



1601 S. Burdick Street, Kalamazoo, Michigan 49001-2711

**Michigan Works! Southwest
Workforce Development Program
Request for Proposal 2026-3**

Merit Based Staff Contractor for Trade Adjustment Assistance (TAA)
For Branch, Calhoun, Kalamazoo, and St. Joseph Counties

*Funding for activities identified in this RFP are made possible by Trade Adjustment Assistance (TAA) Act,
through the Department of Labor and Economic Opportunity, State of Michigan (LEO)*

**This RFP Notification Expires on
August 7, 2026 at 4:00 PM EST**

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**Michigan Works! Southwest Workforce Development Program
Request for Proposal (RFP) 2023-2**

- Section 1: INTRODUCTION** provides a summary of the context within which services requested are to be delivered within the Michigan Works! Southwest Area.
- Section 2: SCOPE OF RFP** provides a description of the manner in which services will be delivered in the Michigan Works! Southwest Area, bidder suitability, funding, period of performance, area served, target populations to be served, and measurables and deliverables.
- Section 3: SOLICITATION SCHEDULE** provides a timeline of key activities that will take place during the solicitation process.
- Section 4: PROPOSAL REVIEW AND EVALUATION** highlights the elements considered in the review and evaluation of the proposals. This includes a review of the proposal's compliance with RFP Instructions, bidders merit based staff personnel, workforce development knowledge and budget plan. In addition, Risk Assessment requirements, reviewing the performance, qualifications and procedures of bidding agency are outlined.
- Section 5: SERVICE PROVIDER REQUIREMENTS** address internal controls and management procedures of bidding agencies.
- Section 6: ASSURANCES, CERTIFICATIONS AND STIPULATIONS** identifies that assurances and certifications are required by state and/or federal law as they pertain to the administration of activities authorized by the Workforce Innovation and Opportunity Act and other relevant statutes and regulations.
- Section 7: PROPOSAL** includes cover letter, certification and instructions for the written narrative response.

REFERENCES

These RFP instructions have incorporated supplemental resources including data and information on local workforce development activity. The following are enclosed as References:

- Reference # 1 Michigan Works! Southwest Network Structure
- Reference # 2 Michigan Works! Southwest Employment and Training Programs –Line Item Codes and Descriptions
- Reference # 3 Assurances, Certifications, and Stipulations
- Reference # 4 Debarment and Lobbying
- Reference # 5 Michigan Works! Southwest Workforce Development Board Policy Summary
- Reference # 6 Request for Proposal (RFP) Appeals Procedure
- Reference # 7 Michigan Works! Southwest Workforce Development Board Roster
- Reference # 8 Michigan Works! Administrative Staff
- Reference #9 Demand Driven System Approach
- Reference #10 Resource List

Persons preparing responses to the RFP may access appropriate Trade Adjustment Assistance guidance and regulations, along with Uniform Guidance, published reports, and materials as may be available to aid in the development of their proposals. A resource list is included as Reference #10.

Section 1 – INTRODUCTION

Michigan Works! Southwest (MWSW) is releasing funding to secure a contractor to assist with the operation of the Trade Adjustment Assistance (TAA) Program. TAA is a federal program that assists workers, referred to as adversely affected workers, in the United States who have lost their jobs as a result of the impacts of foreign trade. The TAA program seeks to provide adversely affected workers with opportunities to obtain the skills, credentials, resources, and support necessary to become reemployed. The selected bidder must be a public entity with merit staffed employees, in accordance with 5 CFR 900.603.

The Michigan Works! Network is a demand driven workforce development system that serves businesses as the primary customer to ensure that employers have the skilled workers they need. It is based on the fundamental premise that in order for the state's employers to compete successfully in the international marketplace, they need well-developed-workers, well- educated students from our school systems, and skillfully-trained individuals coming from our public and private training providers. Through the Michigan Works! Demand Driven System and the implementation of the Michigan Industry Cluster Approach we will be able to better match employer needs with training provided to workers. A focus on businesses as a primary customer does not minimize our commitment to excellent customer service to our job seekers, instead it is through the utilization of this demand driven strategy that local businesses are engaged and Michigan Works! Agencies can effectively direct job seekers to appropriate training and stable job placements that lead to financial self-sufficiency.

