



A proud partner of the American Job Center network.

**CAPITAL AREA MICHIGAN WORKS!
REQUEST FOR PROPOSAL (RFP)
REQUIREMENTS FOR ALL PROGRAM FUNDING**

PART A

DATES TO REMEMBER:

<u>DATE</u>	<u>SCHEDULED ACTIVITY</u>
February 25, 2019	RFP Release
March 1, 2019 9:00 a.m. - 12:00 p.m.	Bidders' Conference Big Three Conference Rooms Capital Area Michigan Works! 2110 South Cedar Street Lansing, Michigan 48910
March 15, 2019	Intent to Bid Notice Due - Requirement of all bidders to inform Capital Area Michigan Works! of their intent to bid and to identify potential conflicts of interest. Must be submitted by 5:00 p.m.
March 25, 2019	Proposals Due at the Administrative Office by 5:00 p.m.

**Equal Opportunity Employer/Program
Auxiliary Aids and Services Are Available Upon Request to Individuals With Disabilities
Michigan Relay Center/TTY Callers Use 711 or 1-844-578-6563**

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PART I: GENERAL INFORMATION

PURPOSE

In July 2014, the Workforce Innovation and Opportunity Act (WIOA) was signed into law. WIOA is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy. Congress passed the Act by a wide bipartisan majority; it is the first legislative reform in 15 years of the public workforce system. WIOA supersedes the Workforce Investment Act of 1998 and amends the Adult Education and Family Literacy Act, the Wagner-Peyser Act, and the Rehabilitation Act of 1973.

The purpose of the WIOA Programs is to provide allowable workforce development activities to eligible clients that will increase employment retention and earnings of participants, and increase occupational skill level attainment by participants. As a result, successful application of these activities will improve the quality of Michigan's workforce, reduce welfare dependency, and enhance the productivity and competitiveness of the State and Nation. Bidders are encouraged to read the Act to understand the scope of authorized activities. In general, these activities are:

- i. To establish a one-stop delivery system described in section 121(e);
- ii. To provide the career services described in Section 134(c)(2) to adults and dislocated workers, respectively, through the One-Stop delivery system in accordance with such paragraph;
- iii. To provide training services described in Section 134 (c) (3) to adults and dislocated workers, respectively, described in such paragraph;
- iv. To establish and develop relationships and networks with large and small employers and their intermediaries; and
- v. To develop, convene, or implement industry or sector partnerships.

The establishment of a One-Stop delivery system is a cornerstone of the reforms contained in Title I of WIOA. The One-Stop system is designed to enhance access to services and improve long-term employment outcomes for individuals seeking assistance. The regulations define the system as consisting of one or more comprehensive, physical American Job Centers in a local area that provide the core services specified in WIOA.

Capital Area Michigan Works! is soliciting proposals for the delivery of workforce development programs as specified in the Request for Proposals document. The selected sub-recipient(s) will serve as a partner(s) in the Capital Area Michigan Works! American Job Centers system, working to enhance education, training, and employment opportunities for specific populations based on the goals of the Workforce Development Board (WDB) and the Administrative Board of Capital Area Michigan Works! **Female-owned, minority-owned, and small businesses are encouraged to apply.**

The proposal period for program year programs is July 1, 2019-June 30, 2020. The proposal period for fiscal year programs is October 1, 2019-September 30, 2020. The additional two years of funding is subject to sub-recipient and/or funding availability.

CAPITAL AREA MICHIGAN WORKS!

Capital Area Michigan Works!, hereinafter referred to as CAMW!, is the agent for delivering state and federally-funded programs for employment, training, and economic development systems. CAMW! oversees sub-recipients, through a bid process, who deliver services authorized for Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Worker, and Youth; Wagner-Peyser Employment Service (ES); Partnership, Accountability, Training, and Hope (PATH); Learn to Earn; Food Assistance Employment & Training (FAE&T), and the One-Stop Operator.

