



A proud partner of the American Job Center network.

Request for Proposal

HUMAN RESOURCES CONSULTING SERVICES

Becky Powers, Chief Financial Officer

Capital Area Michigan Works!

bpowers@camw.net

PROPOSAL SUBMISSION CHECKLIST FOR VENDORS:

Please ensure the following is completed to be considered for partnerships. Failure to do so will subject the proposal to disqualification.

- Proposal narrative following the **SCOPE OF OBJECTIVES** outlined in section D.
- Proposal submission of **BID REQUIREMENTS** as outlined in section E.
 - *Completed forms included in Part I, II, and III of the RFP. (Note: signatures required)
 - *Three (3) reference letters.
- All materials were received by the indicated deadline.

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GENERAL INFORMATION

A. DESCRIPTION OF ENTITY

Capital Area Michigan Works! (CAMW!) is a local unit of government formed under Michigan Public Acts 7 & 8 of 1967 (Ex.Sess.) through an Urban Cooperation Act Agreement. CAMW! is the administrative entity for delivering state/federally-funded programs to strengthen workforce development in Clinton, Eaton, and Ingham Counties in Michigan.

The primary purpose of the CAMW! American Job Centers are to provide labor exchange and workforce development services for employers and job/career seekers. Connecting with Business. Strengthening our Workforce.

A major focus of CAMW! is to strengthen the regional economy by assisting employers in finding and retaining qualified employees, and by assuring the labor force meets the needs of the employers.

B. PURPOSE

The purpose of the request for proposal is to contract with a company to provide, as needed, human resources consulting and support services as specified in section D. Scope of Objectives, page 5.

C. RFP STIPULATIONS

As a recipient of Federal and State funds, CAMW! must procure on an open, competitive basis. A proposal must set forth all responses in the format required by the RFP to be considered. Any proposals may be rejected in whole or in part. CAMW! reserves the right to rescind this RFP in whole or part. CAMW! shall not be responsible to any bidder or potential bidder for any costs incurred or opportunities lost in responding to this RFP or deciding not to respond.

To ensure the integrity of this procurement, bidders shall make special efforts to prevent fraud and other abuses. Fraud includes deceitful practices and intentional misconduct such as willful misrepresentation. "Abuse" is a general term that encompasses improper conduct that may or may not be fraudulent. While federal legislation is not specific, possible problem areas could include the following: conflict of interest, kickbacks, bribes, nepotism, political patronage, political activities, and sectarian activities. Bidders that are found to violate the abuse standards will be disqualified. Bidders are required to report immediately any violations in these areas or in problem areas that may later be defined.

Information provided by a proposer that is willingly, knowingly, and purposely false, inaccurate, or misleading, will be grounds for not considering a proposal for funding, for not awarding a contract, or for canceling a contract if awarded.

Any bidder that attempts to exchange information with any other potential bidder to gain competitive advantage shall be subject to disqualification. In addition, any bidder who attempts to discuss its proposal with, or offer anything of value to any CAMW! officer, director, staff person, agent, or representative during this procurement process, shall be subject to disqualification.

CAMW! operates an equal-opportunity procurement process. Upon request, CAMW! can make this RFP available in large print or alternative format. Auxiliary aids and services are also available upon request to individuals with disabilities. TDD Service is available through the Michigan Relay Center at 1-844-578-6563 or 7-1-1.

Neither the proposer nor anyone employed by the proposal shall discriminate against any person employed or applying for employment concerning the performance of the proposers' responsibilities under this agreement.

The successful bidder shall be required to comply with all applicable federal and state laws prohibiting discrimination based on race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, genetics, familial status, veteran status, height, weight, arrest without conviction political affiliation or belief, or any characteristic or activity protected by Federal or State laws and regulations.

1. Disclaimer/Right to Reject/Cancel/Terminate

This RFP does not commit Capital Area Michigan Works! to award a contract, to pay any cost incurred in the preparation of a proposal to this request, or to procure or contract for services. CAMW! reserves the right to accept or reject any or all proposals received as a result of this request. CAMW! can cancel this RFP, in part or its entirety, if it is in its best interest to do so.

CAMW! may require selected offerors to participate in negotiations, and to submit such costs or other revisions to their proposals as a result of negotiations. CAMW! is not liable for costs incurred by the offerors before the signing of a contract and/or written authorization from CAMW! to proceed with the services.

a) Termination Before Completion:

CAMW! reserves the right to terminate its commitment if the successful bidder fails to make sufficient progress toward completion of the project or if CAMW! receives funding reductions which make the proposed project unfeasible. The determination of the sufficiency of grounds for termination under this clause shall be within the sole discretion of CAMW!

