



[www.michiganworks.org](http://www.michiganworks.org)

2500 Kerry Street, Suite 210

Lansing, Michigan 48912

OFFICE (517) 371-1100

(517) 371-1140 FAX

# Request for Quote

## Location for the Directors' Forum

Inquiries and Bids Should Be Directed To:

Erin Cunningham  
Professional Development Assistant  
**Michigan Works! Association**  
Cunninghame@michiganworks.org

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## **BACKGROUND INFORMATION**

Michigan Works! Association is a non-profit organization, incorporated as the Michigan Job Training Partnership Association in 1987. Michigan Works! Association is exempt from federal and state income taxes under Section 501(c)(3) of the Internal Revenue Code, and financial records are in accordance with generally accepted accounting principles as they apply to non-profit organizations.

The mission of Michigan Works! Association is to provide leadership and services, and promote quality and excellence for the advancement of Michigan's workforce development system and its customers and professionals.

The Michigan Works! Association serves as a statewide association providing support to Michigan's twenty-five (25) Michigan Works! regions and to over one-hundred (100) Michigan Works! service centers statewide.

## **THE MICHIGAN WORKFORCE DEVELOPMENT SYSTEM**

The Michigan Workforce Development System is a customer-focused system that prepares job seekers for employment. Also, the system ensures that job seekers are provided with an opportunity to advance knowledge and skills to achieve financial independence. Similarly, assistance is available to all employers seeking a skilled workforce. This system is open to everyone – employers seeking employees, and job seekers searching for employment opportunities or obtaining career information. Last year, over three million customers were served through the Michigan Works! system.

At the heart of the system are the more than one-hundred (100) Michigan Works! service centers. The service center is a repository of agencies providing services including employment, training, and career education in a central location. Michigan Works! service centers physically house multiple agencies that provide services.

The state is divided into twenty-five (25) geographic Michigan Works! regions. The system in each of these regions is governed by a private/public partnership. This partnership sets the philosophy of the system for the region, within federal guidelines, based on local conditions and economies.

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## **BID PROCESS**

### **Purpose**

Michigan Works! Association is soliciting bids from an eligible Golf Resort/ Convention Hall for a Director's Forum on June 23-25th, 2010. Please completely fill out the attached document located in Exhibit "A". Please include information on the amenities that are located in your area such as: walking trails, horseback riding, tennis courts, etc.

## **INSTRUCTIONS ON BID SUBMISSION**

### **Closing Submission Date**

Bid must be submitted no later than 4:30 p.m. on Friday, December 4th, 2009.

### **Inquiries**

To ensure the Association maintains an open competition process, all inquiries must be provided in writing via fax or email. Questions and responses will be posted on the Michigan Works! Association Web site, [www.michiganworks.org](http://www.michiganworks.org).

Inquiries regarding this RFQ should be directed in writing only to Erin Cunningham, [cunninghame@michiganworks.org](mailto:cunninghame@michiganworks.org) or faxed to (517) 371-1140.

### **Conditions of Bid**

All costs incurred in the preparation of a bid will be the responsibility of the Offeror and will not be reimbursed by Michigan Works! Association.

### **Instructions to Prospective Contractors**

Please submit bid via fax marked:

Request for Quote – Forum June 23-25th, 2010

ATTENTION: Erin Cunningham  
Professional Development Assistant  
Fax - (517) 371-1140

### **Right to Reject**

Michigan Works! Association reserves the right to reject any and all bids received in response to this Request for Quote. A contract for the accepted bid will be based upon the factors described in this Request for Quote.

### **Notification of Award**

A decision of selecting the successful bidder will be made within one week of the due date.

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## Delivery Schedule

If the Offeror fails to produce within specified time frames, Michigan Works! Association may, by written notice of default to the Offeror, terminate the whole or any part of this contract.

## Payment

Michigan Works! Association will pay quoted costs to the successful bidder, provided all commitments are met according to the contract.