The system includes Michigan Works! Service Centers in all MW area's across the state providing locally designed and operated services to meet local labor market needs.

- Employers seeking workers can post their job listings on the state-wide public labor exchange; Pure Michigan Talent Connect (PMTCT) available at <http://www.mitalent.org>.
- Job seekers can also post their resumes on PMTC for review by employers who are recruiting workers.
- Dislocated workers can get help finding new jobs through labor market information and help with job seeking skills, such as resume writing assistance, and, as appropriate, in-demand skills training.
- Individuals receiving public assistance receive help in finding and maintaining employment.
- Young people can find information and assistance in making the transition from school to higher education or a long- term career.
- Individuals looking for training opportunities can utilize the state-wide Internet-based eligible training provider list; Michigan Training Connect (MiTC) available at <http://www.mitalent.org/mitc>.

The Michigan Department of Labor and Economic Opportunity (LEO) is the lead agency in the implementation of the statewide Michigan Works! Network. Locally, the County of Kalamazoo (Board of Commissioners) has been designated as the Grant Recipient by the State of Michigan to provide for the planning, implementation, delivery, and overall management of workforce development services for Branch, Calhoun, Kalamazoo, and St. Joseph Counties.

In accordance with the Workforce Innovation and Opportunity Act, or any successor legislation, Kalamazoo County as the local grant recipient, designated the W.E. Upjohn Trust Corporation (W.E. Upjohn Institute for Employment Research) to act as both Administrative and Fiscal agent for employment and training funds awarded to the service area and as governed by Public Act 8 of 1967 Agreement between the Michigan Counties of Branch, Calhoun, Kalamazoo, and St. Joseph.

Michigan Works! Southwest, housed within the Center for Workforce Innovation and Solutions at the W.E. Upjohn Institute for Employment Research, provides the administrative and fiscal management duties for this Michigan Works! Agency. Michigan Works! Southwest is one of two Michigan Works! agencies that make up the State of Michigan's Prosperity Region 8.

The focus of Michigan Works! is to provide information and resources to enable customers – employers and job seekers – to achieve economic security. Services from the state's major workforce development programs are to be accessible in a seamless manner and a core set of services are to be available, free of charge, to all that seek them. Special attention is given to meeting the needs of veterans and individuals with disabilities. Generally, this is achieved through One-Stop Service Centers located throughout the State in each Michigan Works! Area. The One-Stop Service Centers (also referred to in Michigan as "Michigan Works! Service Centers") encourage co-location, functional alignment, integrated services, and a customer focus.

Section 2 – SCOPE OF RFP

This RFP provides instructions to solicit proposals to procure a merit-based contractor for the provision of program eligibility determinations for Trade Adjustment Assistance (TAA) Program in the four counties in the Michigan Works! Southwest Area. The Trade Adjustment Assistance (TAA) program is a federal program that assists United States workers who have lost or may lose their jobs as a result of foreign trade. This program provides adversely affected workers with opportunities to obtain the skills, credentials, resources, and support necessary to become re-employed. Staff who make eligibility determinations for TAA program eligibility, Job Search Allowances, Relocation Allowances, training approval and/or denial, and waiver of the training requirement must be made by individuals who meet the definition of a Merit Staff employee. This section provides a description of the TAA services in the Michigan Works! Southwest Area, including suitability, funding, period of performance, area served, target populations to be served, and measurables and deliverables.

A. SERVICE PROVIDER SUITABILITY

Merit Staffing Standards - The successful bidder must meet the Office of Personnel Management (OPM) specifies regarding merit staffing standards for federal grant programs, such as Trade Adjustment Assistance (TAA), and as defined in LEO-WD PI 22-21. The merit system standards, established by Office of Personnel Management (OPM) regulation at 5 CFR 900.603, are:

- (a) Recruiting, selecting, and advancing employees on the basis of their relative ability, knowledge, and skills, including open consideration of qualified applicants for initial appointment.
- (b) Providing equitable and adequate compensation.
- (c) Training employees, as needed, to assure high quality performance.
- (d) Retaining employees on the basis of the adequacy of their performance, correcting inadequate performance, and separating employees whose inadequate performance cannot be corrected.
- (e) Assuring fair treatment of applicants and employees in all aspects of personnel administration without regard to political affiliation, race, color, national origin, sex, religious creed, age or handicap and with proper regard for their privacy and constitutional rights as citizens. This “fair treatment” principle includes compliance with the Federal equal employment opportunity and nondiscrimination laws.
- (f) Assuring that employees are protected against coercion for partisan political purposes and are prohibited from using their official authority for the purpose of interfering with or affecting the result of an election or a nomination for office.

