, MI 49010
(269) 686-5079

220 East Main St
Fennville, MI 49408
(269) 561-2001

Barry County

136 E State St
Hastings, MI 49058
(616) 649-9850

Ionia County

301 W Main St
Ionia, MI 48846
(616) 389-8525

Kent County

121 Franklin SE
Grand Rapids, MI 49507
(616) 336-4040

215 Straight Ave NW
Grand Rapids, MI 49504
(616) 336-4460

10075 Northland Dr NE
Rockford, MI 49341
(616) 228-6724

Montcalm County

114 S Greenville W Dr
Greenville, MI 48838
(616) 754-3611

Muskegon County

316 Morris Ave
Muskegon, MI 49440
(231) 724-6381

Ottawa County

121 Clover St
Holland, MI 49423
(616) 396-2154

RFP 19-001

**REQUEST FOR PROPOSALS FOR
INTEGRATED EDUCATION AND TRAINING COORDINATOR**

Proposals are due:

March 4, 2019

- I. Statement of Need
- II. Deliverables
- III. General Proposal Stipulations
- IV. Proposal Submission
- V. Proposal Schedule
- VI. Appeal Process
- VII. Attachments

Attachment A Proposal Cover Sheet

Attachment B ACSET Vendor Certification Information Sheet

Attachment C Iran Economic Sanctions Act Certification

Attachment D Rating Sheet

I. **Statement of Need**

The Workforce Innovation & Opportunity Act (WIOA) authorizes using Title I and Title II funds to implement Integrated Education & Training (IET) programs, creating new options and services for adults with low basic skills. IET is also a mandatory component of Integrated English Literacy and Civics Education (IELCE) programs under Section 243 of the WIOA.

IET is an approach that can help individuals acquire or refresh key basic skills while also pursuing occupation or industry-specific training. Under the IET model, participants receive simultaneous instruction in basic skills, such as math, reading, or spoken English; workforce readiness; as well as training for a specific occupation or industry. The intent of IET programming in Michigan is for Title II adult education providers to partner with a local Michigan Works! Agency and/or an existing training provider to co-enroll participants in WIOA Title I and Title II services, when appropriate.

There are several existing IET programs in the West Michigan Works! area. West Michigan Works! (WMW) is looking to expand on the existing IETs and create new programs where appropriate. West Michigan Works! is seeking an individual or organization to assist with the coordination of these programs to ensure efficiency, quality of programming, integrated curriculum, and the sharing of best practices across Region 4b.

II. **Deliverables**

At a minimum, the following deliverables must be met:

1. Coordinate with WMW staff and WIOA Title II Adult Education Service Providers to create at least two new IET programs in Region 4b.
2. Assist with coordinating current IET programs to achieve required outcomes.
3. Assist in or coordinate the development of integrated curriculum in at least two in-demand industry trainings.
4. Ensure best practices, such as integrated curriculum, are shared with Title II service providers across Region 4b.

Specific outcomes for this Request for Proposals will be the development of a new IET curriculum, adaptation of existing IET curriculum to meet local needs, and the successful dissemination to all interested Title II Adult Basic Education and occupational training providers of the IET curriculum within their respective areas.

III. **General Proposal Stipulations**

- A. **Sub-contractors:** ACSET must approve, in writing, a Proposer's use of any subcontractors prior to the commencement of work by such subcontractor(s).
- B. **Contract Award:** ACSET reserves the right to award contract(s) in a manner deemed to be in the best interest of ACSET. This RFP does not commit ACSET to award a contract or to contract for services. ACSET reserves the

right to accept or reject any or all proposals received as a result of this solicitation or to negotiate with all qualified sources if it is in the best interest of ACSET to do so. ACSET may require the proposing agency to participate in negotiations and to submit any price, technical, or other revisions of their proposals as may result from negotiations.

