



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

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# Request for Quote

## Training and Technical Assistance

Inquiries and Bids Should Be Directed To:

Lori Dalton

Professional Development Coordinator

**Michigan Works! Association**

[daltonl@michiganworks.org](mailto:daltonl@michiganworks.org)

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## **BACKGROUND INFORMATION**

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.

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 MICHIGAN WORKS! SYSTEM**

The Michigan Works! System is a demand-driven workforce development system encompassing a responsive array of services designed to help employers recruit skilled workers and to provide jobseekers with an opportunity to enter and advance in a talented and progressive workforce. The System fosters financially and professionally rewarding opportunities for Michigan's entire workforce through strong partnerships with the Michigan Department of Labor and Economic Growth, education and community organizations.

The System has an online counterpart as well. The Michigan Talent Bank ([www.michworks.org](http://www.michworks.org)), allows businesses to post available positions and receive resumes from qualified job seekers.

More than one-hundred (100) Michigan Works! Service Centers are conveniently located throughout the state. The Service Center is a repository of agencies providing inclusive services addressing employment, training, and career information in a central location. Michigan Works! Service Centers physically house multiple agencies to provide seamless, coordinated 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.

## **GENERAL INFORMATION**

### **Questions**

Questions concerning the proposal and bidding process will be accepted via e-mail and should be directed to [daltonl@michiganworks.org](mailto:daltonl@michiganworks.org). Please include **“Training and Technical Assistance”** in the subject line of your e-mail.

Answers to all questions regarding this proposal will be posted on the Michigan Works! Association's website located at [www.michiganworks.org](http://www.michiganworks.org). Any vendor submitting a proposal is responsible for checking the website for questions or answers, and will not receive additional notification to this effect.

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## **Submission Requirements**

Interested parties should complete the following attachments: Section I – Proposal Cover Page, Section II – Narrative, and Section III – Budget. **The Michigan Works! Association must receive two copies with original signatures.**

Proposals may be mailed or hand-delivered to the Michigan Works! Association. All proposals are to be labeled “**Training and Technical Assistance**” and submitted to:

Lori Dalton, Professional Development Coordinator  
Michigan Works! Association  
2500 Kerry Street, Suite 210  
Lansing, MI 48912

Bidders may be invited to meet with Association representatives to discuss proposed activities prior to the contract award.

## **Training and Technical Assistance Requirements**

Michigan Works! Association provides a variety of training and technical assistance to Michigan’s workforce development professionals. The Michigan Works! System includes federal and state-funded programs that relate to:

- ❖ Temporary Assistance for Needy Families (TANF), Jobs Education & Training (JET)
- ❖ Workforce Investment Act (WIA)
- ❖ Wagner-Peyser Employment Service
- ❖ Employer Services
- ❖ Trade Adjustment Assistance (TAA)
- ❖ Incumbent Worker
- ❖ Employment assistance to specialized populations:
  - ❖ English as a Second Language
  - ❖ Persons with disabilities
  - ❖ Persons formerly incarcerated
  - ❖ Youth

Michigan Works! Association, hereinafter referred to as the Association, is soliciting proposals from qualified organizations or individuals to provide training and technical assistance. Proposals are requested to promote the comprehensive knowledge, service delivery and innovation for staff and leadership as well as strengthen the overall effectiveness of the Michigan Works! System.

Creativity and innovation are benchmarks of the Michigan Works! System. Training topics listed below are examples of requested professional development under three broad categories, Staff Development, Leadership, and Technical Assistance. Bidders are encouraged to submit additional training concepts that support the expertise and the performance of the Michigan Works! System.

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## **Training and Technical Assistance Requirements - continued**

Staff development training may include: general skills needed for service delivery, state and federal program policies and performance standards, business services and economic development, interviewing, presentation and written communication skills, team building and awareness of One Stop partners, effective time and resource management, excellence in customer service, creativity and commitment to increasing meaningful participation in Michigan's workforce.