Sub-recipients are selected for funding by the two governing bodies: a Workforce Development Board (private sector, community-based organizations, labor, human service, education, and economic development representatives) and an Administrative Board (local elected officials).

CAMW! receives funding from the State of Michigan Talent Investment Agency/Workforce Development Agency (TIA/WDA) and the Michigan Department of Health and Human Services (MDHHS). CAMW! historically has also held sector-specific grants with the TIA/WDA and with the U.S. Department of Labor (USDOL).

The geographical boundary for Capital Area Michigan Works! is composed of the cities of Lansing and East Lansing and the counties of Clinton, Eaton, and Ingham.

CAPITAL AREA MICHIGAN WORKS! MISSION STATEMENT

The mission statement of Capital Area Michigan Works! is ***“Connecting with Business. Strengthening Our Workforce.”*** Capital Area Michigan Works! is a demand-driven workforce development system.

A DEMAND-DRIVEN WORKFORCE DEVELOPMENT SYSTEM

The purpose of a demand-driven workforce development system is to contribute to the state’s economic vitality through the provision of workforce training and services that meet the needs of targeted business sectors and employers. While the scope and type of services are limited by the funding that supports them, the overriding imperative remains to foster talent development and connections between employers and employees that meet demand.

A demand-driven workforce development system identifies the employer as the primary customer. It recognizes that ultimately the employer is the “end user” of our system and the extent to which we meet employers’ needs is the extent to which we provide the best help to job seekers. In the demand model, the employer creates the “pull” based on the demand (needs) they have. Elements of the “pull” factor include the nature of the workers, the types of

skills, credentials, and training needed, as well as the numbers and timing of employment both immediate and in the near future. That demand is introduced into the system creating a “pull” on the supply of job seekers that could meet the employers’ needs. In a true demand-driven system, the workforce agency does not respond by “pushing” or “selling” its program participants as its product for the employer. If that were the approach, the workforce agency would actually be working to get the employer to hire its program participants even if they weren’t the best people for the job. In other words, the workforce agency would be placing the interests of its program and participants over the interests of the employer.

Instead, the workforce agency responds to the “pull” of demand by:

- Looking for and referring applicants who are already qualified;
- Helping unqualified individuals understand why they are not being considered for that employment and what they need to do to become qualified;
- Assessing and addressing the services and training needed by job seekers to help them become qualified for employment that is appropriate to their aptitudes and interests;
- Looking for patterns of need among business sectors/clusters or individual companies that can inform the targeting of resources; and
- Creating along with the employers, and ensuring delivery of, the training necessary to fill skills gaps.

CAMW! actively analyzes labor market intelligence to assess the ever-changing economic landscape. We identify the business sectors and clusters that have the most significant impact on our local economy and will primarily target those sectors. We work hand-in-hand with business to identify workforce needs, skills gaps, and other services needed by local businesses. Decisions regarding the training to be provided will result from a combination of general labor market projections along with specific needs expressed by employers.

Bidders should be mindful of our mission statement and our emphasis on being a demand-driven workforce system in their proposal development and should integrate within their proposals how their proposed programs and activities address these.

MICHIGAN WORKS! AMERICAN JOB CENTERS

The success of the workforce investment system is dependent on the development of true partnerships and honest collaboration at all levels and among all stakeholders. The cornerstone of the workforce investment system is One-Stop service delivery that unifies numerous education, training, and employment programs into a single, customer-friendly system in each community. The One-Stop system promotes the coordination of programs, services, and governance structures so that the customer has access to a seamless system of workforce investment services.

PART II: RFP PARAMETERS

PROPOSAL STIPULATIONS AND SUBMISSION

The RFP will be made available in alternative format (audio tape or large print) upon request. Requests for alternative formats shall be made in writing within three (3) business days of release of the RFPs, and shall be faxed to the attention of Edythe Copeland at (517) 487-0113, emailed to ecopeland@camw.net, or hand-delivered/mailed to the address listed below.