- C. **Term:** The term of the contract resulting from this proposal will be 3/15/2019 through 9/30/2020. If funding remains available, performance is satisfactory and both parties agree, there will be an option to extend the contract for two years, one subsequent year at a time.
- D. **Amendment or Cancellation of the RFP:** ACSET reserves the right to cancel, amend, modify or otherwise change this RFP at any time, if deemed in the best interest of ACSET to do so. Further, ACSET, at its option, may seek the retraction and/or clarification of any discrepancy or contradiction that may be discovered during the proposal review process.
- E. **Erroneous Awards:** ACSET reserves the right to correct inaccurate awards. This may include, in extreme circumstances, revoking the awarding of a contract, and subsequently awarding said contract to another Proposer. Such action on the part of ACSET shall not constitute a breach of contract.
- F. **Indemnification:** Organizations or agencies submitting a proposal must be willing to sign a contract which will provide a full indemnification and hold ACSET or its governing bodies harmless of any liability arising from or out of the provision of goods or services by the contracting agency. The contract will include a full statement of responsibility for reimbursing ACSET for any costs or expenditures which are disallowed in an audit, or for any other claims which might be made against ACSET arising from the acts or omissions of the Contractor.
- G. **Termination for Convenience (TFC):** ACSET may terminate any contract(s) awarded pursuant to this RFP for convenience (TFC), which is an express termination right, in whole or in part, if ACSET determines that cancellation is in ACSET's best interest. ACSET will not be liable for any anticipatory profit in the event of a TFC. Reasons for termination will be left to the sole discretion of ACSET.
- H. **Proposal Expenses:** Proposers are responsible for all costs and expenses incurred in the preparation and/or presentation of proposals.
- I. **Ownership of Proposals:** All proposals shall become the sole property of ACSET and will not be returned. All of the information contained in a proposal

submitted in response to this RFP is subject to the provisions of the Freedom of Information Act (FOIA), Section 15.231 et seq. of the Michigan Compiled Laws. In accordance with FOIA, proposals maintained or kept on file by ACSET are public records and, after the deadline for submission of proposals, every person has a right to inspect such records and receive a copy of such records, except as exempted under other applicable federal or state laws.

- J. **Final Decision:** Any decision made by ACSET, including the selection of a proposal, shall be final.
- K. **Insurance:** The Proposer must have in effect, or agree to purchase, prior to the commencement of services, and maintain for the duration of any agreement that ACSET and the Proposer may enter into:
1. **Commercial General Liability Insurance:** On an "Occurrence Basis" with limits of liability not less than \$1,000,000 each occurrence, \$2,000,000 aggregate, combined single limit, Personal Injury, Bodily Injury and Property Damage. Coverage shall include the following extensions: A) Contractual Liability, B) Products and Completed Operations.
 2. **Workers' Compensation including Employer's Liability Coverage:** \$100,000 each accident, \$500,000 annual aggregate, in accordance with applicable Michigan law.
 3. **Errors and Omissions/Professional Liability:** With limits no less than One Million Dollars (\$1,000,000) per claim and One Million Dollars (\$1,000,000) in the annual aggregate.
 4. **Cyber Liability:** With limits no less than One Million Dollars (\$1,000,000) per occurrence.

In addition, Proposer shall include the following as Additional Insured: The Area Community Services Employment and Training Council, including its elected and appointed officials, employees and volunteers.

- L. **Supplemental Agency Information and Certifications:** Prior to contracting with any organization, ACSET requires pre-certification of the Proposer's ability to comply with State and Federal regulations in the following areas:
1. **ACSET Vendor Certification Information Sheet:** All Proposers must complete and sign the information sheet contained in Attachment B regarding Equal Opportunity.
 2. **Iran Economic Sanctions Act Certification:** All Proposers must complete the certification found in Attachment C.
 3. **Legal Status:** All Proposers must include the following information in their proposal:

- (a) Corporations (Profit or Non-Profit)
 - 1) Articles of incorporation, together with any amendments
 - 2) Current bylaws
 - 3) Evidence of authority to execute contracts
 - 4) Other documents of legal status such as license for training institutions and Internal Revenue Service forms for tax status
- (b) Limited Liability Company (LLC)
 - 1) Articles of Organization
 - 2) Evidence of authority to execute contracts
- (c) Co-partnership
 - 1) Partnership Agreement
 - 2) Evidence of authority to execute contracts
- (d) Limited Partnership
 - 1) Certificate of limited partnership
 - 2) Evidence of authority to execute contracts

IV. Proposal Submission

A. Project Approach

- 2. Describe your qualifications, background and experience.
- 3. Overall scope of work and project approach including techniques, approaches and methods to be used in completing the project.
- 4. Provide a proposed timeline for the project.

