

JUNE 10, 2024



MICHIGAN DEPARTMENT OF  
**LABOR & ECONOMIC  
OPPORTUNITY**

## REQUEST FOR PROPOSALS

AN ANALYSIS OF THE MI IMPACT GRANT PROGRAM

**DEADLINE FOR SUBMISSIONS:**

**12:00PM (NOON), AUGUST 30, 2024**

**CONTACT:**

Denise Flannery, Program Manager  
Michigan Department of Labor and Economic Opportunity  
[LEO-PovertyTaskForce@michigan.gov](mailto:LEO-PovertyTaskForce@michigan.gov)

## SECTION I OVERVIEW

### **THE OPPORTUNITY**

The Michigan Department of Labor and Economic Opportunity (LEO) is issuing this Request for Proposals (RFP) from interested parties to conduct a comprehensive study and evaluation of the MI Impact Grant program.

The external evaluator (Evaluator) will conduct an evaluation and support efforts to assess outcomes and determine the need for ongoing funding. The Evaluator will be required to meet the defined Project Management constraints (time, cost, deliverable expectations). Therefore, she/he/they must have knowledge of evaluation methods, including data collection and analysis, and the expertise to provide the evaluation. The Evaluator will be contracted by the LEO and managed by the Office of Prosperity.

### **BACKGROUND**

The MI Impact Grant program supports Governor Whitmer's economic vision outlined in the "[MI New Economy](#)" agenda that set a goal of lifting 100,000 families out of working poverty during the next three years. It also supports the recommendations of the [Michigan Poverty Task Force](#), whose goal is to address the disparities that affect Michiganders abilities to afford necessities such as housing, child care, food, health care and transportation.

LEO provided \$15 million in funding to support the critical work of ten nonprofits to provide meaningful and sustained relief in the communities they serve and provide a lasting impact. This funding is supported through the American Rescue Plan Act, Coronavirus State and Local Fiscal Recovery Funds (SLFRF), award number SLFRF4951, which has the goal to build a strong, resilient, and equitable recovery by making investments that support long-term growth and opportunity.

The ten MI Impact Grant grantees currently operate throughout the state, offering a range of programming. Additional information on the grantees is available at [LEO - MI Impact Grant Program \(michigan.gov\)](#).

### **PURPOSE**

LEO will provide funding for a comprehensive study to determine if the MI Impact Grant achieved its intended purpose of lifting families out of the ALICE populations and get a better understanding of its impact on the ALICE population. The analysis of the program should include input from the ten program partners, along with program beneficiaries (if possible), and address overall program success and challenges, including: strategies to reach targeted populations, including reaching underserved, underrepresented and marginalized families and communities; engagement strategies; partnerships; and program equity.

Specifically, LEO wants to measure program performance in the following areas:

1. Improving outcomes for low-income families transitioning to self-sufficiency.
2. Providing services for those without bank accounts.
3. Providing assistance to unemployed or underemployed workers.
4. Expanding services to foster youth or families involved in the child welfare system, including educational supports.
5. Support strong, healthy communities through neighborhood features that promote health and safety.
6. Providing mental health services for underserved communities.

### **SCOPE OF SERVICES**

Utilizing no more than 10% of the award for administrative costs, LEO seeks to secure a qualified entity to provide, including but not limited to, the following:

1. Participate in all relevant meetings with the program team to support the review and evaluation.
2. Review material and utilize all existing documentation to evaluate the MI Impact Grant.
3. Provide an evaluation plan including research questions, evaluation methods, and data needed as part of the project. The evaluation plan should include a project timeline outlining proposed deliverables, tasks, milestones and timeframes.
4. Develop a final evaluation report that includes an executive summary, findings, recommendations, and lessons learned.
5. Schedule and conduct any necessary meetings with program partners.
6. Keep, track, and report progress monthly.
7. Present findings during a 2–4-week time period after the final report is released.

### **REPORTING REQUIREMENTS**

The Evaluator is responsible for participating in scheduled check-in calls and submitting Monthly Narrative Progress Reports and Monthly Financial Reports to LEO. Report templates will be provided.

## SECTION II PROPOSAL FORMAT

### **REQUIRED PROPOSAL COMPONENTS**

The following proposal components outline the requirement for this RFP:

- Business Organization and History
- Scope of Services
- Competence, Experience, and Staff Capacity
- Budget/Budget Narrative

#### **Business Organization and History**

State the full name, address, phone number, and contact person for Respondent organization and, if applicable, the branch office or other subordinate element that will perform, or assist in performing, the work. Indicate whether it operates as an individual, partnership, or corporation; if as a corporation, include the state in which it is incorporated. If appropriate, the proposal must state whether the organization is licensed to operate in the State of Michigan.