2. Small and Minority Owned Businesses, Women’s Business Enterprises

Capital Area Michigan Works! will make an effort to utilize small and minority-owned businesses, women’s business enterprises, and Labor surplus area firms when possible.

An Offeror qualifies as a small business firm if it meets the definition of “small business” as established by the Small Business Administration (13 CFR 121.201), by having average annual receipts for the last three fiscal years of less than six million dollars.

3. Award

Upon conclusion of final negotiations with the successful bidder, Capital Area Michigan Works! may award a contract, based on offers received, without discussion of such offers. Accordingly, each offer should be submitted on the most favorable terms from a price and technical standpoint. CAMW! reserves the right to request additional data or to request an oral presentation in support of written proposals.

Please do not contact Capital Area Michigan Works! to check the status of proposals.

4. RFP Appeal Process

A bidder wishing to appeal the decision of the award must adhere to the following procedure:

A bidder can request a copy of the proposal rankings. The rankings will be emailed or mailed to the bidder if requested in writing within five (5) working days after a decision is reached.

An appeal will not be accepted if it attempts to modify or include additional information to the original proposal. However, in the event incomplete, inaccurate or other than current data and information was entered into the evaluation process by CAMW!, CAMW! may rectify such errors prior to initiation of Step #2. Current is defined as data and information in the possession of CAMW! at the time of the submission of the original proposal.

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a. Review and Appeal Process

Step #1 - Within five (5) working days after a decision has been rendered to accept a proposal, the appellant must submit a request in writing that their proposal receive a second review. **The appeal for the review shall state the basis of the appeal.**

The request for the second review must be received by CAMW! no later than the close of business on the fifth working day after the decision has been rendered.

Step #2 - Within fifteen (15) working days of receipt of the request for the second review, the Chief Executive Officer of CAMW! (or designee) will convene:

- (1) CAMW! staff member(s) who wrote and/or reviewed the original proposal; and
- (2) Representative(s) of the bidder's organization, and, at the discretion of the CEO an option to include:
- (3) The Administrative Board chair

The Chief Executive Officer of CAMW! (or designee) will chair the meeting. The purpose of this meeting is to provide a second review of the appellant's proposal based on information presented in conformance with paragraphs above.

Step #3 - Within five (5) working days after the meeting in Step #2, the staff member(s) who reviewed the appellant's proposal will prepare a final determination. The appellant will be notified in writing, within these five (5) working days following the outcome. The final determination notification may be shared with the Administrative Board at the discretion of the CEO.

D. SCOPE OF OBJECTIVES

1. The objective of this RFP is to contract with an organization that will provide various human resources consulting and support services, as needed. Bidders are asked to propose costs or assign cost to each professional service or as a bundle of professional services. CAMW! would like to be able to choose services that will be conducive to the agency needs and in line with amounts budgeted for HR services annually.
2. The following are human resources and consulting services, not all inclusive, that CAMW! would be looking to outsource.

- a) Employee Handbook updates or complete revamp;
- b) Employee performance issue/discipline procedures;
- c) Updating Job Descriptions and include review of Pay Equity;
- d) Developing a Performance Review Process and structure for Annual Performance Incentive Awards (Bonus award);
- e) Audit of personnel policies;
- f) Audit of personnel files;
- g) Review and make recommendations for employee pay structure changes;
- h) Involuntary termination procedures.

3. CAMW! reserves the right to contact bidders to obtain additional information or clarification. Proposals submitted without the required elements may be considered non-responsive.

E. BID REQUIREMENTS:

The Bidder must include the following required information in order to demonstrate that the bidder has the experience and knowledge needed to successfully complete the project.

Please limit your total narrative response to eight (8) pages and include the following:

1. Describe your experience providing contracted human resource services to other companies? Provide the contact information (name, company, telephone number and email address) for three (3) references. **(20 points)**
2. Provide general information about you/your company. State the mission and purpose of your agency. Describe your financial situation, organizational structure, management team and achievements in human resources services. Also declare any conflict of interests that may result if awarded a contract with CAMW! **(5 points)**
3. How many people will work on this project? Provide the name (if known) and describe the role that each will perform. Provide any human resources certifications held by staff assigned to this project. Name the person who will be the primary contact if awarded the contract. **(10 points)**
4. How will you ensure that established deadlines are met? **(10 points)**
5. Describe how your organization will orient to CAMW!'s current HR systems and practices included in the list of services outlined on page 5, #2? Explain with a timeline and structure for implementing recommendations to HR policies and procedures. Describe your ability to support HR activities in person as needed? **(35 points)**

6. Fee Arrangements **(20 points)**: Describe the method used to track time associated to this contract? Is time tracked by project or another factor?