Leadership training enhances the competence of current leadership as well as promotes the capability of future leaders. This category may incorporate supervision and management, the history and evolution of workforce development, workforce development-related legislation, funding streams and fiscal responsibilities, monitoring, program design, grant writing and revenue resources, Regional Skill Alliances, Sectoral Skill Academies and other relevant guidance necessary to lead workforce development programs and staff.

Technical Assistance proposals are requested to provide detailed information supporting the operation and performance of the workforce programs. Technical assistance topics may include: programmatic compliance, fiscal responsibilities, grant management, procurement and contracting, planning and exemplary program design, performance, corrective action, Information Technology, Management Information Systems, legislative and regulatory interpretation and implementation, Workforce Investment Board training, capacity building, policy and procedure development and other areas of applicable guidance in support of the Michigan Works! System.

Michigan Works! Association training is open to staff of Michigan Works! Agencies (MWAs), their contractor staff, partner agencies, and state government staff.

Michigan Works! Association is releasing this Request for Proposal (RFP) for vendors to provide workforce development training, technical assistance, and/or other related professional services in Michigan for the period of October 9, 2009 through December 31, 2010.

Michigan Works! Association schedules training in six-month intervals. Each respondent to this RFP must indicate the training interval(s) for which their proposal is valid and submit their proposal by the appropriate due date. Michigan Works! Association will use rolling proposal submission dates to ensure an open and competitive bidding process. A vendor may submit once, certifying their proposal for all listed training periods, or submit for the training period that remains.

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## **Timelines**

Proposals may be submitted at anytime through June 7th, 2010, 4:00 p.m. EST

Approved RFP's will be placed on the Michigan Works! Association approved vendor list for the time period specified on the proposal. Approved vendors will be considered for professional development training, special events, and technical assistance.

## **Disclaimer**

Michigan Works! Association reserves the right to reject any or all proposals or any part of same; to award a contract(s) other than to the lowest bid, and to use the accepted bid as the basis and point of departure for final contract negotiations; to waive irregularities and/or informalities; and to make any decisions which Michigan Works! Association deems to be in its own best interest. This notice is forwarded for information and invitation only and is not to be construed as a contract, or as a commitment to contract. Award of any contract(s) is subject to the availability of funding.

Michigan Works! Association assumes no responsibility or liability for costs incurred by the bidder prior to the effective date of any contract resulting from this RFP. The bidder may be required to obtain licenses and/or liability insurance (including bonding of staff responsible for financial transactions), and must comply with the Americans with Disabilities Act and maintain Equal Opportunity Employment between the bidder and its employees.

## **Statement of Work**

### **A. Purpose**

The provision of training and professional development is a primary mandate of the Michigan Works! Association. The Association fulfills this mandate through a variety of approaches, including workshops and onsite technical assistance. The purpose of this Request For Proposal is to identify potential trainers and consultants to provide those services from October, 2009 through December, 2010.

### **B. General Responsibilities and Services to be Performed**

The trainer will provide a training session(s) that addresses the needs and interests of Michigan Works! Association customers, as identified by the Michigan Works! Association. The topic(s), length, and location of the training session(s) will be at the discretion of the Michigan Works! Association.

The trainer will be responsible for development of the training curriculum, production of the training materials (unless otherwise stated in proposal) and delivery of the training.

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**C. Standards of Training Performance**

Each training session will be evaluated by the participants to determine (1) if the material presented improved the participant's understanding of the subject; (2) if the training was practical and applicable; (3) if the trainer(s) showed a working knowledge of the subject matter; (4) if the trainer(s) presented the material in a clear and logical manner; and (5) if the trainer promoted a positive learning environment. A summary of the evaluations will be made available to the consultant upon request.

**D. Administrative Requirements**

All contracts written by the Association must be signed and returned to Michigan Works! Association within ten (10) days of the receipt of the contract.

Cancellation of the contract, by either party, must be submitted in writing with no less than ten (10) days notice.