B. Experience

Describe your prior experience with providing the type of goods and/or services requested.

C. Pricing

Please provide a detailed budget for the project with a breakdown of costs by separate line items.

D. Be sure to include all Attachments and any documentation asked for in Section III (L).

E. Evaluation

All proposals will be reviewed, evaluated and rated based on the criteria listed on the rating sheet found in Attachment D.

V. Proposal Schedule

To be considered for this project, proposals must be received by ACSET no later than 4:00 p.m. on Monday, March 04, 2019 . Proposals must be sent by U.S. mail, FedEx, UPS or hand delivered to:

Stacy Bush
Procurement Manager
316 Morris Ave. Ste. 300
Muskegon, MI 49440

The Proposer must submit One (1) copy of the proposal and the proposal must bear the original signature of the principal officer of the organization submitting the proposal.

Proposals will not be accepted by ACSET after the time specified above. Faxed and emailed proposals will not be accepted. Proposals sent through the mail and received by ACSET after the deadline, regardless of the postmark, will be returned to the sender.

Any questions regarding this proposal may be directed to Stacy Bush, Procurement Manager, via e-mail at sbush@westmiworks.org.

All addenda and answers to any questions to this proposal will be posted on our website, www.westmiworks.org. Be sure to check the website before sending your proposal for any additional information that may have been posted.

VI. Appeal Process

A. Notification of award will be communicated in writing to all organizations and businesses submitting proposals. The notification of the award shall be presumed to have been received three (3) days after mailing upon which mail is regularly delivered. A Proposer has two (2) business days from notification of award to make an appeal (ACSET may waive the 2-business day timeline where it is advantageous to ACSET to do so.) The appeal must be received by ACSET by the 2-business day deadline. All appeals are to be addressed to:

Jacob Maas
Chief Executive Officer
1550 Leonard St. NE
Grand Rapids, MI 49505

- B. An appeal must state a factual and/or legal basis for the appeal and not merely subjective opinions. An appeal that includes information not contained in the appealing party's original proposal will not be considered; provided that, an appeal may allege that a successful Proposer has made a false certification regarding debarment, suspension, ineligibility, voluntary exclusion, or has had a grant or contract terminated by, or been sanctioned by, a public funding agency.
- C. ACSET may summarily dismiss an appeal which does not comply with section A or B, and shall send the appealing party written notice thereof within 5 business days of its receipt of the appeal. Such a summary dismissal is final.
- D. ACSET shall notify the successful Proposer in writing that an appeal has been filed within 5 business days of its receipt of the appeal, unless it is dismissed pursuant to section C. If an appeal contains allegations concerning the successful Proposer as described in section B, ACSET shall also send a copy thereof to the successful Proposer with notice that it may send ACSET a written response to such allegations within three (3) business days. The ACSET Chief Executive Officer will review and decide any appeal and notify the appealing party in writing no later than fifteen (15) business days of when the appeal was received. The decision of the Chief Executive Officer shall be final. ACSET will not enter into any contract or make any award pursuant to this RFP prior to the resolution of all appeals.