The successful bidder will propose a reasonable hourly rate that that will be charged as HR services are negotiated and settled. All proposal budgets will be rank ordered for scoring. 15-20 points for the most reasonable rate as compared to all proposal rates. 12-15 points for the second most reasonable rate as compared to all proposal rates. 9-12 points for the third most reasonable rate as compared to all proposal rates. 6-9 points for the fourth most reasonable rate as compared to all proposal rates, and any additional proposals will be awarded 0 points when compared to all proposal rates.

7. What other information do you want CAMW! to know about you/your agency? (Optional)

CAMW! reserves the right, with no penalty, to change the budget and services may be added or deleted as necessary. Upon issuance of a contract, both parties will have the option to terminate the contract upon 30 days' written notice to the other party.

To ensure that this mutual relationship starts well, the method of billing and hourly rates for additional services (if any) should be fully detailed in the bidding proposal. (Project/Time reports will need to be included in monthly billings.)

PERFORMANCE

The successful bidder will have an agreement for the period of July 1, 2024, through June 30, 2025.

CAMW! reserves the right to exercise the option to renew the contract for up to two additional one-year periods (July 1, 2025 – June 30, 2026 and July 1, 2026 – June 30, 2027) based on contractor performance and funding availability.

CAMW! reserves the right, with no penalty, to change the budget, and services may be added or deleted as necessary. Upon issuance of a contract, both parties will have the option to terminate the contract upon 30 days' written notice to the other party.

E. INSTRUCTIONS ON PROPOSAL SUBMISSION

1. Closing Submission Date

Proposals must be **received** no later than **5:00 p.m. on Monday, May 6, 2024**, by U.S. mail or hand-delivered. **Please sign in upon hand-delivery of the proposal to ensure a record of receipt.**

2. Inquiries

Inquiries concerning this RFP should be directed to Becky Powers, Chief Financial Officer at CAMW!, bpowers@camw.net. All questions must be submitted, in writing, no later than **12:00 noon on Wednesday, April 17, 2024**, to bpowers@camw.net. All questions and answers will be posted on our website at www.camw.org no later than **12:00 noon on Monday, April 22, 2024**.

3. Proposals Instructions to Prospective Bidder

Proposals, **one original and three (3) copies** must be received at CAMW! by **5:00 p.m. on Monday, May 6, 2024 (will not accept emailed proposals)**. Proposal narrative are limited to **eight (8) 8 1/2" x 11"** pages, excluding Part I & II.

Label package with the following information:

HUMAN RESOURCE CONSULTING & SUPPORT SERVICES

To the Attention of: Becky Powers, CFO

Capital Area Michigan Works!

2110 S. Cedar Street, Lansing, MI 48910

bpowers@camw.net

- a. Bidders must respond completely and accurately to all questions and other items calling for information. Failure to do so will subject the proposal to disqualification.
- b. Bidders must adhere strictly to the proposal instructions and format. Failure to do so will subject the proposal to disqualification.
- c. Potential bidders will be able to download the RFP from the CAMW! website (www.camw.org)
- d. The following parts specifically require responses and/or signatures from the bidder to be included with the proposal submitted:

**Part I Cover Sheet and Proposal Offeror Information
(signature required)**

Part II Contract Requirements (signature(s) required)

Part III Proposal Narrative Instructions

e. Attach three (3) reference letters.

4. Payment

Capital Area Michigan Works! may negotiate a payment schedule with the contractor awarded a bid. The award will go to the responsible firm whose proposal is most advantageous to the CAMW! and programs based on price and other evaluation factors.

PROPOSAL EVALUATION

A. SUBMISSION OF PROPOSALS

Responses must be complete and fully signed by an authorized organization official in order to be accepted. Members of the Administrative and Workforce Development Boards, or others with administrative or oversight responsibilities for the programs administered by Capital Area Michigan Works! may not sign the proposal. All proposals shall include a copy of the bidder's cost and any additional requested materials. These documents will become part of the contract.

B. NONRESPONSIVE PROPOSALS

Proposals may be judged nonresponsive 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 RFP.
- 2. The quote is not adequate to form a judgment by the reviewers.
- 3. The quote does not follow the specified format.

C. EVALUATION

Evaluation below is summarized by the criteria on page 5 and referenced by the item number.