In order to be considered for funding, proposals must be submitted no later than **5:00 p.m. on March 25, 2019** to:

Edythe Copeland, CEO
Capital Area Michigan Works!
2110 South Cedar Street
Lansing, MI 48910

Proposals must be submitted in the format of this package and all parts as applicable. Failure to complete all required sections will disqualify the proposal. Failure to adhere to all technical requirements will result in a reduction of points and may disqualify the proposal. Proposals received after the date and time specified will not be considered for funding. **Faxed proposals will not be accepted.**

The bidder may be contacted by CAMW! to request clarification of information included in the proposal. The bidder will be expected to have at least one responsible staff person available to respond to questions. The evaluation process will include a presentation by the bidder to the review committee which is comprised of CAMW! board members and staff.

Proposals must be:

- Complete, computer-generated, and technically accurate.
- **Double-spaced** with a **font size of 12 or larger**. **A footer at the bottom of each proposal page should include the bidder's name as well as proposal page number.**
- Signed by an official authorized to bind the agency. The proposal will be considered a firm offer for a 90-day period from the submittal date.

Bidders must submit one (1) original, ten (10) copies, and one (1) portable flash drive of the completed proposal. Any differences between the original, copies, or the portable flash drive are at the liability of the bidder. All proposals will be considered firm bids. No changes will be made after submission.

OTHER SPECIFICATIONS

A Bidders' Conference will be held on Friday, March 1, 2019 from 9:00 a.m. to 12:00 p.m., in the Big Three Conference Rooms of the Capital Area Michigan Works! Lansing American Job Center located at 2110 South Cedar Street, Lansing, Michigan. **It is suggested that prospective bidders bring copies of the RFP documents (Part A, RFP for Integrated Services, Program Descriptions, and Budget Templates) to the bidders' conference and that you read the RFP documents prior to attending the bidders' conference in order to come prepared with questions.**

Bidders must submit an Intent to Bid Notice to Edythe Copeland no later than 5:00 p.m. on **March 15, 2019**. The Intent to Bid Notice may be mailed, e-mailed, faxed, or hand-delivered, but must be received by the due date and time. Potential bidders are responsible for ensuring that CAMW! receives the Intent to Bid Notice.

Questions concerning the bidding process described herein must be submitted to Edythe Copeland, in writing, by 5:00 p.m. on March 6, 2019. Questions may be submitted by mail, fax (517-487-0113), or e-mail (ecopeland@camw.net). No questions will be accepted after this time. Written responses to questions will be provided to everyone who attends the bidders' conference and posted at <http://www.camw.org/> by COB Monday, March 11, 2019.

DISCLAIMER

This request for proposals does not commit Capital Area Michigan Works! or its Boards 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. CAMW! and the Boards reserve 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/proposals, or to cancel in part or in its entirety the RFP if it is in the best interest of CAMW! or the Boards to do so. CAMW! 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 proposals considering all relevant factors, including price, technical qualifications, demonstrated experience, etc. The Boards may require the agencies selected to participate in negotiations and to submit price, technical, or other revisions of their applications that may result from negotiations. CAMW! and the Boards reserve the right to negotiate a renewal of contract award for up to two additional years, or to negate the renewal and re-release all or selected RFPs due to funding reductions, reallocations, lack of performance by sub-recipient, or funding/program-related requirements at the state or federal level.

FUNDING SOURCE

Bidders must be aware that funding will be dependent upon the continuing availability of funds, sub-recipient performance, and determinations of needs, services, activities, and delivery methods. All sub-recipients funded under these proposals will be funded under the authority granted by the respective legislation, regulation and federal/state policy.

