

Request for Quote

Location for the 2009 Michigan Works! Association User's Forum

Inquiries and Bids Should Be Directed To:

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

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.

BID PROCESS

Purpose

Michigan Works! Association is soliciting bids from an eligible conference/convention hall for a workforce development professional's forum on May 17-18, 2010. Please completely fill out the attached document located in Exhibit "A".

INSTRUCTIONS ON BID SUBMISSION

Closing Submission Date

Bid must be submitted no later than 4:30 p.m. on Friday, November 13, 2009

Inquiries

To ensure the Association maintains an open competition process, all inquires 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.

Inquiries regarding this RFQ should be directed in writing only to Erin Cunningham, 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 May 17-18, 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.

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
<u>Maximum Points</u>	<u>100</u>

D. Review Process

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



MICHIGAN WORKS! ASSOCIATION REQUEST FOR QUOTE

<p>Please complete this bid and fax or e-mail to: Michigan Works! Association Fax: 517-371-1140 cunninghame@michiganworks.org</p> <p style="text-align: center;">PLEASE REPLY BY: Bid must be submitted no later than 4:30 p.m. Friday, November 13th, 2009</p> <p>(If you have any questions, please call Erin Cunningham at 517-371-1100, ext. 205)</p>	<p>Facility Name: _____</p> <p>Contact Person: _____</p> <p>Ph. # _____ ext. _____</p> <p>Fax # _____</p>
Michigan Works! Specifications	Facility Proposal
<p>Dates Required/ Event Name: May 17-18, 2010 Michigan Works! User Forum</p>	<p>Dates Available:</p>
<p style="text-align: center;">Space Requirements</p> <p># of participants <u>estimate 120-150</u></p> <p>Setup <u>Main Hall that fits All and 4 breakout rooms that can fit 30-40 people</u></p> <p>Additional room for lunch <u>NO</u> Reg. Table <u>YES</u></p> <p>AV needs <u>Screen (laptop and projectors will be provided by Association)</u></p>	<p>Maximum number room will hold: _____</p> <p>Room Cost (No Lunch Served) _____</p> <p>Room Cost (lunch in same room) _____</p> <p>Is this facility in compliance with the ADA? _____</p> <div style="border: 1px solid black; border-radius: 10px; padding: 5px; margin-top: 10px;">Notes:</div>
<p style="text-align: center;">Catering Service Needs</p> <p>May 17 Water all day set up in room Lunch 12:00 noon, provided in the 4 breakout rooms PM Break 2:30pm, in same room Dinner 6:00pm, provided in Main Hall</p> <p>May 18 Water all day set up in room Lunch 12:00 noon, provided in the 4 breakout rooms PM Break 2:00pm, in same room</p>	<p style="text-align: center;">Proposed Catering Costs</p> <p>Continental Breakfast (pp) _____</p> <p>Coffee (gal) _____ Hot Tea _____</p> <p>Bagels (dz) _____ Muffins (dz) _____</p> <p>Lunch (average price range) _____</p> <p>Sodas (pp) _____ Tea/Lemonade _____</p> <p>Cookies (dz) _____ Brownies (dz) _____</p> <p>Gratuuity Charge _____</p> <div style="border: 1px solid black; border-radius: 10px; padding: 5px; margin-top: 10px;">Notes:</div>
<p style="text-align: center;">Overnight Rooms</p> <p>Individuals will make their own reservations and pay for their room charges and incidentals if needed; the Association does not require a block for this meeting.</p> <hr/> <p>Cost of Single Room _____ Double _____</p> <p>Government Rate _____</p>	<p style="text-align: center;">AV COSTS</p> <p>Podium _____ Screen _____</p> <p>Easel _____ with Flip Chart _____</p> <p>Microphone _____ Wireless _____</p> <p>Lavaliere Mic _____ Plug in for our mic _____</p> <p>Wireless Internet _____ TV/DVD/VCR _____</p> <div style="border: 1px solid black; border-radius: 10px; padding: 5px; margin-top: 10px;">Notes:</div>

We are a Tax Exempt organization. Our tax -exempt # is 38-2736154. **We prefer to be direct billed for services and goods purchased.**

What is our billing account status at your facility? Established Need to establish