



## OFFICE OF EQUITY & ENGAGEMENT

### CONTRACTOR ASSISTANCE PROGRAM REQUEST FOR PROPOSALS

PROPOSALS MUST BE RECEIVED BY  
May 12, 2023  
4:00 PM (ET)

Contact :

[MSHDA-Procurement@michigan.gov](mailto:MSHDA-Procurement@michigan.gov)

735 E Michigan Ave  
P.O. Box 30044  
Lansing, MI 48909



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## Timeline

	<b>Date</b>	<b>Time</b>
Release of RFP	April 12, 2023	9 AM Eastern (Detroit, MI)
Information Session	April 18, 2023	11 AM -1 PM
Deadline to submit questions about this RFP:	April 21, 2023	4 PM Eastern (Detroit, MI)
Responses Posted on MSHDA website	April 26, 2023	
Proposal deadline:	May 12, 2023	4 PM Eastern (Detroit, MI)
Select vendor	May 23, 2023	4 PM Eastern (Detroit, MI)
Anticipated contract begin date:	June 7, 2023	4 PM Eastern (Detroit, MI)

**\*A bidder’s proposal received at 4:00:01 p.m. Eastern is late and subject to disqualification.**

## Optional Information Session

An information session will be held virtually on April 18, 2023, from 11-1:00 pm. This is an opportunity to ask questions and offer feedback related to the Contractor Assistance Program.

### Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 212 318 367 000

Passcode: 5LiAKG

[Download Teams](#) | [Join on the web](#)

Or call in (audio only)

[+1 248-509-0316,,604488517#](#)

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## General Overview

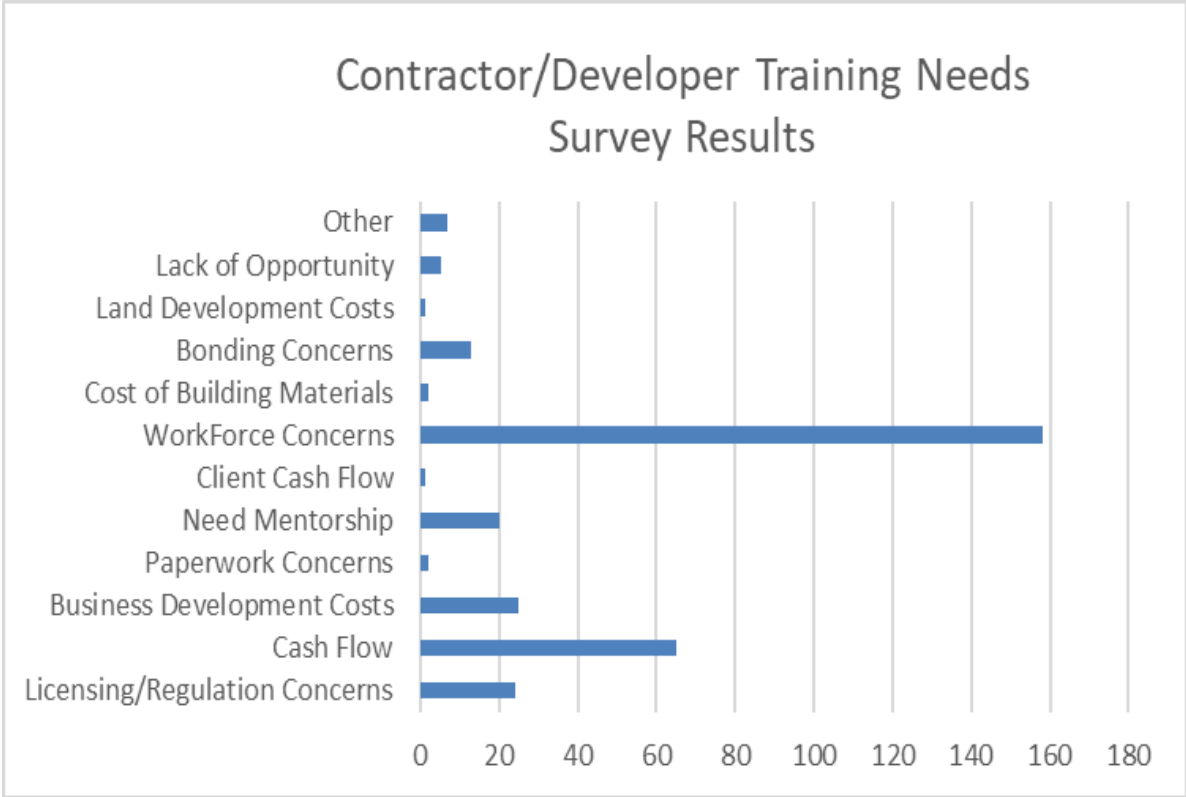
Michigan's first [Statewide Housing Plan](#) has five main targets, one of which details the goal of building or rehabilitating 75,000 homes. To accomplish this, effort needs to be put into the recruitment, retention, and training of a construction workforce that can meet this demand. The Contractor Assistance Program (CAP) has been designed to assist in filling the gap and to address Goal 2.4 of the SHP: ***Increase the share of housing-related contracts that go to underrepresented business enterprises.*** Also, Governor Whitmer introduced Executive Directive 2023-01 which seeks to promote more inclusive contracting in the State of Michigan. She identifies Geographically Disadvantaged Business Enterprises (GDBE) as **Michigan firms owned and operated by people of color, women, and businesses located in underserved areas**, such as small towns and inner cities. The plan of the new Executive Directive 2023-01, is that 20% of total expenditures from state departments and agencies must go to GDBEs. Although all are encouraged to apply, preference will be given to vendors who either live in areas identified as underserved or have companies located in small towns or inner cities and who can be defined as a GDBE. In 2022, \$50 million was given to the Housing and Community Development Fund of which \$1.7 million has been allocated to the Contractor Assistance Program.

## Scope of Work

The Michigan State Housing Development Authority (the Authority) is seeking organizations authorized in Michigan to design and administer a multi-tiered construction training series, a residential builders prelicensure course, and an apprenticeship program. The three areas of interest include: (1) individuals seeking to learn a trade, (2) contractors seeking to obtain a Michigan Builder license, and (3) assisting contractors/developers learning how to manage larger construction contracts/development deals. Organizations may apply for any of the three opportunities separately or any combination of them together.