Once a contract is awarded, that agency becomes fully responsible for administration of the program(s) and other policies, regulations, assurances, and certifications established by the governing federal, state, and/or local agency. Each sub-recipient will be liable for any disallowed or illegal expenditures of funds or program operations conducted under their contract. Disallowed or illegal costs will be subject to repayment to Capital Area Michigan Works! Contracts will be valid for the specified calendar period and may be extended for up to two years based upon funding availability and sub-recipient performance. Dollars awarded in a contract year that are not expended may be recaptured by Capital Area Michigan Works!

Reductions of the budget level may be considered during the course of the contract if and when a sub-recipient fails to meet expenditure, participant, and/or outcome goals; or upon notification from the TIA/WDA of a funding reduction.

FUNDING AWARDS

Sub-recipients will be selected for funding by both the Workforce Development Board and the Administrative Board. Proposals will be evaluated by a review committee composed of CAMW! staff and a subcommittee of both Boards. Proposal presentations will be made to the subcommittee which will develop funding recommendations to present to the full WDB. Once recommendations have been agreed upon by the WDB, they will be forwarded to the Administrative Board for approval. The Administrative Board makes final funding decisions.

Current sub-recipients will be evaluated based upon information provided in response to the RFP. Current and past performance will also be reviewed. New bidders (with no past history with CAMW!) will be evaluated based on information provided in response to these RFPs. CAMW! reserves the right to ask for program references and to contact those references to verify that the information provided is accurate and true.

CAMW! has set program-specific priorities within the RFP. However, an overall priority is for the successful sub-recipient(s) to have bi-lingual staff providing direct services throughout the programs funded.

FUNDING LEVELS

The funding amounts available are estimated to be:

<u>07/01/2019-06/30/2020 Program Year</u>	
One Stop Operator	\$ 30,000
Wagner-Peyser Employment Services	269,500
WIOA Adult	589,260
WIOA Dislocated Worker	714,951
WIOA Youth	851,581
Trade Adjustment Assistance	100% Reimbursement

10/1/2019-09/30/2020 Fiscal Year

Partnership. Accountability. Training.Hope.	\$ 1,510,318
Food Assistance Employment & Training	70,161
Food Assistance Supportive Services	5,555

SUBCONTRACTING

All contracts will be cost reimbursement. Bidders should prepare an offer based on their ability to deliver the proposed services. Sub-recipient must get approval from CAMW! prior to subcontracting for services unless subcontracting is identified in the original proposal. Contracts will be written with language that closely mirrors language in the contracts between CAMW! and the TIA/WDA, or the appropriate funding source. If proposing to subcontract, requirements for disclosure of program and program administrative costs are the same as those required for the sub-recipient. In addition, you must follow the procurement policies that govern the procurement of programs as noted in the OMB Circulars 2 CFR Part 200.

BUY AMERICAN

Funds provided under this RFP are subject to the Buy American Act (41 U.S.C. 8301-8305), which provides that purchases with Government funds give preference to domestic end products.

1. Sub-recipient shall deliver only domestic end products, except those for use outside of the United States;
2. That the Government determines products are not mined, produced, or manufactured in the United States in sufficient and reasonably available commercial quantities of a satisfactory quality;
3. For which the agency determines that domestic preference would be inconsistent with the public interest;
4. For which the agency determines the cost to be unreasonable.

References: Buy American Act (41 U.S.C. 8301-8305), Section 502 of the Workforce Innovation and Opportunity Act. It is incumbent on the Agency to determine if the Buy American Act applies, and, if it does not apply, provide a letter setting forth that the Buy American Act does not apply and the basis of the exemption.

FACILITY COSTS

Space may be rented on privately owned premises and the documentation of such costs is requested in the RFP, except for Ingham County programs. In order for space costs in a publicly owned building to be recovered, they must be stated as a depreciation charge (OMB Circulars 2 CFR Part 200.436), since a direct rental payment for publicly owned buildings is prohibited. There are specific limitations on amounts computed as a depreciation charge. In all cases, the

proposal offeror must establish that such costs do not exceed the cost of comparable space in the same locality.