The Successful Bidder shall follow Michigan Works! Southwest Workforce Development Board Policy 13 Revision 08, and subsequent revisions, for the Individual Training Account (ITA) System when providing ITA Vouchers for participants in the Trade Adjustment Act (TAA) program and services.

The Successful Bidder shall follow WDB Policy 30 Revision 04 and subsequent revisions, Trade Adjustment Assistance (TAA) Training Waivers, for issuing, continuing, extending, revoking, and denying training waivers for participants in the TAA program and services.

The Successful Bidder must maintain standards required for data validation in alignment with TEGL 23-19 change 3. Data Validation (DV) is a series of internal controls and quality assurance techniques established to verify the accuracy, validity, and reliability of data. An existing Data Validation framework will be utilized to provide consistency across programs affecting Dislocated Workers, including the Trade Adjustment Act (TAA) eligible participants.

The Successful Bidder will work in coordination with other Trade Adjustment Assistance (TAA) staff to assist in providing excellent customer service and the achievement of all Trade Adjustment Assistance (TAA) program deliverables.

In consideration of the importance assigned to this activity, it is imperative that the bidder possess a keen understanding of the requirements of the services requested, the customer groups, and service strategies required. The bidder must be a positive representative of the Michigan Works! Network and participate in system training(s).

The bidder must demonstrate their capacity to address the demands identified in this RFP through their responses to these RFP Instructions. An award as a result of this RFP will be made to an entity legally organized to conduct business in the State of Michigan and who has demonstrated success in delivering workforce, or similar services. Preferential consideration may be given to organizations whose business is located in proximity to the Michigan Works! Southwest Area (Branch, Calhoun, Kalamazoo, and St. Joseph Counties); who are minority or female owned organizations/businesses; or faith or community-based organizations, or educational institutions that are both cost effective and meet criteria for demonstrated effectiveness.

B. FUNDING

Merit based contractor staff will be supported with resources allocated through the State of Michigan Department of Labor and Economic Opportunity – Workforce Development (LEO-WD) Trade Adjustment Assistance (TAA) Program. Selected Bidders serving as merit-based contractor staff are required to follow Uniform Guidance, 2 CFR 200 and the WIOA. The TAA fiscal year runs from October 1 through September 30.

An **estimated level of funding** for these services is:

FY2027: \$ 1,000

FY2028: \$ 1,000

FY2029: \$ 1,000

Any award for services identified in this RFP is subject to the availability of state and/or federal funds for this purpose. Agreements resulting from this solicitation will be “cost-reimbursement.” The Michigan Works! Agency reserves the right to withhold payment equal to five percent (5%) of expenditures through the contract period if the deliverables established in the contract are not achieved.

C. PERIOD OF PERFORMANCE

FY2027: October 1, 2026 through September 30, 2027

FY2028: October 1, 2027 through September 30, 2028

FY2029: October 1, 2028 through September 30, 2029

The initial agreement will be for the fiscal year 2027. Development of agreements for subsequent years of funding is contingent upon the availability of state and/or federal funding.

Should an agreement be awarded to a bidder that is not currently contracted for the Trade Adjustment Assistance (TAA) Merit Based Staff funding, the new contractor will be responsible for all services associated with the services carried into the fiscal year 2027. A plan will be developed to ensure a smooth and efficient transition.