1. The apprenticeship program will offer opportunities for any Michigander interested in learning a skilled trade. Every effort will be made to ensure that the admission process is inclusive and provides preference for potential applicants who come from underserved and marginalized communities and/or who can be described as [“socially disadvantaged”](#). The apprenticeship program will employ work-based learning and earn-and-learn models that meet [national standards](#) for registration with the U.S. Department of Labor (or federally recognized State Apprenticeship Agencies<sup>(2021)</sup>). Apprenticeship combines classroom studies with extensive on-the-job training under the supervision of a journey-level craftsman or trade professional. Preference will be given to applicants that offer training in the following trades:
  - a. Lead Abatement/Remediation
  - b. Asbestos Abatement-
  - c. 3-D Printing & Construction
  - d. Green Construction
  - e. Accessible/Adaptable/Visitable/ Universal Design
  - f. Fiber/Broadband Installation
  - g. Electric charging ports installation in new construction
2. The Residential Builders License Pre-Licensure [Program](#) will prepare pre-qualified individuals to pass the Michigan Residential Builders License Exam. The 60 hours of coursework will be augmented with 6 hours of Adaptable/Accessible/Universal Design training along with 6 hours of Fair Housing and Diversity, Equity & Inclusion Training. The program must be approved by the Department of Licensing and Regulatory Affairs (LARA<sup>(2021)</sup>).
3. The Contractor/Developer training portion will educate small contractors and developers to prepare them to manage larger contracts and development opportunities. The technical assistance for contractors/developers will consist of areas of need as determined by a survey of Michigan small business owners,

contractors, and other interested entities operating within the construction and housing industries. Each unit will be taught by a qualified instructor who has experience in their field and possesses the associated licenses and/or certificates. In 2022, a Statewide survey was sent out to contractors and developers to determine what areas of focus were needed in a training program. The responses below will hopefully serve as a guide in creating modules.



All segments of the Contractor Assistance Program are expected to conclude before November 2026. The trainings will be presented in a hybrid format that will allow for in-person opportunities for participants to work together with existing skilled tradespersons on actual construction worksites. Completion of the trainings will be documented with certificates of achievement. Networking and mentorship elements will also be included to assist in fostering relationships between program participants. A job fair activity should be a part of the networking sessions and

serve as a means of connecting potential employers with those interested in finding employment.

## Performance Measurements

The effectiveness of the apprenticeship program will be determined by the following outcomes of enrolled students:

- Percentage that resides in [Geographically Disadvantaged Areas](#)
- Number that attends 90% of their sessions
- Percentage that sign-up for career coaching
- Percentage that are provided supportive services
- Percentage that successfully completes the trainings
- Percentage that passes nationally recognized assessments
- Percentage that receives workforce credentials/certifications
- Percentage of enrolled students that are placed into:
  - Full Apprenticeship
  - Journey-level programs
  - Employment

The effectiveness of the Residential Builder's Prelicensure Course will be determined by the following outcomes of enrolled students:

- Percentage that reside in [Geographically Disadvantaged Areas](#)
- Percentage of class slots filled in all courses
- Percentage that complete the courses
- Percentage that passes the Licensed Builder's Exam
- Percentage of qualified course graduates that receive Authority MBE/WBE certification

The effectiveness of the Contractor/Developer training will be determined by the following outcomes:

- Percentage of program participants that can be defined as [Disadvantaged Business Enterprises](#)
- Percentage of program participants whose business address is in [Geographically Disadvantaged Areas](#)
- Post-module comprehension assessment scores
- Percentage of participants who attend Opportunity networking events
- Percentage of program graduates who identify a developer partner who has successfully developed a project in excess of \$2,000,000
- Percentage of program graduates who identify a General Contractor who has completed a project for the Authority and who has agreed to mentor them.
- Percentage of program graduates who are granted contracts in excess of \$250,000 within twelve months of program completion

## Diversity, Equity & Inclusion

If selected for an interview, all applicants must incorporate the DEI recommendations and respond to the DEI impact assessment questions listed below. It is understood that none of the items mentioned are requirements for a winning proposal, but it will be expected that when applicable, they will be included in program design. The Contractor/Developer training arm of

CAP will include elements of the DEI concerns, including Inclusive Tenant Selection and Inclusive Design. MSHDA encourages providers who can provide multilingual training to apply.

<b>HCDF Diversity, Equity, and Inclusion Requirements</b>	
<b>1. Fair Housing Training</b>	<p>HCDF program administrative staff and community partners will participate in one <a href="#">Fair Housing training</a> approved by the Authority’s Office of Equity and Engagement within the first 60 days of working directly within an HCDF program and annually for the duration of the program. Approved trainings found on the Authority’s Fair Housing webpage includes virtual and recorded trainings.</p>
<b>2. Inclusive Tenant Selection</b>	<p>The Contractor/Developer Training will include elements that detail what inclusive tenant selection is and how it is to be incorporated into the development process. The Authority will provide guidance to selected providers in this area and will give preference to entities who have expertise in this field.</p>
<b>3. DEI Impact Assessment Questions</b>	<p style="text-align: center;"><b>Clarifying the Purpose and Target Audience:</b></p> <p>The HCDF funds are being used to assist marginalized groups in accessing affordable housing and services while combating housing inequities and lack of access to opportunities. Please identify the marginalized groups that will be served with these resources and the inequities that will be addressed with the activities proposed in your application.</p> <p style="text-align: center;"><b>Engaging Stakeholders:</b></p> <p>It is imperative that stakeholders from diverse backgrounds (i.e., race, gender, ethnicity, disability status, geography, etc.), be informed and authentically represented in the development of this proposal. Please explain specific engagement steps taken to inform the proposal and that will be undertaken to ensure marginalized groups have access to this program.</p> <p style="text-align: center;"><b>Community Based Transparency:</b></p> <p>What provisions will be in place to ensure ongoing data collection, stakeholder participation, and public feedback?</p> <p style="text-align: center;"><b>Identifying Success Indicators:</b></p> <p>What measures are you using to determine program success (data indicators and benchmarks, anecdotal)? What type of ongoing evaluation will be used to determine if course correction is needed? How will the level of diversity, inclusivity, and quality of ongoing stakeholder engagement be assessed?</p>
<b>4. Program Accessibility</b>	<p>All program documents, trainings, webinars, and services must be ADA accessible and translation services must be provided. Key program documents must (to the extent possible) be published in English, Spanish, and Arabic and any other language/dialect based on local community needs.</p>