Programs in Ingham County must be run from the Lansing American Job Center.

Information on American Job Center Lease Amounts

The following tables should be used to determine lease costs when proposing to operate programs at the listed Capital Area Michigan Works! American Job Centers.

Potential bidder should submit costs for space in Eaton County and Clinton County and will be required to prove how, if funded, the agency will be operational on July 1, 2019. Note, the agency operational date of July 1, 2019 is subject to being extended to October 1, 2019 based on the results of program awards. Bidders should describe whether the proposed location will be a full-service American Job Center or a satellite American Job Center. Bidders must submit a transition plan if not the current sub-recipient and are encouraged in their response to include strategies for employment consideration of staff that may be displaced in the event of a sub-recipient transition. Additional information is provided in the RFP.

Lansing American Job Center

Bidders should propose lease costs based on the per cubicle cost listed in the chart below:

Programs in Ingham County will be housed at the Lansing American Job Center unless a waiver is requested and approved.	# of Cubicles	Total Square Feet	Square Foot Cost	Shared Receptionist	Total Cost
Cost for Cubicles	1	135	\$19.00	\$700	\$3,265
PATH Classroom	N/A	900	\$19.00	N/A	\$17,100

Bidders proposing programs at the Lansing American Job Center should budget approximately \$600 per year per cubicle for incidental expenses. The cubicle cost includes the desk, chair, file cabinets, computer and telephone. It also includes access to multi-functional devices to print, copy and fax, the postage machine, and audio-visual equipment in the conference rooms. Incidental expenses include telephone, break room supplies, copy supplies, and Internet. Lease costs for Employment Services resource area have been deducted from estimated available funding. However, costs for staff cubicles should be included in the budget.

EXEMPTION REQUESTS

Bidders are expected to propose outcomes that equal or exceed those listed in the RFPs. Bidders requesting exemptions should at least propose outcomes that are proportionate to the population within the county and/or local area where the program is being proposed.

ACCOUNTING RECORDS

Each sub-recipient must maintain acceptable accounting records. An adequate system of managing funds and for keeping back-up data to support expenditures for later audit purposes is the full responsibility of each sub-recipient. No organization will receive funding to deliver services or activities unless the organization or agency can provide CAMW! with an acceptable accounting manual or a statement from a Certified Public Accountant (CPA), that the accounting system meets generally accepted standards of accounting or has had its accounting system reviewed and approved by CAMW!.

ALLOWABLE COSTS

Only costs directly related to the operation of the program and properly supported with back-up data and records will be allowable charges to the program. For shared time or facilities arrangements where staff wages, utilities, supplies, etc., are to be funded by more than one source, a cost allocation plan must be maintained. All training and services cost allocations of personnel must be justifiable to the degree that they will withstand an audit.

EQUIPMENT, FURNITURE, AND MATERIALS

Organizations responding to these RFPs are required to keep the purchase of large items of capital equipment and materials to a minimum. In order to allocate the expenditure of funds for major items of equipment over a several year period, organizations and agencies are encouraged to lease or rent equipment and other items where possible. If any items or equipment, furniture, or materials which are designed to last more than one year or which cost more than \$1,000 per unit are to be included in the grant, a specific list which includes the make, model, and unit cost, should be included in the proposal. Sub-recipients who purchase non-expendable materials or equipment will be required to maintain a separate inventory on such equipment. Items having a cost of less than \$1,000 will be considered expendable supplies and will be classified as office supplies or other expendable items as appropriate. The sub-recipient will be responsible for these items but they need not be inventoried. Any non-expendable items, which are purchased outright with funds available through CAMW! will remain the property of CAMW! and may not be altered, moved, or disposed of without advance, written permission from CAMW! **CAMW! will purchase all computers and related hardware/software for programs operating with funds awarded by CAMW!**

STAFF TRAINING/CONFERENCE FEES

Each proposal offeror must include a budget to cover staff training and conference fees. Only training conducted by the Michigan Works! Association, CAMW!, the TIA/WDA, the MDHHS, Jobs for Michigan's Graduates, and/or the USDOL will be eligible for reimbursement if awarded a contract. Other out-of-state travel is not eligible for reimbursement unless approval by CAMW! is received in advance. All sub-recipients must have representation at all CAMW! - initiated training unless otherwise notified by CAMW!