D. AREA SERVED: Michigan Counties of Branch, Calhoun, Kalamazoo, and St. Joseph

One successful bidder will be selected to provide the identified Trade Adjustment Assistance (TAA) functions in Branch, Calhoun, Kalamazoo, and St. Joseph Counties. At the time of this RFP, services are provided at the following One-Stop Service Center locations:

Branch County, 398 Marshall Street, Coldwater (currently an affiliate site)

Calhoun County, 200 Van Buren St. W, Battle Creek (comprehensive site)

Kalamazoo County, 1601 S. Burdick St., Kalamazoo (comprehensive site)

St. Joseph County, 16587 Enterprise Dr., Three Rivers (currently an affiliate site)

E. MEASUREMENTS & DELIVERABLES

Michigan Works! Southwest intends to evaluate, but not reimburse, the Trade Adjustment Assistance (TAA) contractor based on performance, outcomes and outputs. MWSW has not finalized specific performance indicators for the TAA contractor and will do so in conjunction with the goals and innovative strategies proposed by the respondent in their proposal response. Final measurements and deliverables will be agreed upon during the contract negotiations period. Some examples of output indicators may include, but are not limited to:

1. Expenditure of at least 95% of funds made available in the contract.
2. Assisting the MWSW staff with the initial assessment of TAA program participants.
3. Coordinating efforts for goal achievement, as defined by federal performance standards, including Trade Adjustment Assistance Data Integrity (TAADI) metrics (see TAADI information below under ‘Federally Required Measurements’)

Federally Required Measurements

It is the goal of the Michigan Works! Southwest Administration to exceed the federal performance standards. The bidder will assist Michigan Works! Southwest TAA staff in achieving this goal. Federal performance goals reflect the FY23 levels:

	Trade Performance goals
Employment Rate 2 nd Quarter after Exit	68.1%
Employment Rate 4 th Quarter after Exit	90%
Median Earnings 2 nd Quarter after Exit	\$19,787

TAADI

Bidder must comply with performance measures based on the Trade Adjustment Assistance Data Integrity (TAADI) metrics and assist in the tracking and meeting of such measures, as well as general compliance with state and federal guidance related to the meeting of TAADI targets.

Section 3 – SOLICITATION SCHEDULE

A. SCHEDULE OF SOLICITATION ACTIVITIES

To the extent possible, the following schedule will be followed for the administration of this Request for Proposal:

RFP Instructions Released	Wednesday, July 10, 2026
Technical Assistance Deadline	Thursday, July 16, 2026 by 4:00pm EST
Technical Assistance Responses Available	Tuesday, July 21, 2026 by 4:00pm EST
Notice of Intent to Bid Due	Friday, July 24, 2026 by 4:00pm EST
Proposals Due	Friday, August 7, 2026 by 4:00pm EST
Award Announcements	Approximately Monday, August 17, 2026

In addition, based on the discretion of the Michigan Works! Southwest Workforce Development Board RFP Review Committee, an interview process for bidders may be implemented and individual interviews with each bidding organization may be scheduled.

This schedule will be adhered to as closely as possible. However, Michigan Works! Southwest reserves the right to make revisions without prior notification.

B. SUBMISSION DETAILS AND DEADLINE

Intent to Bid forms and Proposals must be submitted electronically by 4:00 pm EST, by the dates listed above to:

Amanda Rosenberg, MIWorks@upjohn.org

Proposals must include signature in an electronic copy via e-mail MIWorks@upjohn.org. Please note: RFP 2026-3 in the subject line.

1. It is the responsibility of the interested bidder to ensure that the proposal is received by Michigan Works! Southwest by the date and time specified above.
2. Proposals must be complete, legible, and technically accurate at the time of submission. Each proposal will be reviewed as submitted. After a proposal is submitted, it may not be modified prior to review unless requested by Michigan Works! Southwest.
3. A proposal may be withdrawn from consideration for funding if such a request to do so is transmitted in writing to Amanda Rosenberg at MIWorks@upjohn.org. Please note: RFP 2026-3 in the subject line.

C. LATE PROPOSALS

Proposals received by Michigan Works! Southwest after 4:00 pm EST on the date specified may not be considered for award under this solicitation.

D. TECHNICAL ASSISTANCE

Organizations are responsible for the content and development of their own proposal. Persons preparing responses to the RFP may access appropriate Trade Administration Assistance (TAA) Act guidance, regulations, Federal Management and Budget Circulars, published reports, and materials as may be available to aid in the development of their proposals. A resource list is also included as Reference #10.

Technical assistance will be provided for questions submitted through July 21, 2026. The Technical Assistance Contact identified below will receive questions. Only written questions submitted via email will be accepted. Responses that may have an impact on the interpretation or clarification of these RFP Instructions will be posted on the Michigan Works! Southwest website (<https://www.michiganworkssouthwest.org/about/work-with-us/>)

For purposes of administering this solicitation, the individual responsible for responding to any question that may arise during the preparation of proposals in response to this RFP is Amanda Rosenberg at arosenberg@upjohn.org. Please note: RFP 2026-3 in the subject line.