A contract or service agreement entered into by the Association but written by or belonging to the vendor must be copied in whole and kept on file at the Association after signatures are complete.

The Association is a non-profit and will provide any vendor with the applicable tax identification number for the purpose of receiving sales tax exemption.

**E. Proposal Evaluation Criteria**

All proposals will be reviewed and rated by a Michigan Works! Association review team. Proposal evaluation criteria will include relevance of training or technical assistance, qualifications and expertise of trainer/consultant, and cost effectiveness of fee structure. Incomplete proposals or proposals that fail to follow the submission guidelines will not be considered for service provision. Evaluation process will be continuous.

**SECTION I - Proposal Cover Page**

Michigan Works! Association  
Request for Proposal  
**“Training and Technical Assistance”**

<b>Applicant Organization</b>		<b>Federal ID Number/ SSN</b>	
<b>Street Address</b>			
<b>City</b>		<b>State</b>	<b>Zip Code</b>
<b>Printed Name of Applicants Authorized Representative</b>		<b>Title</b>	
<b>Telephone Number</b>		<b>Fax Number</b>	
<b>E-mail Address</b>		<b>Website</b>	
<p>Certification</p> <p>I certify that:</p> <p>(a) I have been authorized to submit and sign this proposal on behalf of the submitting organization;</p> <p>(b) that the quotation is accurate and true to the best of my knowledge, the costs are reasonable and necessary for the proposed service;</p> <p>(c) the proposed costs do not duplicate other funds already available, or which may become available, to pay the projected costs;</p> <p>(d) my organization will implement the services in compliance with the stipulations and guidelines set forth by Michigan Works! Association; and,</p> <p>(e) the organization that I represent is an equal opportunity employer/provider.</p> <p>The enclosed description of services and rates quoted will be valid for the period(s):</p> <p>___ July 1, 2009 through December 31, 2009</p> <p>___ January 1, 2010 through June 30, 2010</p> <p>___ July 1, 2010 through December 31, 2010</p>			
<p>_____ Signed</p>		<p>_____ Date</p>	

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**SECTION II – Narrative**

**Complete responses are required for each of the following sections.**

**A. Organizational Background**

Provide a brief description of your organization, including profit or non-profit status, small, minority, person(s) with disabilities, or female-owned business designation, number of staff (attach an organizational chart, if applicable), type of work the organization normally performs, number of year's experience, and the location of any branch offices.

**B. Proposed Services**

Vendors responding to this proposal are asked to identify the following:

**Categories**

Please indicate categories for consideration: (You may select more than one category.)

- Catalog Training
- Technical Assistance (Onsite)

**Training and Technical Assistance Topics**

Provide a listing of all training topics and areas of technical assistance/consulting desired to deliver. The listing should include topic area and a brief description of the program. Please, identify the target audience(s) of the training to be (e.g. administrators, front line staff, board members, etc.) Attachments, including curriculum outlines may be included.

**C. Staff Experience and Credentials**

Please give the name, title, department, and resume (optional) of staff that will be responsible for providing services as described in this proposal.

**D. References**

Include the name, title, organization, and phone number for at least two (2) references (preferably within the Michigan Works! System).

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**E. Liability**

Describe any legal action that has been taken against you in the past ten (10) years, including reason for legal action to have been enacted upon you, result of judgment or mediation, and corrective actions taken by you or your firm, which prevents future occurrences of similar action.

**Section III – Budget**

**A. Training and Technical Assistance Rates**

Please list your rate for one full training day or one-half training day\*. Also indicate if you charge additional fees for travel and related expenses such as hotels, car rental, airfare, and per diem meals.

	2009	2010
<b>Training day:</b>		
<b>One-half day:</b>		

*\*One full training day is defined as at least 6.5 hours of classroom training. A one half-day training day is defined as at least 3.25 hours of classroom training.*

**B. Technical Assistance Line Item Budget**

Please include a detailed budget summary with specific line item costs projected for each year.