EQUAL EMPLOYMENT OPPORTUNITIES

The Equal Employment Opportunity Policy of Capital Area Michigan Works! is committed to ensuring against discrimination or denial of employment and/or training based on race, color, religion, sex, national origin, age, height, weight, marital status, disability, political affiliation or belief of a participant, administrator or staff person in connection with any program administered through the TIA/WDA. This policy applies to all phases of employment including, but not limited to, recruitment, hiring, placement, upgrading, demotion, transfer, lay-off, recall, termination, compensation, and participation in all CAMW! sponsored activities.

In addition to the above, CAMW! requires all sub-recipient and vendors to operate within an acceptable Affirmative Action Policy, no less stringent than that of CAMW!, to ensure against discrimination of administrators, staff and participants.

SUPPLEMENTAL NEPOTISM CLAUSE

For the WIOA programs, the sub-recipient must ensure that during the time period of the proposed program no individuals who are members of the immediate family of any CAMW! contract-funded staff positions or governing board of the organization will be enrolled as program participants in the offered programs. Immediate family is defined as: spouse, father, mother, sister, brother, child, aunt, uncle, nephew, niece, grandmother, or grandfather. This nepotism clause also holds for any individual related to persons in an administrative capacity for CAMW!, its Administrative Board, Workforce Development Board, and the Career Education Advisory Council (Teach. Talent. Thrive. or T3) for Region 7.

In the PATH and FAE&T programs, sub-recipient that have a relative referred to their agency should work with DHHS to have the person referred to another sub-recipient as participants are determined eligible and referred to the programs by the DHHS directly. If not possible or feasible, the sub-recipient should ensure that the participant is not case managed by the relative.

PREVENTION OF FRAUD AND PROGRAM ABUSE

To ensure the integrity of the programs, special efforts are necessary to prevent fraud and other program abuses. Fraud includes deceitful practices and intentional misconduct, such as willful misrepresentation in accounting for the use of program funds. "Abuse" is a general term that encompasses improper conduct that may or may not be fraudulent in nature. While federal legislation is specific, possible problem areas could include the following: conflict of interest, kickbacks, commingling of funds, charging fees to participants or employers, nepotism, child labor, political patronage, political activities, sectarian activities, unionization, and anti-unionization activities/work stoppages, and maintenance of effort. Proposals that are found to violate the abuse standards will not be funded. Bidders who receive contracts will be required to report immediately any violations in these areas or in problem areas that may later be defined.

MARKETING ACTIVITIES

All programs funded by Capital Area Michigan Works! will be part of a unified marketing system. All marketing activities including; but not limited to: newsletters, advertisements, the media, direct mailers, brochures, business cards, letterhead, signs, and promotional materials must be coordinated through and approved by the communications team of Capital Area Michigan Works! In addition, a sub-recipient receiving CAMW! funding should have no contact with the media, (i.e. marketing events, press conferences, interviews etc.) without the approval of the communications team of Capital Area Michigan Works!

Any staff member whose position is funded 50% or more by Capital Area Michigan Works! must wear a Capital Area Michigan Works! name badge unless a waiver is obtained. The waiver request must be made, in writing, and must be approved by the Chief Executive Officer of Capital Area Michigan Works! or designee.

WORKING CONDITIONS AND WAGE PAYMENTS

Program participants receiving wages must be assured of general benefits and working conditions to the same extent as other persons similarly employed or engaged in a training activity by the same agency. The sub-recipient will also have full responsibility for the payment of all staff and client wages, or other client costs and activities, and related record keeping. Bidders proposing to pay wages to clients should be aware of restrictions regarding the payment of wages to clients.

