



## PROCEDURE: Request for Proposal (RFP) Appeals

**AUTHORITY:** The Michigan Works! Southwest Workforce Development Board is established under the Workforce Innovation and Opportunity Act of 2014, and subsequent changes. The Board is assigned the responsibility to set policy for the workforce investment system within the local area.

**ORDER OF PRECEDENCE:** Where any part of this policy shall be determined to conflict with any federal, state, or local policy, the federal, state, and then local policy shall take precedence without affecting any other part or parts of this policy.

**EFFECTIVE DATE** 2/17/2026

**BACKGROUND** All procurements for goods and services will follow the Procurement and Property Management Procedures of the Michigan Works! Southwest Agency to ensure full and open competition. Respondents to an RFP may register a grievance or protest a decision made regarding their proposal using the Grievance and Complaint Handling policy of the Michigan Works! Southwest Workforce Development Board.

**REFERENCES** Workforce Development Board Policy 24 R10, and subsequent changes, “Grievance and Complaint Handling”

Michigan Works! Southwest Procurement and Property Management Procedures, 09/17/2025

Workforce Development Agency, State of Michigan and successors, Policy Issuance 22-05, c2 and subsequent changes, Grievance and Complaint Policy

**APPLICATION** All Request for Proposals (RFPs) issued by Michigan Works! Southwest.

**PROCEDURE**

- I. Appeal Step One
  - A. Respondents wishing to appeal the final funding decision from an RFP must submit a written request within ten (10) calendar days of the date of receipt of the determination letter.
    1. The written request should be directed to the Technical Assistance contact specified in the RFP or mailed to Michigan Works! Southwest, 1601 S. Burdick St., Kalamazoo, MI 49001-2711.
      - a. The request for appeal shall include a clear description of the grievance and basis for appeal.
      - b. The request shall be signed by the RFP respondent’s designated leadership

(director, executive director, president, etc.).

- B. Upon receipt of the written appeal, the Technical Assistance contact shall have five (5) business days to respond in writing to the appeal request.
  - 1. The response shall include information sufficient to address the grievance and the basis for the funding recommendation.
    - a. The response shall be directed to the designated leadership of the organization filing the appeal.
    - b. The response shall also include information about the next step in the MWA RFP Appeal Procedure.

## II. Appeal Step Two

- A. If the RFP respondent is dissatisfied with the decision from Step 1 of the appeal procedures, they may appeal in writing to the Director of the Michigan Works! Southwest Agency within five (5) business days of the receipt of the decision from Step 1.
  - 1. The request for appeal shall be directed to the MWA Director at the address listed in Step 1.
  - 2. The request for appeal shall include a clear description of the grievance and basis for appeal.
  - 3. A copy of the response from the Technical Assistance contact (Step 1) shall be included with the appeal.
  - 4. The request for appeal shall be signed by the RFP respondent's designated leadership.
  - 5. The MWA Director shall have five (5) business days from the date of receipt of the appeal request to respond in writing.
  - 6. The response shall address the grievance and the basis for the funding recommendation.
  - 7. The response shall be directed to the RFP respondent's designated leadership.
  - 8. The decision of the MWA Director shall be the final local decision.
    - a. Within thirty (30) calendar days following the receipt of the determination letter, an RFP respondent may request an informational meeting with the RFP Technical Assistance contact to discuss the strengths and weaknesses of their proposal.

If a response to the grievance is not received within the time period prescribed or should either party be dissatisfied with a decision made at the local level, there is opportunity for an appeal to WDA. In alignment with the State of Michigan, workforce development agency's Policy Issuance 22-05, c2 and subsequent changes, Grievance and Complaint Policy, all appeals of local level grievance decision shall be submitted by certified mail, return receipt requested to: Workforce Development; Executive Office; P.O. Box 30805; Lansing, MI 48909.

1. The request shall contain the full name, address and telephone number of the appellant(s) and respondent(s), a clear and concise statement of the facts as alleged, including the pertinent dates constituting the alleged violation, the provision of the act, regulations, grant, contract, or other agreements under the act believed to have been violated, and the relief requested.
2. Within fifteen (15) days from the date the appeal is received by LEO-WD, the parties will be contacted to submit all relevant information and documentation generated at the local level to the LEO-WD Executive Office.
3. A written decision shall be issued by LEO-WD no later than sixty (60) days after the filing of the appeal.
4. In general, a state level decision is final.

**INITIAL EFFECTIVE DATE**  
**APPROVED BY**

8/31/2010



**Review Dates**

3/04/2014  
1/19/2015  
3/07/2016  
3/01/2024  
10/27/2024 (References)  
2/17/2026 (References)