VII. Attachments

Attachment A	Proposal Cover Sheet
Attachment B	ACSET Vendor Certification Information Sheet
Attachment C	Iran Economic Sanctions Act Certification
Attachment D	Rating Sheet

Attachment A

PROPOSAL COVER SHEET

PROPOSAL TO PROVIDE SERVICES
TO WEST MICHIGAN WORKS! COVER SHEET

Agency Name: _____

Agency Address: _____

Contact Person: _____

Phone: _____ Fax: _____

Email Address: _____

Web Address: _____

LEGAL STATUS OF ORGANIZATION:

___ Government

___ Private, Non-Profit

___ Educational

___ Private, For Profit

ATTACHMENT B

ACSET VENDOR CERTIFICATION INFORMATION SHEET

The vendor affirms that it will assure equitable treatment of all persons in its employment and business practices without discrimination based on race, color, religion, national origin, age, sex, height, weight, arrest without conviction, or disability, as required bylaw. The vendor also affirms that it will take steps to utilize minority firms, women's business enterprises and labor surplus area firms, when possible.

1. Name of Vendor: _____

Address: _____

2. Chief Executive: _____

Title: _____ Phone no.: _____

3. Equal Opportunity Official: _____

Address: _____
_____ Phone no.: _____

4. Have any discrimination complaints been filed against this organization or its officers in a court or with an administrative agency within the last two years? _____ If so, please indicate on a separate sheet:

- a. The names of the parties to each action or lawsuit;
- b. The forum in which each case was filed;
- c. The relevant case numbers; and
- d. The outcome of each action or lawsuit.

5. Is this organization currently subject to any sanctions imposed by any court or government agency on the basis of its personnel or EEO policies or practices? _____ If so, please indicate on a separate sheet:

- a. The nature of the sanction;
- b. The date it was imposed and its duration; and
- c. The court or agency which imposed the sanction.
- d. If the sanction was included in a court order, consent decree or other settlement agreement, please attach a copy.

Date: _____ Signature and Title: _____

ATTACHMENT C

CERTIFICATION OF COMPLIANCE – IRAN ECONOMIC SANCTIONS ACT

Michigan Public Act No. 517 of 2012; MCL 129.311 et seq.

The undersigned, the owner or authorized officer of the below-named Bidder, hereby certifies, represents, and warrants that the Bidder (including its officers, directors and employees) is not an “Iran linked business” within the meaning of the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012 (the “Act”), and that in the event the Bidder is awarded a contract, the Bidder will not become an “Iran linked business” at anytime during the course of performing any services under the contract.

The Act defines an “Iran linked business” as either of the following:

- (i) A person engaging in investment activities in the energy sector of Iran, including a person that provides oil or liquefied natural gas tanker or products used to construct or maintain pipelines used to transport oil or liquefied natural gas for the energy sector of Iran,
- (ii) A financial institution that extends credit to another person, if that person will use the credit to engage in investment activities in the energy sector of Iran.

BIDDER: _____ Printed Name of Bidder

By:

Its:

Date:

ATTACHMENT D

RFP #

RFP Name

RATING SHEET

Proposal Work Statement

Item	0=Unacceptable 10=Excellent	Wt.	Total
1. Description of Overall Scope of Work and Project Approach	0 1 2 3 4 5 6 7 8 9 10 Score:	10	
2. Proposed Timeline for Project	0 1 2 3 4 5 6 7 8 9 10 Score:	10	
Total Weighted Score:	Sub-total		

Qualifications and Conflict of Interest

Item	0=Unacceptable 10=Excellent	Wt.	Total
1. Qualifications	0 1 2 3 4 5 6 7 8 9 10 Score:	3	
2. Conflict of Interest (10= no conflict of interest)	0 1 2 3 4 5 6 7 8 9 10 Score:	2	
Total Weighted Score:	Sub-total		

Experience

Item	0=Unacceptable 10=Excellent	Wt.	Total
1. Experience with Similar Projects	0 1 2 3 4 5 6 7 8 9 10 Score:	5	
Total Weighted Score:	Sub-total		

Budget

Item	0=Unacceptable 10=Excellent	Wt.	Total
1. Pricing	0 1 2 3 4 5 6 7 8 9 10 Score:	10	
Total Weighted Score:	Sub-total		
Grand Total Score (400 possible)			