REPORTING

Upon approval of any program or activity for funding under the contract, the agency administering that program will be subject to an extensive set of reporting requirements as developed by CAMW! These reports will be submitted as necessary to carry out the required schedule of reporting to the appropriate federal/state agency and to carry out the monitoring and evaluation of programs.

Capital Area Michigan Works! has a **Late Reporting Fee** policy. In the event that monthly reports are not received by the **10th calendar day** after the end of a reporting month, a fee of **\$100 per day, per report, will be assessed for each day a report is late.** Federal funds cannot be used to pay this late fee. Monthly reimbursements will not be processed until the late fee is paid to CAMW!

MICHIGAN TRAINING CONNECT (MITC) CONSUMER REPORT SYSTEM

A statewide Consumer Report System of Eligible Training Providers is mandated under WIOA. Michigan's Consumer Report System is known as the Michigan Training Connect (MiTC). The MiTC is a consumer-oriented, web site designed to provide the general public with useful and accurate information about education and training programs available throughout the State. The web address is <http://www.mitalent.org/mitc>. To ensure that a broad range of educational

providers are included in the training provider database, training providers who wish to receive discretionary funds from the TIA/WDA will be required to post their program(s) on the MiTC, whether or not they serve WIOA-ITA eligible participants. To be included in the MiTC, all training providers must supply data on each program of study. The training provider enters information for each program of training into the web-based Internet system. Program descriptive information and performance data must be submitted for each training site.

INDIVIDUAL TRAINING ACCOUNTS (ITAs)

Individual Training Accounts (ITAs) are established on behalf of an individual eligible to receive WIOA (Adult, Dislocated Worker, and Youth-funded) job specific or occupational skill training. The goal of an ITA is to enable customers to acquire skills that will enable them to obtain employment in an in-demand occupation in the Capital Area Michigan Works! labor market area. ITAs are not intended to facilitate the acquisition of degrees, diplomas, or certificates strictly for the sake of education. Acquisition of an ITA must have a direct connection in preparing the customer for a specific in-demand occupation available in this labor market.

CAPITAL AREA MICHIGAN WORKS! COUNCIL

Capital Area Michigan Works! has one council, the Capital Area IT Council. The council has an Executive Director who is housed in the Administrative Office of Capital Area Michigan Works! The executive director is also a member of the Business Services Team.

CAPITAL AREA BUSINESS SERVICES TEAM

CAMW! has a business services team who are the point of contact with all employers for CAMW! programs (unless a waiver is granted by CAMW! administration). Funds are acquired across all funding sources to operate this unit. The business services unit will be housed at the Lansing American Job Center and will serve employers in Clinton, Eaton, and Ingham counties.

Business Services Team staff address a broad spectrum of employer needs related to business development and talent. They work hand-in-hand with partner organizations and will serve as agents to bring other resources into the mix to address employers' needs that cannot be provided directly by the workforce system. These staff are the eyes and ears of the system. They are the agents to connect supply to demand. This is in contrast to client-specific job development, which is sometimes necessary but is provided only within the context of the overall business services purpose. These staff assist companies in finding the best employees.

Sub-recipients are expected to work collaboratively with the Business Services Team representatives to meet the needs of employers in the tri-county region and to provide training opportunities for individuals in jobs that employers have indicated are or will be in demand.

Each sub-recipient will designate one person as the point of contact for all business service referrals and follow-up.

UNION CONCURRENCE/CONSULTATION

CAMW! encourages agencies proposing skills training or on-the-job training to obtain concurrence for the training from an appropriate labor organization. If the agency/company training site is unionized, that union must be consulted for concurrence.