<u>Factors</u>	<u>Maximum Points</u>
1. Experience & Demonstrated ability (references) (Bid requirements #1, #2, #3, #4)	45
2. Completed Proposal (#5) by incorporating Scope of Objectives on page 5 & 6.	35
3. Proposed Fee Arrangement (#6)	<u>20</u>
Maximum Points:	100

D. Review Process

Capital Area Michigan Works! may at its discretion, request presentations by or meetings with any or all Offerors, to clarify or negotiate modifications to the Offerors' proposals.

However, Capital Area Michigan Works! reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standouts, which the Offeror can propose.

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PART I

PROPOSAL FOR HUMAN RESOURCES CONSULTING & SUPPORT SERVICES TO CAPITAL AREA MICHIGAN WORKS!

PROPOSAL OFFEROR COVER SHEET AND SUMMARY INFORMATION

Organization Name: _____

Address: _____

Contact Person: _____

Phone #: _____ Fax #: _____

Email address: _____

Employer Tax ID: _____ DUNS# _____
(If applicable)

Type of Organization: Private for Profit Private Non-Profit
 Public Government Other (specify)

The Certification Statement below must be signed by an official authorized to bind the Offeror in a sublease/contract.

Signature

Date

The above signed does hereby accept all the terms and conditions of the Request for Proposal (RFP), including RFP stipulations and specifications. The bidder also certifies that the information in this proposal is correct to the best of its knowledge and belief and the filing of this proposal has been fully authorized by the organization submitting the proposal and that the submitting agency is an Equal Opportunity Employer (if applicable).

Printed Name

Title

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PART II

CERTIFICATIONS

On behalf of the Offeror:

The individual signing certifies that he/she is authorized to contract on behalf of the Offeror.

- A. The individual signing certifies that the Offeror is not involved in any agreement to pay money or other consideration for the execution of this agreement, other than to any employee of the Offeror.
- B. The individual signing certifies that the prices in this proposal have been arrived at independently, without consultation, communication, or agreement, for restricting competition.
- C. The individual signing certifies that the prices quoted in this proposal have not been knowingly disclosed by the Offeror prior to an award to any other Offeror or potential Offeror.
- D. The individual signing certifies that there has been no attempt by the Offeror to discourage any potential Offeror from submitting a proposal.
- E. The individual signing certifies that he/she has read and understands all of the information in this Request for Proposal.
- F. The individual signing certifies that the Offeror, and any individuals to be assigned to the organization does not have a record of substandard work and has not been debarred or suspended from doing work with any federal, state or local government.

Organization Authorized Signature

Date

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CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans and Cooperative Agreements

The undersigned certifies, to be best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, any officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or any employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1325, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for such failure.

Organization Authorized Signature

Date

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**Certification Regarding Debarment,
Suspension, Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions**

This certification is required by the regulations implementing Executive Orders 12549 and 12689, 2 CFR part 180. The regulations in 2 CFR part 180 restrict awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs or activities. 2 CFR 200 214.

- (1) The prospective recipient of federal assistance funds certifies, by submission of this certification, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this certification.

Organization Authorized Signature

Date

CERTIFICATE OF COMPLIANCE WITH PUBLIC ACT 517 OF 2012

I certify that neither _____ (Company), nor any of its successors, parent companies, subsidiaries, or companies under common control, are an "Iran Linked Business" engaged in investment activities of \$20,000,000.00 or more with the energy sector of Iran, within the meaning of Michigan Public Act 517 of 2012. In the event it is awarded a Contract as a result of this Request for Proposals, Company will not become an "Iran Linked Business" during the course of performing the work under the Contract.

NOTE: IF A PERSON OR ENTITY FALSELY CERTIFIES THAT IT IS NOT AN IRAN LINKED BUSINESS AS DEFINED BY PUBLIC ACT 517 OF 2012, IT WILL BE RESPONSIBLE FOR CIVIL PENALTIES OF NOT MORE THAN \$250,000.00 OR TWO TIMES THE AMOUNT OF THE CONTRACT FOR WHICH THE FALSE CERTIFICATION WAS MADE, WHICHEVER IS GREATER, PLUS COSTS AND REASONABLE ATTORNEY FEES INCURRED, AS MORE FULLY SET FORTH IN SECTION 5 OF ACT NO. 517, PUBLIC ACTS OF 2012.

(Name of Company)

By: _____

Date: _____

Title: _____

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PART III

A. SUMMARY INFORMATION

Summarize cost/budget information in this section.

B. PROPOSAL NARRATIVE INSTRUCTIONS

(SEE PAGE 5 & 6: D: SCOPE OF OBJECTIVES & E: BID REQUIREMENTS)