



**CAPITAL AREA MICHIGAN WORKS!
REQUEST FOR PROPOSAL
FOR
LEARN TO EARN PROGRAM
(October 1, 2025 to September 30, 2026)**

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RFP IMPLEMENTATION TIMELINE

<u>DATE</u>	<u>SCHEDULED ACTIVITY</u>
August 18, 2025	RFP Release.
August 22, 2025	Questions Due via email at tnorwood@camw.net by noon.
August 25, 2025	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 noon.
September 2, 2025	Proposals Due at the Administrative Office by noon.
September 3-12, 2025	CAMW! Staff to Review Proposals.
October 1, 2025	WDB votes on Review Committee Recommendations.
October 22, 2025	Administrative Board votes on WDB Recommendations.

Contract Period: The current sub-recipient's contract may be extended from October 1, 2025, to December 30, 2025, should a new sub-recipient be awarded the funding. Capital Area Michigan Works! may extend the contract for up to two (2) additional one-year contracts, October 1, 2025 - September 30, 2026, and October 1, 2026 - September 30, 2027, contingent upon funding availability and sub-recipient performance.

PROPOSALS MUST BE SUBMITTED BY
5:00 P.M. Tuesday, September 2, 2025

TO:

Tekea Norwood, Chief Operating Officer
Capital Area Michigan Works!
2110 S. Cedar St.
Lansing, MI 48910
517.492.5541

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

I. General Information

Purpose

This Request for Proposal is for the purpose of entering into a contractual agreement with an organization in Ingham County to provide basic literacy instruction (reading, writing, math, and/or G.E.D. preparation) to Partnership. Accountability. Training. Hope. (PATH) program participants receiving services through funded Capital Area Michigan Works! PATH sub-recipients.

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 RFP and shall be emailed to the attention of Tekea Norwood at tnorwood@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 Tuesday, September 2, 2025**, to:

Tekea Norwood, COO
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.

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 the 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, four (4) 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

Questions concerning the bidding process described herein must be submitted to Tekea Norwood in writing by noon on Friday, August 22, 2025. Questions may be submitted by e-mail to tnorwood@camw.net. No questions will be accepted after this time. Written responses to questions will be posted at <http://www.camw.org/> by 12:00 noon on Wednesday, August 27, 2025.

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 (SOM) Labor and Economic Opportunity/Workforce Development (LEO/WD) and the Michigan Department of Health and Human Services (MDHHS). CAMW! historically has also held sector-specific grants with the LEO/WD 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.

Michigan Works! American Job Center

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.

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 the 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 extend the contract for up to two (2) additional one-year contracts 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 contract if and when a sub-recipient fails to meet expenditure, participant, and/or outcome goals; or upon notification from the LEO/WD 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. The subcommittee 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 bilingual staff providing direct services throughout the programs funded.

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 SOM, or the appropriate funding source. If proposing to subcontract, the 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.

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 keeping backup 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 of 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 SOM, 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 (including pregnancy and related medical conditions, sexual orientation, gender identity or expression), national origin (including limited English proficiency), familial status, marital status, age, disability, height, weight, retaliation, or political affiliation or belief of a participant, administrator or staff person in connection with any program administered through the SOM. 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 period of the proposed program, no individuals who are members of the immediate family of any CAMW! contract-funded staff positions or the 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 council) for Region 7.

In the PATH and FAE&T programs, sub-recipients that have a relative referred to their agency should work with MDHHS to have the person referred to another sub-recipient, as participants are determined eligible and referred to the programs by the MDHHS 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. 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, 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!

Monitoring

Capital Area Michigan Works! and/or CAMW! 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 the 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 before 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 based on information presented in conformance with the 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.

Other Proposal Stipulations

The Learn to Earn program is available for PATH program participants only. Other mandates include:

- ☐ The Learn to Earn program will only operate at Capital Area Michigan Works! Lansing American Job Center. CAMW! is the administrative entity of the service center. **Bidders proposing programs at the Lansing American Job Center should budget approximately \$600 per year per cubicle per staff for incidental expenses.** The cubicle cost includes the desk, chair, file cabinets, computer, and telephone. It also includes access to copy/fax multi-functional devices, the postage machine, and audio-visual equipment in the conference rooms. Incidental expenses include telephone, break room supplies, copy supplies, and Internet.

