



PROTECT PEOPLE &
PROMOTE BUSINESS

July 31, 2024

REQUEST FOR QUOTES

LARA Regulatory Review 2024

General Description of the Michigan Department of Licensing and Regulatory Affairs

The Michigan Department of Licensing and Regulatory Affairs licenses over 200 professions and regulates more than 2 million entities. LARA protects people and promotes business in Michigan through transparent and accessible regulatory solutions.

General Description of the Project

LARA seeks a vendor to aid staff in drafting a report based on internal and external review of improvement opportunities associated with obtaining a license from three bureaus: Bureau of Construction Codes (BCC), Bureau of Professional Licensing (BPL), and Corporations, Securities & Commercial Licensing Bureau (CSCL).

Statement of Work

LARA seeks a vendor to incorporate internal and external recommendations for regulatory environment improvement into a written report intended for public release.

Contract Requirements

The bidder must meet the following criteria:

1. Bidder must have a working knowledge of LARA's licensing processes.

<input type="checkbox"/>	I have reviewed the above requirement and agree with no exception.
<input type="checkbox"/>	I have reviewed the above requirement and have noted all exception(s) below.

List all exception(s):

Bidder must describe how they comply with the above requirement(s). Attach additional pages if necessary:

2. Bidder must demonstrate a working knowledge of federal regulations on professional services.

- | | |
|--------------------------|--|
| <input type="checkbox"/> | I have reviewed the above requirement and agree with no exception. |
| <input type="checkbox"/> | I have reviewed the above requirement and have noted all exception(s) below. |

List all exception(s):

Bidder must describe how they comply with the above requirement(s). Attach additional pages if necessary:

3. On or before September 6, 2024, bidder must provide a written report to LARA staff that includes a summary of work undertaken by the regulatory review team, and the recommendations finalized by LARA.

I have reviewed the above requirement and agree with no exception.

I have reviewed the above requirement and have noted all exception(s) below.

List all exception(s):

Bidder must describe how they comply with the above requirement(s). Attach additional pages if necessary:

4. Bidder agrees to attend scheduled meetings with the regulatory review team. Bidder agrees to meet with LARA staff at least weekly. Meetings and presentations attendance can be in-person or virtual using video conference technology as LARA permits.

I have reviewed the above requirement and agree with no exception.

I have reviewed the above requirement and have noted all exception(s) below.

List all exception(s):

Bidder must describe how they comply with the above requirement(s). Attach additional pages if necessary:

5. Bidder agrees to meet with various stakeholders as necessary to complete the project. Meetings can be held in-person or using video conferencing technology.

I have reviewed the above requirement and agree with no exception.

I have reviewed the above requirement and have noted all exception(s) below.

List all exception(s):

Bidder must describe how they comply with the above requirement(s). Attach additional pages if necessary:

Qualified candidates interested in supplying a quote to LARA will need to provide the following:

1. Summary of proposed approach with timeline.
2. Completed pricing sheet with the total project costs.
3. Documented knowledge or experience in project work and report writing.
4. A resume or curriculum vitae.
5. Three references.

Submit quotes by email to:

LARA-FAS-TEAM@michigan.gov with "LARA Regulatory Review 2024" in the subject line.

All quotes must be received by 5:00 PM on Tuesday, August 6, 2024. Proposals received at 5:00:01 p.m. Eastern are late and subject to disqualification. This contract will commence on August 12, 2024, and conclude on October 12, 2024.

PRICING SHEET

LARA Regulatory Review 2024

All invoices submitted to the State must include: (a) date; (b) purchase order number; (c) description of the Contract Activities; (e) unit price; and (f) total price. Overtime, holiday pay, and travel expenses will not be paid.

Vendor Name:

Primary Contact Name:

Primary Contact Phone:

Primary Contact Email:

Please enter your costs in the table below.

	Estimated Number of Hours (A)	Per Hour Cost (B)	TOTAL (AxB)
Cost of completing proposed LARA Regulatory Review 2024 report including number of hours anticipated and the rate paid per hour.			