	<p><b>Technical Assistance Tools:</b></p> <ul style="list-style-type: none"> <li>• US General Services Administration Section 508.gov ADA Accessible Guides and Video Trainings: <ul style="list-style-type: none"> <li>▪ <a href="#">Word Document</a></li> <li>▪ <a href="#">PowerPoint</a></li> <li>▪ <a href="#">Excel Worksheet</a></li> <li>▪ <a href="#">PDF</a></li> <li>▪ <a href="#">Meeting/Webinar</a></li> </ul> </li> </ul>
<p><b>5. Affirmative Marketing</b></p>	<p>All program materials must include the following:</p> <ul style="list-style-type: none"> <li>• Fair Housing logo</li> <li>• ADA Accessible logo</li> <li>• Statewide Housing Plan Affirmative Statement: <p style="margin-left: 40px;">The Authority is committed to providing meaningful access.</p> <p style="margin-left: 40px;">For accommodations, modifications, translation, interpretation, or other services, please contact MSHDA.</p> </li> </ul>

Funding Requirements:

The funding being used for this project comes from the American Rescue Plan (ARP) Coronavirus State and Local Fiscal Recovery Funds (SLFRF). As a result, additional provisions apply and are included in this RFP. The information contained in this RFP supersedes the General Provisions of the Agreement, as related to all activities undertaken with ARP-SLFRF funding. As a result, additional provisions apply and are included in this RFP. The information contained in this RFP supersedes the General Provisions of the Agreement, as related to all activities undertaken with ARP-SLFRF funding.

Payments from the ARP-SLFRF may only be used to cover expenditures that are:

1. Responding to the public health and negative economic impacts of the pandemic (which includes several sub-categories); and/or
2. Providing premium pay to essential workers; and/or
3. Providing government services to the extent of revenue loss due to the pandemic; and/or
4. Making necessary investments in water, sewer, and broadband infrastructure

Usage of these funds must comply with the federal requirements of the Federal Fiscal Relief Fund. The purpose of this program is to assist the 12 federally recognized Tribes that share geography in Michigan with housing and housing resources assistance. The selected agency/firm will be expected to coordinate, not supplant, funding with other partners, Agency local office, and other SLFRF funding. SLFRF can fund expenses and services accrued during the pandemic; however, the cost incurred to address the eligible uses of ARP-SLFRF must have occurred after March 3, 2021. Funds must be obligated and expended by November] 2026. ARP-SLFRF is federal funding and, as such, funds from this project cannot be used to pay expenses that will be or have been reimbursed by another federal program.

Each recipient should review program requirements, including Treasury’s [SLFRF Final Rule](#), [Final Rule Overview](#), and the Uniform Guidance to determine and record eligible uses of ARP-SLFRF funds. Per 2 CFR Part 200.303, your organization must develop and implement effective internal



controls to ensure that funding decisions under the SLFRF award constitute eligible uses of funds and document determinations.

#### Use of Funds Restrictions

1. First, a recipient may not use ARP-SLFRF funds for a program, service, or capital expenditure that includes a term or condition that undermines efforts to stop the spread of COVID-19. A program or service that imposes conditions on participation or acceptance of the service that would undermine efforts to stop the spread of COVID-19 or discourage compliance with recommendations and guidelines in CDC guidance for stopping the spread of COVID-19 is not a permissible use of ARP-SLFRF funds.
2. Second, a recipient may not use ARP-SLFRF funds in violation of the conflict-of-interest requirements contained in the Award Terms and Conditions or the Office of Management and Budget's Uniform Guidance, including any self-dealing or violation of ethics rules. Recipients are required to establish policies and procedures to manage potential conflicts of interest.
3. Lastly, recipients should also be cognizant that federal, state, and local laws and regulations, outside of ARP-SLFRF program requirements, may apply. Furthermore, recipients are also required to comply with other federal, state, and local background laws, including environmental laws and federal civil rights and nondiscrimination requirements, which include prohibitions on discrimination on the basis of race, color, national origin, sex, (including sexual orientation and gender identity), religion, disability, or age, or familial status (having children under the age of 18).

#### Recordkeeping Requirements

4. Generally, your organization must maintain records and financial documents until December 31, 2031. Treasury may request transfer of records of long-term value at the end of such period. Wherever practicable, such records should be collected, transmitted, and stored in open and machine-readable formats. Your organization must agree to provide or make available such records to Treasury upon request, and to any authorized oversight body, including but not limited to the Government Accountability Office ("GAO"), Treasury's Office of Inspector General ("OIG"), and the Pandemic Relief Accountability Committee ("PRAC").

#### 5. Single Audit Requirements

6. Recipients and subrecipients that expend more than \$750,000 in Federal awards during their fiscal year will be subject to an audit under the Single Audit Act and its implementing regulation at 2 CFR Part 200, Subpart F regarding audit requirements. Recipients and subrecipients may also refer to the Office of Management and Budget (OMB) Compliance Supplements for audits of federal funds and related guidance and the Federal Audit Clearinghouse to see examples and single audit submissions.