#### **Scope of Services**

Please provide a narrative description of the Respondent organization's ability, capacity and plan to deliver the *Scope of Services* in each area described in Section I above. The narrative description should include information regarding the Respondent organization's evaluation plan such as research questions and evaluation methods.

#### **Competence, Experience, and Staff Capacity**

Describe the prior experience of the Respondent organization that may be considered relevant to the successful accomplishment of the scope of services defined in this RFP. Include sufficient detail to demonstrate the relevance of such experience. In this section, proposals submitted should include descriptions of qualifying experience and information on one prior evaluation project of federal, state, or local programs the Respondent has completed including project description, grant amounts, start and completion dates, and types of evaluation services provided.

The Respondent must be able to staff a project team that possesses talent and expertise in the field of the requirements of this RFP. Identify staff leads assigned by name and title. Include experience and any other appropriate information regarding the work team's qualification to implement the scope of services. Indicate which of these individuals is considered key to the successful completion of the work. Do not include any financials for the contemplated work within the body of the Proposal. Resumes of qualifications should be supplied for proposed project personnel.

Include any other information that is believed to be pertinent, but not specifically asked for elsewhere.

## **BUDGET/BUDGET NARRATIVE**

A comprehensive budget covering the grant period is required. Please complete the appropriate section of Attachment A: Proposal Template, which includes components such as personnel, fringe benefits, indirect costs, travel, supplies and materials, contractual services and other. The Budget Narrative must thoroughly describe how the planned expenses and requested funding support the scope of services.

## **PROPOSAL FORMAT**

The proposal narrative is limited to eight (8) pages, single spaced, single side 8.5 x 11 page with 12-point Arial font, using one-inch margins. Attachments, such as resumes, prior work examples, etc. are not included in the eight-page limit.

**SECTION III  
RFP PROCESS AND TERMS AND CONDITIONS**

**TIMELINE FOR GRANT PROPOSAL AND AWARD**

**Proposals must be submitted to the contact person listed below via email by 12:00 PM (NOON) on August 30, 2024.**

Contact: Denise Flannery, Program Manager  
Michigan Department of Labor and Economic Opportunity  
LEO-PovertyTaskForce@michigan.gov

All respondents will be contacted regarding their status and/or potential grant award per the following schedule:

<b>DATE</b>	<b>ACTIVITY</b>
<b>June 10, 2024</b>	RFP Posted
<b>August 30, 2024 at noon</b>	<b>Deadline for Submission</b>
<b>October 25, 2024</b>	Awardees Notified
<b>December 1, 2024 - June 1, 2026</b>	Grant Period

**ELIGIBLE RFP RESPONDENTS**

Examples of eligible Respondents include, but are not limited to:

- Academic Entities
- Research Entities/Think Tanks
- Foundations
- Economic Development Organizations
- Business and Industry Associations
- Non-Profit Organizations
- Community-Based Organizations

## **PROPOSALS**

To be considered, Respondents must submit a complete response to this RFP by noon on Friday, August 30, 2024. Respondent's proposal must be submitted in the format outlined below. There should be no attachments, enclosures, or exhibits other than those required in the RFP or considered by the Respondent to be essential to a complete understanding of the proposal. Each section of the proposal should be clearly identified with appropriate headings.

The Technical Proposal must be signed physically or electronically by an official of the Respondent authorized to bind the Respondent to its provisions. The proposal must include a statement as to the period during which it remains valid; this period must be at least ninety (90) days from Friday, August 30, 2024. The rates quoted in the budget must remain firm for the period indicated in Section II.

Each proposal should be prepared simply and economically, providing a straightforward, concise description of the Respondent's ability to meet the requirements of the RFP. Emphasis should be on completeness and clarity of content.

## **SELECTION CRITERIA**

Respondents will be rated on evidence of the capacity, commitment, and experience to carry out evaluation responsibilities and the experience of the selected Organization.

Responses to this RFP will be evaluated based upon a three-step selection process. The proposal must address the requirements described in Section II of this RFP.

The first step is an evaluation of which proposals satisfactorily meet the requirements of this RFP.

### **Step I – Evaluation for Compliance**

- a) *Proposal Content* – Proposals will be screened for technical compliance to include but not limited to:
- Timely submission of the proposal.
  - Proposal, Budget, and Budget Narrative clearly identified.
  - Proposal signed physically or electronically by an official of the Respondent authorized to bind the Respondent to its provisions.
  - Proposals satisfy the form and content requirements of this RFP.