- ☐ Bidders should propose the hours of operation for the proposed site.
- ☐ Any PATH sub-recipient can make referrals to any Capital Area Michigan Works! Service Center site.
- ☐ Proposed programs must be open-entry, open-exit, and competency-based.
- ☐ The focus is on providing basic reading, writing, math, and/or G.E.D. preparation. Sub-recipients must use the assessments authorized by CAMW!
- ☐ Bidders must be able to provide instruction to participants who test at or below the third-grade level.
- ☐ The successful sub-recipients are encouraged to utilize **web-based instruction**; however, written (paper) materials may be used depending upon the participants' needs.
- ☐ The successful sub-recipients must be knowledgeable of the State of Michigan One Stop Management Information System (OSMIS) system. Sub-recipient staff will be responsible for entering program information into participants' case notes and other files located on the system.
- ☐ Successful sub-recipients will be responsible for providing a monthly program report on the participants served. The program report will be submitted with the monthly expenditure report.

Capital Area Michigan Works! Service Center Learn to Earn Planning Numbers

Service Center	Learn to Earn Planning Numbers
Ingham County (Lansing, MI)	150

One sub-recipient will be selected to provide Learn to Earn services for the Ingham County region. Note, the current subrecipient's contract may be extended from October 1, 2025- December 30, 2025, should a new subrecipient be awarded the funding. The bidder will need to document the transition to becoming the Ingham County Learn to Earn sub-recipient.

Funding

Lansing Service Center, Ingham County

There is an estimated \$70,000 available for the Learn to Earn Program to be operated at the Lansing Service Center. Pro-rata increases or decreases may be recommended should final funds available differ from the funds estimated. There are ten computers that will be available for this program.

Performance

At a minimum, Learn to Earn sub-recipients will be required to submit to CAMW! a monthly total of the number of participants that are being referred to the Learn to Earn program using a spreadsheet that has been designed by CAMW! **This spreadsheet will be due no later than the tenth (10th) of each month.** The performance measures listed below will be used to determine program success:

- Number of participants served,
- Number of English Language Learners
- Number of learning gains in reading,
- Number of learning gains in math,
- Total number of learning gains,
- Number of attending for review only.

The performance measurements may change during this three-year contract cycle.

Assessments

Participants will receive initial assessments by their PATH Career Coach. The PATH program now uses the Tests of the Adult Basic Education (TABE). Learn to Earn sub-recipients can use web-based (or paper/pencil) assessments, which complement TABE for measuring incremental learning gains.

Budget

Budget requirements are explained in detail in the Budget Worksheet Instructions section of this document.

Order of Submission

Order of contents in this proposal:

- 1) Cover Sheet
- 2) Executive Summary
- 3) Statement of Work
- 4) Budget Documents
- 5) Conflict of Interest Form

II. Proposal Evaluation

Evaluation

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

<u>Factors</u>	<u>Point Range</u>
1. Proposed Staffing	0-5
2. Cost Efficiency	0-5
3. Proposed Services	0-20
4. Project Plan	0-20
Maximum Points	50

LEARN TO EARN PROGRAM

COVER SHEET

October 1, 2025 to September 30, 2026

PROPOSING AGENCY:

ADDRESS:

PROPOSAL CONTACT PERSON:

PHONE: _____ **FAX:** _____ **EMAIL:** _____

TOTAL # OF FULL-TIME EQUIVALENTS (FTES): _____

OF FULL-TIME EQUIVALENTS (FTES) WORKING DIRECTLY WITH PARTICIPANTS: _____

ACCEPTANCE OF THE CONDITIONS OF THE REQUEST FOR PROPOSAL

By signing this request for proposal application, I acknowledge that this agency hereby accepts all the terms and conditions set forth in this document and the RFP Part A document. I also certify that I am authorized to submit and sign this proposal on behalf of the submitting organization; that the quotation is accurate and true to the best of my knowledge; and that the submitting organization is an Equal Opportunity Employer.