#### 7. Civil Rights Compliance

8. Civil Rights Compliance. Recipients of Federal financial assistance from the Treasury are required to meet legal requirements relating to nondiscrimination and nondiscriminatory use of Federal funds. Those requirements include ensuring that entities receiving Federal financial assistance from the Treasury do not deny benefits or services, or otherwise discriminate on the basis of race, color, national origin (including limited

English proficiency), disability, age, or sex (including sexual orientation and gender identity), in accordance with the following authorities: Title VI of the Civil Rights Act of 1964 (Title VI) Public Law 88-352, 42 U.S.C. 2000d-1 et seq., and the Department's implementing regulations, 31 CFR part 22; Section 504 of the Rehabilitation Act of 1973 (Section 504), Public Law 93-112, as amended by Public Law 93-516, 29 U.S.C. 794; Title IX of the Education Amendments of 1972 (Title IX), 20 U.S.C. 1681 et seq., and the Department's implementing regulations, 31 CFR part 28; Age Discrimination Act of 1975, Public Law 94-135, 42 U.S.C. 6101 et seq., and the Department implementing regulations at 31 CFR part 23. In order to carry out its enforcement responsibilities under Title VI of the Civil Rights Act, Treasury will collect and review information from recipients to ascertain their compliance with the applicable requirements before and after providing financial assistance. Treasury's implementing regulations, 31 CFR part 22, and the Department of Justice (DOJ) regulations, Coordination of Non-discrimination in Federally Assisted Programs, 28 CFR part 42, provide for the collection of data and information from recipients (see 28 CFR 42.406). Treasury may request that recipients submit data for post-award compliance reviews, including information such as a narrative describing their Title VI compliance status.

9. Termination/Recovery of Funds

10. Any funds received under this proposal and expended in a manner that does not comply with the American Rescue Plan Act (Public Law 117-2) and the regulations and guidance promulgated thereunder the Uniform Guidance (2 CFR 200), Michigan state law and regulations, and/or the terms and conditions of this award, as applicable, shall be returned to the State of Michigan. Should any grant funds that are provided by the State of Michigan under this agreement found to be based on incomplete, inaccurate, nonqualifying, or fraudulent information, in whole or in part, all grant funds provided to the recipient shall be returned to the State of Michigan. Fiscal Recovery Funds provided by the State of Michigan must adhere to the US Department of Treasury's Final Rule, and such other federal regulations and federal guidance as may be issued regarding use of funds, eligible expenditures and proper grant administration. In accordance with the Uniform Guidance (including but not limited to, sections §200.332 and §§200.339-200.343), the State of Michigan reserves the right to monitor the recipient and take such corrective action for noncompliance as it deems necessary and appropriate, including but not limited to, termination of the grant agreement and return of funds previously provided to the recipient. Any amounts subject to recovery must be repaid within 120 calendar days of receipt of any notice of recoupment.

11. Protective Personally Identifiable Information (PII) and the Privacy Act

12. In accordance with the Uniform Guidance (including but not limited to, sections §200.303 and §200.338) and the Privacy Act of 1974 (5 U.S.C. § 552a), the recipient is required to take reasonable measures to safeguard protected personally identifiable information and other information the US Department of Treasury or State of Michigan designates as sensitive or the recipient considers sensitive consistent with applicable Federal, State, local, and tribal laws regarding privacy and responsibility over confidentiality.

13. Administrative Costs: Cost allocation plans are permitted in lieu of detailed administrative costs but must be provided at the point of proposal submission.

14. Additional policy guidance will be provided to awarded projects prior to project start.

**MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY  
REQUEST FOR PROPOSALS**

**EXHIBIT A**

**NOTICE TO BIDDERS**

**I. Notifications to Bidders**

- A. Revisions to RFP.** If, prior to the proposal deadline, the Authority deems it necessary to provide additional clarifying information, or to revise any part of the RFP, supplements or revisions will be provided to all Bidders who have indicated they will submit a proposal. Proposals will then be evaluated based on the terms and conditions of the RFP, any supplements or revisions to the RFP, and the answers to any written questions.
- B. Organization Authorized to Transact Business in Michigan.** The Bidder must be either a Michigan entity (limited partnership, limited liability company, for-profit corporation or non-profit corporation, etc.) or, if foreign, authorized to do business in the State of Michigan.

**Proposals from Sole Proprietors Will Not be Accepted**

Questions regarding specific requirements to transact business in the State of Michigan should be referred to or otherwise contact the Michigan Department of Licensing and Regulatory Affairs, Corporations, Securities & Commercial Licensing Bureau at:

[http://www.michigan.gov/lara/0,4601,7-154-61343\\_35413---,00.html](http://www.michigan.gov/lara/0,4601,7-154-61343_35413---,00.html).

- C. Minimum Internet/Technological Capabilities.** The Bidder must have phone, internet, and e-mail access. Internet and e-mail access must be adequate to allow the Bidder to receive, download and upload data, files and attachments from Authority staff. (Current state standards are limited to a functional size of 20 MB).
- D. Limits on Liability & Indemnification.** The Bidder must review and acknowledge that the Authority will require the Bidder to satisfy the following requirements prior to the execution of a contract with the Authority. If the Bidder has objections, please provide an explanation with your proposal outlining the objection.

If awarded a contract, the Bidder agrees to:

1. Indemnify, defend and hold harmless the Authority, its Board, officers, employees and agents, from and against all losses, liabilities, penalties, fines, damages and claims (including taxes), and all related costs and expenses (including reasonable attorneys' fees and disbursements and costs of investigation, litigation, settlement, judgments, interest and penalties), arising from or in connection with any of the following:
  - a. Any claim, demand, action, citation or legal proceeding against the Authority, its employees and agents arising out of or resulting from (1) the services provided ("Services") or (2) performance of the Services, duties, responsibilities, actions or omissions of the Bidder or any of its subcontractors under an awarded contract.
  - b. Any claim, demand, action, citation or legal proceeding against the Authority, its employees and agents arising out of or resulting from a breach by the Bidder of any representation or warranty made by the Bidder in an awarded contract.
  - c. Any claim, demand, action, citation or legal proceeding against the Authority, its employees and agents arising out of or related to occurrences that the Bidder is required to insure against as provided for in an awarded contract.
  - d. Any claim, demand, action, citation or legal proceeding against the Authority, its employees and agents arising out of or resulting from the death or bodily injury of any person, or the damage, loss or destruction of any real or tangible personal property, in connection with the performance of services by the Bidder, by any of its subcontractors, by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable; provided, however, that this indemnification obligation shall not apply to the extent, if any, that such death, bodily injury or property damage is caused solely by the negligence or reckless or intentional wrongful conduct of the Authority.