MONITORING

Capital Area Michigan Works! and/or a contracted CPA firm will be monitoring and evaluating programs and activities throughout the grant period. Sub-recipients must allow CAMW! staff or its agent full access to all files and records relating directly to funding, client case files, accounting files and records, and to any related files and records associated with proper accounting of such funds and clients. Denying access to records, files and related information shall be sufficient reason to terminate a contract immediately.

RFP APPEAL PROCESS

A bidder wishing to appeal the final funding decisions of the Workforce Development Board and/or the Administrative Board must adhere to the following procedure:

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

A bidder may appeal action taken on the proposal by requesting a review. The appeal for the review shall state the basis of the appeal founded on violation of the law and regulations and/or existing contracts. The basis shall be explicitly stated and make specific reference to appropriate sections of law, regulations and/or contracts.

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 application.

Review and Appeal Process

Step #1 - Within five (5) working days after a funding decision has been rendered by the WDB and the Administrative Board, the applicant must submit a request in writing that the proposal receive a second review. The request for the second review must be received by CAMW! no later than the close of business on the fifth 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) Chair of the WDB;
- (2) Chair of the WDB Review Committee that reviewed the original proposal;
- (3) Review Committee member(s) that reviewed the original proposal;
- (4) CAMW! staff member(s) who reviewed the original proposal; and
- (5) Representative(s) of the bidder's organization.

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 proposal on the basis of information presented in conformance with paragraphs above.

Step #3 - Within five (5) working days after the meeting in Step #2, the chair of the WDB and the chair of the Review Committee will prepare a recommendation for the WDB.

Step #4 - At the next regularly scheduled WDB meeting following the action in Step #3, the WDB will take action on the recommendation developed in Step #3. If the appellant receives support from the WDB, the appeal will proceed to Step #5. If the appellant does not receive support from the WDB, the appeal process will end at this step. The appellant will be notified in writing, within five (5) working days following the WDB meeting, of the disposition of the appeal.

Step #5 - At the next regularly scheduled Administrative Board meeting following the WDB meeting in Step #4, the Board will take action on the recommendation from the WDB in support of the appellant. If the appellant receives support from the Administrative Board, the staff will enter into negotiations with the appellant to develop a satisfactory program contract. If the Administrative Board does not support the appellant, the appeal is denied.

GRIEVANCE POLICY

A Grievance Procedure is established and maintained for resolving any complaint or grievance alleging a violation of any program that is administered by CAMW! All recipients (sub-recipient, clients, staff) of funding awarded by Capital Area Michigan Works! are subject to CAMW! grievance procedures. All program participants shall receive a copy of these procedures. These procedures, in detail, may be found at our sub-recipient sites, at the Capital Area Michigan Works! American Job Centers, and on our website at www.camw.org.

SUCCESS STORIES

Success story submissions are due by the 10th day on the first month following the end of each quarter (January 10th, April 10th, July 10th, and October 10th). Every agency is required to submit a success story unless approved otherwise by CAMW! administrative staff.

CAPITAL AREA MICHIGAN WORKS!

RFP IMPLEMENTATION TIMELINE

<u>DATE</u>	<u>SCHEDULED ACTIVITY</u>
February 18, 2019	Advertisement for Request for Proposals
February 25, 2019	Release of Requests for Proposals
March 1, 2019 9:00 a.m. to 12:00 p.m.	Bidders' Conference Big Three Conference Rooms Capital Area Michigan Works! 2110 South Cedar Street Lansing, Michigan
March 15, 2019 5:00 p.m.	Intent to Bid Notice Due
March 25, 2019 5:00 p.m.	Proposals Due at CAMW! Administrative Office
March 26–April 12, 2019	CAMW! Staff/Subcommittee to Review Proposals
April 15-19, 2019	Bidder Presentations/Committee Funding Recommendations
May 1, 2019	WDB votes on Review Committee Recommendations
May 22, 2019	Administrative Board votes on WDB Recommendations
May 23-August 30, 2019	Contract Development
July 1, 2019	Program Year Programs Begin
October 1, 2019	Fiscal Year Programs Begin