E. PROPOSAL CONTENT AND ORGANIZATION

All proposals shall be prepared to ensure consistency and uniformity in terms of appearance and content. All proposals must be submitted in accordance with the following specifications.

- Proposals must be single-spaced in 11-point font with 1" margins all around.
- Proposals should be numbered consecutively and not exceed 4 ½ pages in length.
- Supplementary documentation, charts and/or graphs can be used if they convey required information. Do not provide additional information if it does not directly support the proposal narrative. Supplementary documentation should not exceed 8 pages in length. Risk assessment materials are excluded from the length limitation.
- All proposals submitted shall contain the following documents and be compiled in the following order:
 1. Cover Page and Proposal Certification (Section 7) (Do not provide a separate cover letter)
 2. All Risk Assessment materials
 3. Narrative Response (Section 7)
 4. Proposed Budget Summary (Form A)
 5. Conflict of Interest Statement (Form B)
 6. Other Documents (as appropriate)

Section 4 – PROPOSAL REVIEW AND EVALUATION

All bidding organizations must submit documentation required of the Risk Assessment as part of the submitted proposal.

COMPLIANCE REVIEW

A. RISK ASSESSMENT

1. Risk Assessments will be reviewed by Michigan Works! Southwest and will examine the performance of each bidding organization based on a review of qualifications, past performance and procedures. Criteria to be evaluated include:
 - a. The bidding organization's prior experience with the same or similar funding;
 - b. The results of previous audits, including whether or not the bidder receives a Single Audit in accordance with Subpart F - Audit Requirements of the OMB Uniform Guidance, and the extent to which the same or similar funding has been audited as a major program;
 - c. Whether the bidding organization has new personnel or new or substantially changed systems; and
 - d. The extent and results of Federal awarding agency monitoring (e.g., if the bidder also receives Federal awards directly from a Federal awarding agency).
2. To exhibit these criteria, Risk Assessment materials to be submitted should include:
 - a. Procurement process and procedures of the bidding organization. If not applicable, a signed statement agreeing to accept the procurement and property management policy of Michigan Works! Southwest. Information regarding Michigan Works! Southwest Local Workforce Development Board Policies is included as Reference #6.
 - b. Internal controls and management procedures of the bidding organization.
 - c. Cost Allocation Plan/Methodology.
 - d. Audit and Management Letters.

All bidders must provide a copy of the most recent audit of the agency, or in the absence of an audit, a statement from a CPA that the agency/organization's accounting system and internal control procedures are adequate for the purpose of accounting for and reporting of Federal revenues and expenditures in compliance with generally accepted accounting principles and Federal requirements.

- i. Monitoring performance reports, as applicable, performed by an outside agency/third party.

All bidding agencies must provide copies of monitoring reports, performance reports, program (non-financial) audits and similar reports, that attest to your agency's operational capabilities. The documents must be relevant (i.e., address program operations that are the same as or substantially equivalent to those proposed) and current (i.e., not older than two years).

If none of these documents are available, the bidding agency must provide a description of how program activities and operations are reviewed for quality and customer satisfaction.

- ii. Proof of Legal Status

All bidding agencies must have active registration on the System for Award Management website, <https://www.sam.gov>. Please note that there is no cost to register on this site.

All agencies that are not current subrecipients and/or contractors of Michigan Works! Southwest must include documentation that shows Board resolution specifying who within your

organization is assigned the authority to execute awarded agreements and revisions to awarded agreements.

iii. **Certification Documents Requiring Signature/Affirmation**

The following documents must be incorporated into any agreement developed resulting from this solicitation. They must be executed by the organization through signature and affirmation.

- Certification Regarding Assurances, Certifications & Stipulations (See Reference #3)
- Certification Regarding Lobbying for Contracts, Grant, Loans, and Cooperative Agreements (See Reference #5)
- Certification regarding Debarment, Suspension, Ineligibility, Voluntary Exclusion Lower Tier Covered Transactions, (See reference #5)

Per this evaluation, the identification of a bidder deemed to be high risk does not eliminate a proposal from consideration. It simply requires additional steps to be taken to address any real or apparent risk. Michigan Works! Southwest defines risk as: when a bidder has a history of failure to comply with the general or specific terms and conditions of a Federal award; when a bidder has a history of failed performance goals; when a bidder has limited or no experience managing a Federal award; or when a bidder is not otherwise responsible.