- e. Any claim, demand, action, citation or legal proceeding against the Authority, its employees and agents which results from an act or omission of the Bidder or any of its subcontractors in its or their capacity as an employer of a person.
- f. Any action or proceeding threatened or brought against the Authority to the extent that such action or proceeding is based on a claim that any piece of equipment, software, commodity or service supplied by the Bidder or its subcontractors, or the operation of such equipment, software, commodity or service, or the use or reproduction of any documentation provided with such equipment, software, commodity or service infringes any United States or foreign patent, copyright, trade secret or other proprietary right of any person or entity, which right is enforceable under the laws of the United States.

**E. Michigan Freedom of Information Act.** All documents submitted to the Authority are subject to the Michigan Freedom of Information Act ("FOIA"). In the event a request for submitted documents is made to the Authority, the Authority's FOIA Coordinator will redact or withhold information and/or documents that are exempt from disclosure under FOIA. See *MCL 15.243 et seq.* Please note that any requests by non-MSHDA personnel to review proposals will be denied until the deadline for submission of the bids has expired. See *MCL 15.243(1)(i)*.

**Please submit FOIA requests to the Authority as follows:**

**MSHDA FOIA Coordinator**  
**c/o Legal Affairs**  
**Email: MSHDA-FOIA@michigan.gov**

**F. Preferences.** Michigan law accommodates some bidder preferences:

1. Michigan Based Business  
All other things being equal, the state of Michigan must give preference to products manufactured or services offered by Michigan-based firms. See MCL Section 18.1261 (<http://legislature.mi.gov/doc.aspx?mcl-18-1261>) and Section 18.1268 (<http://legislature.mi.gov/doc.aspx?mcl-18-1268>).
2. Geographically-Disadvantaged Business Enterprises  
All other things being equal, the state of Michigan must give preference to products manufactured or services offered by a Geographically-Disadvantaged Business Enterprise. It is the goal of the State that 3% or more of contract payments each state fiscal year will be made to certified Geographically-Disadvantaged Business Enterprises by the 2022-23 fiscal year. See Executive Directive 2019-08 ([https://www.michigan.gov/whitmer/0,9309,7387-90499\\_90704-486613--,00.html](https://www.michigan.gov/whitmer/0,9309,7387-90499_90704-486613--,00.html)).

3. Qualified Service-Disabled Veteran-Owned Businesses It is the goal of the State to award 5% of total state expenditures for construction, goods, and services to qualified service-disabled veteran-owned businesses. The State provides a 10% pricing preference for businesses owned by qualified-disabled veterans. See MCL Section 18.1241 (<http://legislature.mi.gov/doc.aspx?mcl-18-1241>) and Section 18.1261 (<http://legislature.mi.gov/doc.aspx?mcl-18-1261>).

**G. Submissions Subsequent to Award.** As part of an awarded contract, the selected contractor will be required to review and provide and/or acknowledge additional documents including but not limited to:

- W-9 Request for Taxpayer Identification Number and Certification.
- Proof of proper insurance coverage.
- Retiree Rehire Certificate, if necessary.

**H. Insurance Coverage.** The Bidder must maintain and provide evidence, satisfactory to the Authority, of the following minimum insurance coverage:

1. General Liability Insurance for \$1,000,000 with the Authority shown as additional insured;
2. Errors and Omissions Insurance for \$1,000,000 for each occurrence and \$1,000,000 annual aggregate;
3. Worker's Compensation Insurance (if required under state law). Any citing of a policy of insurance must include a listing of the States where that policy's coverage is applicable.
4. If required by the Authority, Cyber Security Insurance for \$1,000,000.

**I. Payments to Pensioned Retirees.** 2007 PA 95, MCL 38.68c requires retirees of the State Employees Retirement System ("Pensioned Retirees") who become employed by the State either directly or indirectly through a contractual arrangement with another party on or after October 1, 2007.

**II.** to forfeit their respective state pensions for the duration of their reemployment. **Accordingly, any pensioned retiree who provides or renders services pursuant to the contract for which bids will be made under this RFP shall be required to forfeit his or her pension during the term of the contract.**

Proposals must acknowledge and confirm whether pensioned retirees will render services under the contract being sought through this RFP. If the Bidder intends to use a pensioned retiree, the Bidder must submit written confirmation from the pensioned retiree that he or she agrees to forfeit his or her pension during the term of the contract, if awarded. If awarded a contract, the Bidder must submit a copy of the pensioned retiree's directions to the State of Michigan's Office of Retirement Services ("ORS") to withhold the retiree's pension payments until the end of the contract term by having

the pensioned retiree complete a Retiree Rehire Certificate. A copy of the Retiree Rehire Certificate will be required to be submitted prior to executing an awarded contract.

- J. Contract Award Approvals.** Prior to executing an awarded contract, the Authority must seek and obtain Michigan Civil Service approval. The required forms will be submitted to Civil Service prior to the Authority's Board approval.

Contracts that equal or exceed \$45,000 must be approved by the Authority's Board. Thereafter, an awarded contract will be forwarded to the selected contractor with instructions to review and sign it. Upon receiving the signed contract, the Authority's Procurement Office will submit the contract to a duly authorized signatory for final execution on behalf of the Authority. One fully executed contract will then be returned to the selected contractor.

- K. Commencement of Work.** Project work shall not commence until execution of a project contract. The selected contractor shall not proceed with performance of the project work or incurring of project costs until both parties have signed the project contract to show acceptance of its terms and conditions.

- L. Project Control.** The selected contractor will carry out this project under the direction and control of the Authority and its designated Contract Administrator.

- M. Applicable Laws.** The selected contractor will be required to comply with all Michigan and federal laws, as well as acquire any permits or permission-related documents to provide services being sought.

## MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY REQUEST FOR PROPOSAL

### EXHIBIT B

#### SUBMISSION & SELECTION

**I. Submission of Questions**

- To ensure a fair and impartial process, the Authority's Procurement Office will *only* address on time and properly submitted questions.
- Phone calls involving the RFP or related questions will not be accepted. Firms submitting bids shall not contact any Board members or Authority staff.