### **Step II – Criteria for Satisfactory Proposals**

- a) During the second step of the selection process, proposals will be considered by a Joint Evaluation Committee ("JEC") comprised of individuals selected by LEO. Only those proposals that satisfy the requirements described in this RFP, as determined by the JEC, will be considered for evaluation in Step II. The JEC reserves the right to request additional information from any Respondent.
- b) *Competence, Experience and Staffing Capacity* – The proposal should indicate the ability of the Respondent to meet the requirements of this RFP, especially the quality, and recent projects similar to that described in this RFP. The proposal should indicate the competence of the personnel whom the Respondent intends to assign to the project, including education and experience, with particular reference to experience on projects similar to that described in this RFP.
- c) *Delivery of Scope of Services* – The proposal should indicate the ability of the Respondent to execute the Scope of Services as described in Section I above.

- d) During the JEC's review, Respondents may be required to make oral presentations of their proposals to the JEC. These presentations provide an opportunity for the Respondents to clarify the proposals. LEO will schedule these presentations, if required by the JEC.

Step III – Criteria for Satisfactory Budget/Budget Narrative

- a) Based on what is in the best interest of the State of Michigan, LEO will award the Grant considering value, quality, and the ability to meet the objectives of this RFP, of proposals that were approved as a result of this three-step evaluation process.
- b) LEO reserves the right to consider economic impact on the State when evaluating proposal budgets. This includes, but is not limited to, job creation, job retention, tax revenue implications, and other economic considerations.
- c) The award recommendation will be made to the responsive and responsible Respondents who offer the best value to LEO and the State of Michigan. The Respondents offering the best proposal that meets the objectives of the RFP will determine best value.
- d) LEO reserves the right to award to another "best value" Respondent in case the original Respondent does not accept the award, or to multiple Respondents.



## Scoring Criteria for Proposals

SECTION	POINTS
Proposal Compliance	Up to 10 Points
<p data-bbox="126 386 342 415">Scope of Services</p> <ul data-bbox="175 451 1240 865" style="list-style-type: none"><li data-bbox="175 451 1240 506">• Described plan to participate in all relevant meetings with the program team to support the review and evaluation.</li><li data-bbox="175 512 1240 567">• Included a plan to review material and utilize all existing documentation to evaluate the MI Impact Grant.</li><li data-bbox="175 573 1240 630">• Provided an evaluation plan including research questions, evaluation methods, and data needed as part of the project.</li><li data-bbox="175 636 1240 693">• Included a project timeline outlining proposed deliverables, tasks, milestones and timeframes.</li><li data-bbox="175 699 1240 756">• Described plan to develop a final evaluation report that includes an executive summary, findings, recommendations, and lessons learned.</li><li data-bbox="175 762 1240 819">• Included a plan to schedule and conduct any necessary meetings with program partners.</li><li data-bbox="175 825 1240 865">• Included progress reporting plan.</li></ul>	Up to 42 Points
Competence, Experience and Staffing	Up to 18 Points
Budget / Budget Narrative	Up to 30 Points

**ATTACHMENT A  
PROPOSAL TEMPLATE**

**Deadline for Submissions: 12:00 PM (NOON) on August 30, 2024**

**BUSINESS ORGANIZATION AND HISTORY:**

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Respondent Type: [Select Respondent Type](#)

Organization Name: [Click here to enter Organization Name](#)

Contact Name: [Click here to enter Contact Name](#)

Title: [Click here to enter Title](#)

Address: [Click here to enter Street Address](#)  
[Click here to enter City, State, and Zip Code](#)

Phone: [Click here to enter Phone Number](#)

Email: [Click here to enter Email Address](#)

Website: [Click here to enter Website](#)

## PROPOSAL NARRATIVE: **Scope of Services**

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Please provide a narrative description of the Respondent organization's ability, capacity and plan to deliver the *Scope of Services* in each area as described in Section I above.

Click here to enter **Scope of Services**

## PROPOSAL NARRATIVE: Competence, Experience and Staffing Capacity

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Please provide a narrative description of the Respondent organization's *Competence, Experience and Staffing Capacity*, as described in Section II.

Click here to enter **Competence, Experience and Staffing Capacity**

## BUDGET/BUDGET NARRATIVE

Please provide a budget and budget narrative to cover the costs to deliver the services stated in the proposal for a period covering December 1, 2024 - June 1, 2026:

	Grant Funds
Salaries/Personnel	
Fringe Benefits	
Travel	
Materials and Supplies	
Contractual Services	
Other	
Administrative	
<b>Totals</b>	

Please include below narrative descriptions for all items included in the budget above:

### Salaries/Personnel

*\*Please include time commitments for personnel in terms of full-time equivalents, half time equivalents, quarter time equivalents, etc.*

Click here to enter **Salaries/Personnel**

### Fringe Benefits

*\*Calculate percentage of Salaries above*

Click here to enter **Fringe Benefits**

### Travel

Click here to enter **Travel**

## **Materials and Supplies**

Click here to enter **Materials and Supplies**

## **Contractual Services**

Click here to enter **Contractual Services**

## **Other**

Click here to enter **Other**

## **Administrative**

Click here to enter Administrative