B. PROCUREMENT AUTHORITY

Federal and state regulations require Michigan Works! Agencies (MWA) to establish, maintain and follow written policies and procedures to guide the selection of subrecipients and vendors for all procurements done with federal and/or state funds. In alignment with local policy, the primary consideration in selecting an agency or organization to deliver services shall be the effectiveness of the entity to deliver the services as described in the solicitation documents and their level of potential risk. MWSW is solely responsible for the development of this Request for Proposal (RFP) document, for the administration of this formal, competitive bidding process.

C. TECHNICAL REVIEW

Proposals will be reviewed by Michigan Works! Southwest to determine:

- a. Timeliness of submission of all required documents, including Risk Assessment materials,
- b. Adherence to all the RFP Instructions,
- c. Completeness of all required documents and responses

Upon completion of Technical/Compliance Review by Michigan Works! Southwest, and having determined that the bidder meets the minimum standards regarding compliance, the Michigan Works! Southwest Administrative staff and the Michigan Works! Southwest Workforce Development Board RFP Committee will move forward with review.

D. EVALUATION AND SCORING

1. MERIT BASED STAFF (80%)

Respondents must demonstrate employment under a merit personnel system, as described in 5 CFR 900.603, as well as meeting Merit staff requirements, as defined in LEO-WD PI 25-38, and subsequent guidance.

2. WORKFORCE DEVELOPMENT KNOWLEDGE (10%)

Proposal demonstrates an understanding of Trade Adjustment Assistance (TAA) and/or Workforce Development services, as well as demonstrated administrative responsibilities, demonstrated ability to coordinate with other workforce development staff and assist in providing customer service.

3. BUDGET PLAN (10%)

Budget documents demonstrate completeness and internal consistency. Description of elements of expense are adequate to determine allowability of expenses and reasonableness for the activities proposed.

E. REVIEW AND APPEAL PROCESS

Bidders wishing to appeal the final funding decision resulting from this solicitation must submit their written request to the RFP Technical Assistance Contact at Michigan Works! Southwest, 1601 S. Burdick St., Kalamazoo, MI 49001-2711, within ten (10) calendar days following the date of the written notification of the funding recommendation. The request for appeal shall include a clear description of the grievance and basis for appeal. The request shall be signed by the bidder's authorized signatory.

The request will be processed through the established appeal process for the Michigan Works! Southwest Area (Reference #6, Request for Proposal (RFP) Appeals Procedure).

Section 5 – SERVICE PROVIDER REQUIREMENTS

The bidder shall, as part of the Risk Assessment Review submit their “Internal Controls and Management Procedures” necessary to ensure that the tasks and functions listed below are discharged in a timely and accurate manner and which maintain the highest level of integrity.

A. MONITORING AND OVERSIGHT

The bidder shall have in place a “System of Internal Monitoring” which will be conducted to ensure compliance and progress in managing program and administrative goals.

1. Internal Monitoring Mechanisms and Responsibilities

Internal monitoring will include, at a minimum:

- Compliance with Federal, State, and local policies and regulations,
- Required program reports and assessments,
- Monthly financial reports, invoices, and budget changes,
- Performance outcomes,
- Work site safety and compliance,
- Accuracy and timeliness of time sensitive activities, and
- Complete procurement and record management.

2. External Monitoring Responsibilities

Michigan Works! Southwest retains the overall authority for monitoring the performance of activities within this request for proposal. Michigan Works! Southwest Administrative staff will monitor the program and fiscal activity. The Workforce Development Board will have the opportunity to attend and provide feedback on activities conducted under this request for proposal. Monitoring activities will be conducted through on-site evaluations and the desktop review of program reports.

When possible, Michigan Works! Southwest will provide written notice of formal monitoring visits, including those performed by the state or other external entities. However, unannounced observations and visits may be conducted periodically for assessment and general information purposes.

3. Reports/Monitoring Tools

Submission of the following reports/information are required, and the information shall be submitted in Microsoft Word or Excel format. The following reports will be utilized for the review and assessment of activities.