The enclosed description of services and rates quoted will be valid for the period(s):

October 1, 2025 through September 30, 2026

SIGNATURE OF AUTHORIZED OFFICIAL: _____

TYPED NAME AND TITLE: _____

DATE: _____

EXECUTIVE SUMMARY

Provide a summary of your proposed program. The Workforce Development Board (WDB) and the Administrative Board of Capital Area Michigan Works! may review this summary. This summary should explain what your program will do and why your request should be funded.

You do not need to retype this information when preparing your summary. The summary should be **double-spaced** in no less than a 12-point font and one-inch margins and should not exceed two pages.

LEARN TO EARN PROGRAM NARRATIVE

All program bidders must provide the requested information. The narrative is not to exceed 10 pages (excluding attachments) and **must** be **double-spaced** in no less than a 12-point font and one-inch margins. The narrative **must** be developed using the Statement of Work heading and the following lettering scheme.

Failure to respond to any part within this narrative could adversely affect your opportunity for funding. If a response is not appropriate for the type of program you are proposing, type "N/A" or "Not Applicable" for your response. **USE AFFIRMATIVE LANGUAGE "WILL OR SHALL" SO THAT PROPOSALS MAY BE EASILY CONVERTED TO CONTRACT FORM.**

STATEMENT OF WORK

Proposal Statement of Work

Bidders should provide responses to the following questions:

1. What strategies will you use for developing action plans for participants? How will you ensure that communication will be maintained between instructional staff and the referring PATH sub-recipient staff?
2. Describe the open-entry, open-exit, and competency-based program you are proposing to operate. Provide as much detail as possible.
3. Describe the type of basic reading, writing, math, and/or G.E.D. preparation that will be provided. Include specific web-based software that will be used. Also, describe or list the manual programs that will be used.
4. Explain how you will work with PATH participants who are learning disabled and need specialized attention as well as those who may not be native English speakers.
5. Do you offer translation services for educational materials, and how do you ensure their accuracy and cultural relevance?
6. Can you provide examples of your experience working with educational institutions to support non-English speaking students and families?

7. How do you tailor your services to meet the unique needs of educational environments?
8. Explain how you will work with participants who function at or below the third-grade level.
9. Describe the qualifications of staff who will be operating this program. What education or prior experience do they possess (teacher certification is not required)?
10. Explain the staff's knowledge of inputting data into the State of Michigan OSMIS system. What is the projected turnaround time on providing a service to a participant and reporting it in the case notes or other appropriate location in the system? Do you foresee problems inputting participant information into this system?
11. What is your proposed operating schedule for providing services to PATH participants; given the service center is open from 8:00 a.m. until 5:00 p.m. every day?
12. What will be your strategy for serving participants when volume is extremely high in the classroom?
13. Current/previous Learn to Earn program sub-recipients must complete the following chart for FY 23 (10/1/2022 to 9/30/2023), FY 24 (10/1/2023 to 9/30/2024) and 3rd Quarter FY 25 (3/1/2025 to 6/30/2025).

Measure	FY 23	FY 24	3rd QTR FY25
Number of participants served			
Number of English Language Learners			
Number of learning gains in reading			
Number of learning gains in math			
Total number of learning gains			
Clients attending for review only			

Note: Cost per participant served is the total contract amount divided by the number of participants served. Cost per learning gain is the total contract amount divided by the total number of learning gains.

BUDGET DOCUMENTS

The required staff allocation form and budget documents are available for download from our website at <http://www.camw.org/Partners/RequestsforProposal/>. **The positions included on the budget should include the names of staff if they are known.** The budget must reflect the number of full-time equivalents in the program as well as the number of full-time equivalents that provide direct services to the participants.

BIDDERS SHOULD SUBMIT ONE BUDGET THAT ENCOMPASSES A ONE YEAR PERIOD FROM OCTOBER 1, 2025, THROUGH SEPTEMBER 30, 2026.