- All questions and answers related to this RFP will be supplied to Bidders that submitted questions, and/or to organizations providing the Procurement Office with notification of intent to submit a proposal.

**A. Due Date.** Submit all questions regarding the RFP via email by **April 21, 2023, by 4 p.m. Eastern Time (Detroit)**. Submissions received at 4:00:01 p.m. Eastern are late and subject to disqualification.

Responses to properly submitted questions will be posted on or around **April 26, 2023**. The Authority will hold no further question sessions or bidder's conferences.

**B. Delivery of Proposal.** Address questions using the subject line **CONTRACTOR ASSISTANCE PROGRAM RFP** to:

**MSHDA-Procurement@michigan.gov**

*Confirmation of Delivery.* The Procurement Office will verify receipt of email and questions to the Bidder within 24 hours. If Bidder has not received verification, the Bidder should verify the email address provided above (i.e., no spaces; hyphen between "MSHDA" and "Procurement") and resubmit an email asking for verification.

## **II. Submission of Proposal**

- Submitted proposals must respond to and address the tasks, activities, listed requirements and questions outlined in the Scope of Work of this RFP and its attached and incorporated exhibits.
- The Authority shall not be liable for any costs that a Bidder may incur while preparing a proposal.
- The Authority shall not be liable for any costs that a Bidder may incur prior to the complete execution of a contract.
- If the Authority enters into a contract, the Authority's consideration (payment) shall be limited to the term of the contract. **Due Date.** Proposals responding to this RFP are due **May 12, 2023, at 4 p.m.** Eastern Time (Detroit). Submissions received at 4:00:01 p.m. Eastern are late and subject to disqualification.

**A. Originals and Copies.** Submit **one (1) .pdf** version of a proposal via email outlining how the Bidder will provide the activities/services described in the Scope of Work.

**B. Delivery of Proposal.** Direct all deliveries to:

**MSHDA-Procurement@michigan.gov**

*Confirmation of Delivery.* The Procurement Office will verify receipt of email and proposal to the Bidder within 24 hours. If Bidder has not received verification, the Bidder should verify the email address provided above (i.e., no spaces; hyphen between "MSHDA" and "Procurement") and resubmit an email asking for verification.



### III. Selection of Proposal

The selection of a proposal shall be subject to a review by the Authority's Legal Affairs Division concerning conflicts of interest and/or participation in Authority programs by the Bidder, its officers, employees, subcontractors or independent contractors. Proposals receiving **80** or more technical evaluation points will have pricing evaluated and considered for award.

*Note:* The Authority will utilize all Bidder information to determine the best value for the services sought and is not obligated to accept the lowest price.

**B. Proposal Selection.** The Authority's review may take up to four weeks after the closing date for submitting proposals. The Authority anticipates notifying the selected contractor on or about May 23, 2023, via e-mail and posting on the Authority's website; however, the selection and final notice of award will be contingent on approval by the Michigan Civil Service Commission and the Authority's Board.

**C. Cancellation of Selected Proposal.** The selection of a proposal by the Authority may be canceled at any time prior to the complete execution of a contract. If the Authority cancels its selection of a proposal, the Authority may repost this or a similar RFP and re-seek proposals. Reasons for canceling the selected proposal may include, but are not limited to, the following:

1. Refusal of the Department of Civil Service to process required forms.
2. Refusal of duly authorized Authority signatory to execute the contract.

**MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY  
REQUEST FOR PROPOSAL**

**EXHIBIT C**

**PROPOSAL FORMAT**

**I. Overview**

- Proposals must be submitted in the format described in this Exhibit C as outlined below.
- There should be no attachments, enclosures or exhibits other than those considered by the Bidder to be essential to a complete understanding of the proposal.
- Each section must be clearly identified with appropriate headings and/or table of contents.
- The proposal should be clear, accurate, and complete, with sufficient detail to enable the Authority to evaluate the services and methods proposed.

**II. Headers and Contents**

Proposals not including requested information may be viewed by the Authority as non-responsive and not considered further. Bidders are strongly encouraged to review their proposals prior to submission to ensure that all requested information is included.

**A. Company Background Information.**

1. Legal business name and address.

[Name]

[Street Address]

[City, State, Zip]

[Phone Number]

[Website address]

2. The type of entity (e.g., Michigan corporation, Michigan nonprofit corporation, Michigan limited liability company, foreign).

*Note:* Prior to contract execution, the selected contractor will be required to provide proof of authorization to conduct business in the State of Michigan.

3. Any applicable “Doing Business As” names.
4. Any branch office, or name and address of registered agent, if applicable.
5. Legal business name of any applicable parent company, and its address.
6. State your business is incorporated in.
7. Number of years in business and number of employees.



- 8.** Has there been a recent change in the organizational structure (e.g., management team) or a change of control (merger or acquisition)?  
(Yes / No)  
If Yes, why and how has it affected your company?
- 9.** Has your company ever been debarred, suspended, or otherwise disqualified from bidding, proposing, or contracting with any governmental entity, including the State?  
(Yes / No)  
If Yes, provide the date, governmental entity, and details surrounding the action.
- 10.** Has your company ever been sued by the State of Michigan?  
(Yes / No)  
If Yes, provide the date, case caption, case number, and identify the court that the case was filed in.
- 11.** Has your company ever sued the State of Michigan?  
(Yes /No)  
If Yes, provide the date, case caption, case number, and identify court that case was filed in.
- 12.** Within the past five (5) years, has your company defaulted on a government contract, or been terminated for cause by any governmental entity, including the State?  
(Yes / No)  
If Yes, provide the date of action, contracting entity, type of contract, and details surrounding the termination or default.
- 13.** Within the past five (5) years, has your company defaulted on a contract or been terminated for cause by any private entity in which similar service or products were being provided by your company?  
(Yes / No)  
If Yes, provide the date of action, contracting entity, type of contract, and details surrounding the termination or default.
- 14.** Does your company have experience working with the State of Michigan?  
(Yes / No)  
If Yes, please provide a list (including the contract number) of the contracts you hold or have held with the State for the last 10 years.