## BID EVALUATION

### A. Submission of Bids

Fill out the attached document located in Exhibit "A" in order to be considered.

### B. Non-responsive Bids

Bids may be judged non-responsive and removed from further consideration if any of the following occur:

1. The bid is not received timely in accordance with the terms of this RFQ.
2. The proposal does not follow the specified format.
3. The proposal is not adequate to form a judgment by the reviewers.

### C. Evaluation

Evaluation of each bid will be based on the following criteria:

<u>Factors</u>	<u>Point Range</u>
1. Experience as a vendor	0-30
3. Bid Completeness	0-20
4. Capacity to provide service	0-20
6. Cost	0-30
<b><u>Maximum Points</u></b>	<b><u>100</u></b>

### D. Review Process

Michigan Works! Association reserves the right to make an award without further discussion of the proposals submitted.

**Exhibit "A"**

**(Office Use Only) DATE SUBMITTED: \_\_\_\_\_**

<p><b>Please complete this bid and fax or e-mail to:</b>          Michigan Works! Association          Fax: 517-371-1140          cunninghame@michiganworks.org</p> <p style="text-align: center;">PLEASE REPLY BY:  <i>Bid must be submitted no later than 4:30 p.m.          Friday, December 4th, 2009</i></p>	<p>Facility Name: _____          Contact Person: _____          Ph. # _____ ext. _____          Fax # _____</p>
Michigan Works! Specifications	Facility Proposal
<p><b>Dates Required/ Event Name:</b>          June 23-25th, 2010 Michigan Works! Director's Forum</p>	<p><b>Dates Available:</b></p>
<p><b>A. Space Requirements</b>          # of participants: <b>Estimate 40-50</b>          Setup: <b>Meeting Room and Meals Served in Separate Room</b>          Additional room for lunch: <b>YES</b> Reg. Table: <b>NO</b>          AV needs: <b>Screen (laptop and projectors will be provided by Association)</b></p>	<p>Maximum number room will hold _____          Room Cost (No Lunch Served) _____          Room Cost (lunch in same room) _____          Is this facility in compliance with the ADA? _____</p> <div style="border: 1px solid gray; border-radius: 15px; padding: 5px; width: fit-content; margin-left: auto; margin-right: auto;">Notes:</div>
<p><b>B. Catering Service Needs</b></p> <p>June 23<sup>rd</sup>: Event starting at 6:30 p.m.          June 24<sup>th</sup>: Water all day set up in room; Lunch: 12:00 p.m.,          Dinner: 6:00pm          June 25<sup>th</sup>: Water all day set up in room; Breakfast 8:00 a.m.,          Lunch: 12:00 p.m.</p>	<p><b>C. Proposed Catering Costs</b>          Continental Breakfast (pp) _____          Coffee (gal) _____ Hot Tea _____          Bagels (dz) _____ Muffins (dz) _____          Lunch (average price range) _____          Sodas (pp) _____ Tea/Lemonade _____          Cookies (dz) _____ Brownies (dz) _____          Gratuity Charge _____</p> <div style="border: 1px solid gray; border-radius: 15px; padding: 5px; width: fit-content; margin-left: auto; margin-right: auto;">Notes:</div>
<p style="text-align: center;"><b>Overnight Rooms</b></p> <p>Individuals will make their own reservations and pay for their room charges and incidentals if needed; the Association will need to block rooms for this event.</p> <p>Cost of Single Room _____ Double _____          Government Rate _____</p>	<p style="text-align: center;"><b>AV COSTS</b></p> <p>Podium _____ Screen _____          Easel _____ with Flip Chart _____          Microphone _____ Wireless _____          Lavalier Mic _____ Plug in for our mic _____          Wireless Internet _____ TV/DVD/VCR _____</p> <div style="border: 1px solid gray; border-radius: 15px; padding: 5px; width: fit-content; margin-left: auto; margin-right: auto;">Notes:</div>