- **Quarterly Report-** Narrative description of performance during the preceding quarter using a focused list of questions provided by Michigan Works! Southwest.
- **Invoiced and Un-invoiced Cost Reports-** Provided by the Bidder to report accrued and actual expenses for a specified period.
- **Special Reports/Requests-** Occasionally requested to provide specific information regarding activities conducted under the agreement. Time frames for submittals shall also be included.

B. GRIEVANCE PROCEDURES

The awarded Bidder will uphold written procedures of Michigan Works! Southwest to handle client complaints and grievances. The procedures will clearly outline the process that must be followed for both an initial grievance as well as opportunities for appeal.

C. CONFLICT OF INTEREST

To ensure that the bidder, Michigan Works! Southwest Administrative Staff, and the Michigan Works! Southwest Workforce Development Board have full protection from apparent or real conflict of interest; the proposal must include a completed and signed Form B "Conflict of Interest Statement."

The identification of an apparent or real conflict of interest with the Michigan Works! Southwest Workforce Development Board or Michigan Works! Agency staff on this form does not eliminate a proposal from consideration. It simply requires additional steps to be taken to address any real or apparent conflict of interest.

D. EQUAL OPPORTUNITY PROCEDURES

The awarded contractor (organization) is required to follow Michigan Works! Southwest procedures ensuring compliance with federal and state Equal Opportunity, Affirmative Action, and Non-Discrimination requirements.

E. STAFFING

The selected Bidder will ensure that staff assigned to specific functions of this agreement are both qualified and trained to perform the tasks outlined in this Request for Proposal.

Section 6 – ASSURANCES, CERTIFICATIONS, AND STIPULATIONS

ASSURANCES, CERTIFICATIONS and STIPULATIONS identify assurances and certifications which are required by state and/or federal law as they pertain to the administration of activities authorized by the WIOA and other relevant statutes and regulations. (See Reference #3, “Assurances, Certifications, and Stipulations” for detailed information.)

Section 7 – PROPOSAL

I. General Information – COVER PAGE

Applicant Organization	Federal ID Number
Street Address	Suite
City, State	Zip Code
Name and Title of Bidder's Authorized Representative	
Telephone Number	
Email address	
Sam.gov Registration Number	

Certification

I certify that I have been authorized to submit and sign this proposal on behalf of the submitting organization(s). In addition, I certify that the entire proposal is true and accurate and to the best of my knowledge the projected costs are reasonable and necessary for the proposed Service and do not duplicate other funds already available, or which will be available, to pay the projected costs. I also certify that my organization will implement this project in compliance with the stipulations and guidelines set forth by Michigan Works! Southwest.

Signature of Authorized Representative (digital accepted)

Date

II. Qualifications and Experience

1. Describe the organization's background and organizational capacity, as well as previous administrative responsibilities, previous coordination with other workforce development staff and previous or current provision of customer service.

Response not to exceed 1 page in length. Up to three (3) attachments may be included to demonstrate previous work completed.

2. What type of team will be assigned to this project? What will each person's role be? Provide a current resume for all staff assigned to this project, as well as an organizational chart that depicts the organizational relationship of the positions identified above. Include the line of supervision, staff names, and FTEs for each position.

Response not to exceed 1 page in length. Up to five (5) attachments may be included.

III. Merit Based Staff Personnel

3. The purpose of the requirement of merit principles to the administration of the Trade Adjustment Assistance (TAA) program is to promote consistency, efficiency, accountability, and transparency. Describe how your organization meets the criteria of merit based personnel, as defined in the State of Michigan Labor and Economic Opportunity – Workforce Development Policy Issuance 25-38 and how the merit based requirements will apply to the delivery of eligibility decisions under all Trade Adjustment Act (TAA) program services, in accordance with PI 25-38, and subsequent guidance, to include but not limited to TAA benefit eligibility, training, data validations, etc.

Response not to exceed two (2) pages in length.

IV. Reasonableness of Cost

1. Please describe all the costs of the proposed services, as summarized on Form A.

Response not to exceed ½ (0.5) page in length.

The Michigan Works! Southwest Agency may amend, add, or delete provisions to this Statement of Work prior to the execution of any agreement that may result from this solicitation.