**B. Management and Personnel.** Answer/Address the following:

- 1. Authorized Signatory.** The Bidder must clearly identify the name and title of an official authorized to commit the Bidder to the terms and conditions of the proposal.
  - a.** Provide any resolution(s) authorizing the designated official as an approved signatory.

- b. Proposal must include the statement of bid commitment, see Section H below, signed by the approved signatory.
- 2. **Officer and Management Summary.** Identify manager(s) and/or officer(s) who will manage the contract if it is awarded:
  - a. Provide current contact information including the manager/officer name, title, mailing address, email address, and phone and fax numbers.
  - b. Provide their resumes or CVs.
  - c. List their responsibilities and the specific tasks each assigned officer/manager will carry out and the anticipated time frames for each task.
- 3. **Personnel Summary.** Identify proposed key project personnel, including job titles, responsible for performing the activities / services described in the Scope of Work.
- 4. **Submit a Certificate Verifying Project Personnel.** The form is found in Exhibit D, attached and incorporated into this RFP.
  - a. Confirm whether any assigned personnel receive pension payments from the State of Michigan. Review Exhibit A, Section I.I above for important information regarding Pensioned Retirees.

**Provide answers to the following questions that are linked directly to the scoring criteria for the area that you are applying for. The associated point totals for each item are listed. Firms classified as Geographically Disadvantaged Business Enterprises will have ten points added to their point total.**

<b>Skilled Trades Training</b>	
<b>Category</b>	<b>Points</b>
Detail your company's experience with the following:	
Administration of a Skilled Trades program.	20
Providing hybrid training	10
Aptitude and comprehension assessments.	10
Workforce Development and Job Creation	15
Performance measurements.	10
Detail your companies understanding of the following:	
National Apprenticeship Standards	10
the National Apprenticeship Act.	10

Provide a 12 Month summary of Trainings and Certifications held and /or completed by principals in the following areas:	
Diversity, Equity and Inclusion	10
Fair Housing	10
Reply to the DEI Impact Assessment questions	15
Provide samples of Skilled Trades training curriculum	10
Provide an example of a recorded training	10
Your proposal will also receive points for communication skills, including clarity of proposal and writing sample.	10
<b>Total</b>	<b>150</b>

<b>Residential Builders Pre-Licensure</b>	
<b>Category</b>	<b>Points</b>
Detail your company's experience with the following:	
Administration of a Builders PreLicensure program.	20
Providing hybrid training	10
Aptitude and comprehension assessments.	10
Performance measurements.	10
Detail your companies understanding of the following:	
Michigan Builders License course requirements	15
Michigan Building and Safety Code	10
Accessible/Adaptable/Visitable Design	10
Provide a 12 Month summary of Trainings and Certifications held and /or completed by principals in the following areas:	

Diversity, Equity and Inclusion	10
Fair Housing	10
Reply to the DEI Impact Assessment questions	15
Provide samples of Builders License training curriculum	10
Provide an example of a recorded training	10
Your proposal will also receive points for communication skills, including clarity of proposal and writing sample.	10
<b>Total</b>	<b>150</b>

<b>Contractor/Developer Training</b>	
<b>Category</b>	<b>Points</b>
Detail your company's experience with the following:	
Administration of a Contractor/Developer Training Program	20
Providing hybrid training	10
Aptitude and comprehension assessments.	10
Performance measurements.	10
Detail your companies understanding of the following:	
Residential Construction	10
Commercial Construction	10
Real Estate Development Process	10
Business Development	10
Bidding/Cost Estimation	10

Software Applications	10
Construction Law	10
Provide a 12 Month summary of Trainings and Certifications held and /or completed by principals in the following areas:	
Diversity, Equity and Inclusion	10
Fair Housing	10
Reply to the DEI Impact Assessment questions	15
Provide samples of Contractor/Developer training curriculum	10
Provide an example of a recorded training	10
Your proposal will also receive points for communication skills, including clarity of proposal and writing sample.	10
<b>Total</b>	<b>200</b>

a)

**C. Experience.**

1. **Prior Experience of Bidder.** Indicate three prior experiences of your organization that you consider relevant to the successful accomplishment of the project described in this RFP.
  - a. Include sufficient detail to demonstrate the relevance of such experience.
  - b. Include descriptions of qualifying experience, including project descriptions, costs, and start/end dates of projects successfully completed.
  - c. Include the name, address, and telephone number of the responsible official of the client organization who may be contacted.
  - d. The Authority has identified certain qualifications that it believes are necessary for the successful performance and completion of the services described in the Scope of Work and agree that partnerships are acceptable to meet these qualifications.
  
2. **Experience of Proposed Personnel Assigned to Provide Services.** The proposal should describe the education and experience of the personnel who will be assigned to provide the proposed services, including managers who may oversee work of personnel.



3. **Examples of Work.** The following example of recent work shall be submitted with the Bidder's proposal:
  - a. Provide samples of training curricula and denote experience of providing a hybrid training experience.
4. **Professional References.** Include professional references who can provide information regarding the Bidder's prior past performance.
5. **Additional Information and Comments.** Include any other information that is believed to be pertinent but not specifically asked for elsewhere.

**C. Proposed Services.**

1. **How Services Will be Rendered.** Address and describe the process used to render the services and how the services will be rendered. This should be an overview of the methodology to be used, based on staff and time frames, to meet the project scope of work and complete the required services within the time frame of the project.
2. **Use of Subcontractors.** If any work will be subcontracted, describe the following:
  - a. Work that will be subcontracted.
  - b. The process used to select the subcontractors.
  - c. The subcontractor's experience and expertise.
  - d. The names of the firms/individual(s) who will perform the subcontracted work.
  - e. How quality of service will be monitored and ensured.
3. **Standards.** Describe or address the following:
  - a. The standards that the services will satisfy. (If standards of a professional association will be followed, identify the standards and the association.)
  - b. How quality of service will be monitored and ensured.
  - c. Whether "best practices" will be followed. (If applicable, identify the organization and/or document establishing such standards.)
4. **Security of Data.** If the services to be rendered require the collection and/or use of confidential and/or personal data, confirm the following:
  - a. Has your organization established and used a policy to address the security of paper and electronic data?  
(Yes / No)  
If No, explain how your organization addresses the security of paper and electronic data.  
*(Note: Please do not submit a copy of your security policy.)*
  - b. Does your policy address the removal of confidential and/or personal data from storage media? (For example, does your firm's policy include the removal or "wiping" of data from hard drives when a computer is no longer used?)  
(Yes / No)

If No, explain how your organization handles confidential and/or personal data.

