



www.michiganworks.org

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Request for Quote

2012 Michigan Works! for People Annual Conference Keynote Speaker

Inquiries and Quotes Should Be Directed To:

Lori Dalton
Professional Development Coordinator
Michigan Works! Association
daltonL@michiganworks.org

Background:

Michigan Works! Association

Mission: To provide leadership and services, and promote quality and excellence for the advancement of Michigan's Workforce Development System and its customers and professionals.

Michigan Works! Association was established in 1987 to provide services and support to Michigan's Workforce Development System.

The Association's members include:

- Workforce development board chairs
- Chief local-elected officials
- Michigan Works! Agencies that cover 25 workforce areas
- Associate members: organizations with a vested interest in workforce development

Michigan Works! Association builds and maintains strong relationships with legislators and advocates on behalf of the Michigan Works! System.

Through the Association, members can access timely, relevant professional development opportunities to ensure high-quality programs and service delivery to all customers. The Association also convenes meetings as a way for members to network and share best practices, and coordinates events to promote the Michigan Works! System.

Each year Michigan Works! Association provides a dynamic workforce development conference offering informative keynote presentations, a wide array of professional development, networking, and best practice sharing opportunities.

The event provides the tools and strategies workforce advocates need to return the state to prosperity.

The 2012 Michigan Works! for People Annual Conference will be held at the Detroit Marriott at the Renaissance Center, September 9-11, 2012.

For additional information about the 2012 Michigan Works! for People Annual Conference please visit our conference website: www.michiganworksconference.org

Statement of Need:

Michigan Works! Association is soliciting quotes for a professional conference keynote speaker. Presentation requirements:

- Content must inform or raise awareness related to current economic, political, federal budget/funding or other workforce related trends.

Qualifications:

- The firms or individuals responding to this RFQ should describe qualifications to provide this service by including evidence of substantial knowledge and experience in successfully presenting keynote speeches. Marketing materials including videos or other forms of recorded events are not required, but may be also be included with quotes.

Deliverables:

- Forty-five minute keynote speech to be delivered at the conference opening session. In addition to keynote presentation, speaker will participate in a special event with the Michigan Works! Agency Directors on the same day of the keynote event.

Instructions:

Electronic or hardcopy Quotes must be received by Michigan Works! Association no later than 4PM EST on Monday, October 24, 2011. Late Quotes will not be considered. Electronic Quotes must be submitted in PDF or MS Office file formats.

Send electronic Quotes to: daltonL@michiganworks.org

Mail hardcopy Quotes to: Request for Quote: **2012 Conference Keynote**, ATTN: Lori Dalton, Professional Development Coordinator, Michigan Works! Association, 2500 Kerry Street, Suite 210, Lansing, MI 48912

Inquiries

If you have specific questions regarding the goods and services requested in this RFQ, submit them via e-mail to Lori Dalton daltonl@michiganworks.org. **Verbal Q&A will not be permitted.** To ensure an equitable dissemination of information, responses to e-mailed questions will be forwarded to all identified interested bidders.

Notification of Award and Disclaimer

Selection of the successful bidder is targeted to be made within two weeks of the due date. This request for Quote does not commit Michigan Works! Association to award a contract, to pay any costs incurred in the preparation of an application to this request, or to procure or contract for services or supplies. Michigan Works! Association reserves the right to accept or reject any or all applications received as a result of this request, or negotiate with all qualified sources, to waive any informalities or minor irregularities in applications/Quotes, or to cancel in part or in its entirety the RFQ if it is in the best interest of Michigan Works! Association.

Michigan Works! Association is not required to award bids to the lowest bidder or to the best score, but must make award decisions based on the best overall Quote considering all relevant factors, including price, technical qualifications, demonstrated experience, etc. If selected, Michigan Works! Association reserves the right to negotiate a renewal of contract award for up to two additional years, or to negate the renewal due to funding availability.

ATTACHMENT A
Quote Cover Sheet

Speaker Name: _____
Organization: _____
Contact Person: _____
Mailing Address: _____
Telephone: _____
Fax: _____
Email: _____
Federal Tax ID # _____

Keynote Topic(s) and Brief Description:

Qualifications:

Budget and Cost Effectiveness:

Submit a detailed line item budget showing total cost for the services described in this Quote. This budget should identify speaker fees, line items for various overhead costs such as postage/ mailing costs, travel, and lodging.

Speaking Fee:
Travel:
Other expenses:
Total Speaker Fee Quote:

References:

Please include a minimum of three (3) clients for whom the respondent has conducted similar services. These references may be contacted.

Name	Organization	Phone	Email

Publication Rights:

All reports and other documentation produced by the selected bidder with funds provided as a result of being awarded a contract under this RFQ shall be deemed to be works for hire and all rights including copyright and publication rights shall reside with the Michigan Works! Association.

Payment:

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

QUOTE EVALUATION

Non-responsive Quotes

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

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

Evaluation

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

<u>Factors</u>	<u>Point Range</u>
1. Experience	0-30
2. Bid Completeness	0-20
3. Capacity to provide service	0-10
4. Qualifications	0-10
5. Cost	<u>0-30</u>
Maximum Points	100

Review Process

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