**5. Copyrighted Materials.** Acknowledge and/or confirm the following:

- a. You agree that any and all products produced as a result of this contract shall be the property of the Authority.
- b. You agree that the Authority shall (a) hold a copyright on all materials or products produced under the contract and (b) be allowed to file for a copyright with the United States Copyright Office.
- c. You acknowledge that submitted documents will not contain in part or whole copyrighted materials.

**D. Price Proposal & Budget**

1. **Price Proposal.** All rates quoted in proposals submitted in response to this RFP will be a firm fixed price for the duration of the contract. No price changes will be permitted.

**Proposals should reflect per diem rates in effect at the time of proposal submission.** State per diem rates are subject to change during the term of an awarded contract. Current travel information can be found here:

[https://www.michigan.gov/dtmb/0,5552,7-358-82548\\_13132---,00.html](https://www.michigan.gov/dtmb/0,5552,7-358-82548_13132---,00.html)

2. **Budget.** Include in the proposal a line item budget identifying all expenses related to the work to be performed. By submitting the bid, the Bidder acknowledges that it bears the risk that its expenses may exceed the proposed amount. The budget should include applicable items, which may include the following:
  - a. Staff costs broken down by each individual staff person. Include # of hours, per hour rate, and work assignment.
  - b. Lodging costs (based on State of Michigan per diem rates). Description should include when and why lodging is needed.
  - c. Meal costs (based on State of Michigan per diem rates). Description should include when and why meals are needed.
  - d. Transportation costs (based on standard State of Michigan mileage rate). Description should include type and reason for transportation cost.
  - e. Costs of supplies and materials. Description should include items to be purchased and reason for purchase.
  - f. Other direct costs. Description should include items to be purchased and reason for purchase.
  - g. Total Budget.

**E. Disclosures.**

1. **Interests in Authority Programs.** Authority programs include, but are not limited to, the [Housing Voucher Program](#), any loans where the Authority is the lender, and any grants made by or administered by the Authority. any loans where the Authority is the lender, and any grants made by or administered by the Authority.

- a. Does the Bidder, its officers, board members, and employees respectively, have any interests in Authority programs?  
(Yes / No)  
If Yes, please provide their name, title, and the Authority program for which the interests exist.
- b. If the Bidder intends to use independent contractors or subcontractors to render services, do the independent contractors or subcontractors and their officers, board members, and employees respectively, have any interests in Authority programs?  
(Yes / No)  
If Yes, please provide their name, title, and the Authority program for which the interests exist.

**2. Potential Conflicts of Interests.** Potential conflicts of interest may arise from the Bidder's officers, employees, members, board members, independent contractors or subcontractors the Bidder will use to render services, if the organization enters into a contract with the Authority.

- a. Is the Bidder currently under contract and/or been awarded a grant from the Authority?  
(Yes / No)  
If Yes, please confirm whether any potential conflict of interest will exist if the Authority enters into a contract with the Bidder.
- b. Does the Bidder, its officers, board members, and employees, hold a position with another entity that may be under contract or receiving a grant from the Authority?  
(Yes / No)  
If Yes, include an organizational chart from each entity under contract or awarded a grant from the Authority in which the Bidder or project personnel holds a position. Include each employee's position and title within the entity. In addition, indicate whether the Bidder or the project personnel is responsible for making financial decisions in his/her capacity and what measures have been implemented to ensure that funds are not comingled.

**THE AUTHORITY RESERVES THE RIGHT TO DEEM A BID NON-RESPONSIVE FOR FAILURE TO DISCLOSE A POTENTIAL CONFLICT OF INTEREST.**

**3. Family Members Who Work for Authority.**

- a. Does the Bidder, its officers, board members, and employees respectively, have family members who work for the Authority?  
(Yes / No)  
If Yes, please provide their name and the name of the family member currently employed at the Authority.

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**F. Signature Clause to be Signed by Bidder’s Authorized Signatory.** Insert into the proposal and have the authorized signatory sign the following signature clause at the end of the proposal:

**I confirm that I have submitted this proposal on behalf of**

\_\_\_\_\_ **in response to the**  
**Michigan State Housing Development Authority's Request for Proposals for**  
**Contractor’s Assistance Program.**

**I also confirm that I have read and understand the Authority’s indemnification, copyright, data security and insurance requirements.**

**By:**\_\_\_\_\_

**Its:**\_\_\_\_\_

**Date:**\_\_\_\_\_

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**MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY  
REQUEST FOR PROPOSAL**

**EXHIBIT D**

**PROJECT PERSONNEL**

**CERTIFICATE VERIFYING PROJECT PERSONNEL OF THE  
CONTRACTOR/SUBCONTRACTOR**

The Contractor/Subcontractor acknowledges that the following personnel are Project Personnel of the Contractor/Subcontractor:

(1) Name *(Print or type name above line)*

Title with Contractor/Subcontractor

**Is this person a retiree who receives a pension from the Michigan State Employees Retirement System? Yes  No**

(2) Name *(Print or type name above line)*

Title with Contractor/Subcontractor

**Is the person a retiree who receives a pension from the Michigan State Employees Retirement System? Yes  No**

(3) Name *(Print or type name above line)*

Title with Contractor/Subcontractor

**Is the person a retiree who receives a pension from the Michigan State Employees Retirement System? Yes  No**

Name of Signatory for Contractor/Subcontractor:

Printed Name: *(Print or type name above line)*

Its:

Signature:

Federal Identification Number:



