

The State of Michigan receives federal funding to operate the Unaccompanied Refugee Minor program.

Michigan Department of Labor and Economic Opportunity (LEO)

Office of Global Michigan (OGM)

REQUEST FOR PROPOSAL (RFP)

Service Title: Unaccompanied Refugee Minor (URM) Foster Care & Independent Living

Anticipated Begin Date: 10/01/2024

End Date: 09/30/2027

RFP Number: URM24-9901

Funding Type: Federal, Office of Refugee Resettlement, Cash, Medical, and Administrative (CMA)

Fiscal Year: 2025 – 2027

Agreement Type: Actual Cost Reimbursement

Proposal Submission: Proposals and subsequent attachments must be submitted via email to LEO-RefugeeServices@michigan.gov by 11:59 p.m. EDT, July 10th, 2024 (Section I.2).

Geographic Area: Statewide

Disqualifying Criteria:

The Bidder will be disqualified, and the proposal will not be reviewed if any of the following:

- Bidder does not submit a completed proposal on, or before, 11:59 p.m. EDT July 10th, 2024.
- Bidder's completed proposal exceeds 40 pages total, including all of section III 2.1 – 4.2b.
- Bidder is determined to be ineligible for the funding (Section I.4).

Additional Information:

If your agency has questions, please email LEO-RefugeeServices@michigan.gov by 12:00 p.m. (noon) EDT June 27th, 2024.

If you need an accommodation to complete this form, please email LEO-RefugeeServices@michigan.gov.

Authority: P.A. 2080 of 1939

Completion: Mandatory

Penalty: Agreement Invalid

The Michigan Department of Labor and Economic Opportunity (LEO) will not discriminate against any individual or group because of race, religion, age, national origin, color, height, weight, marital status, sex, sexual orientation, gender identity or expression, political beliefs, or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make

your needs known.

Section I: PROPOSAL OVERVIEW

1. Instructions for Bidders

Bidders shall complete Section III – Proposal, and submit additional pages, if necessary, not to exceed a total of 40 pages. When adding additional pages, the related subsection should be indicated at the top of the page with an attachment number. The pages should be numbered in sequence under each attachment. (For example, Subsection 2: Experience & Past Performance, Attachment 1, page 1 of 4, page 2 of 4, etc.). Bidders are expected to use the form and format provided in Section III to complete the proposal. Under each question there is a box titled “Bidder Response” for Bidders to respond. Font size should be no smaller than 12-point.

2. Delivery of Proposal

The Bidder must submit their proposal, attachments (if any), and modifications or withdrawals via email to LEO-RefugeeServices@michigan.gov. Proposals submitted in person, by mail, or by fax will not be considered for award. The Bidder must submit their proposal in Microsoft Word format. The proposal and attachments must be emailed by 11:59 p.m. EDT July 10th, 2024. Bidder’s failure to submit a proposal as required may result in disqualification of proposal.

3. RFP Questions

Questions regarding the content of this RFP must be emailed to LEO-RefugeeServices@michigan.gov, on or before 12:00 p.m. (noon) EDT June 27th, 2024. No questions will be responded to if emailed after the deadline. LEO staff are not allowed to respond to questions regarding the content of the RFP that are made via telephone or virtual meeting.

4. Bidder Eligibility

Any organization or agency that serves or wishes to serve foreign-born populations may apply for this funding. The organization does not need to have a history of working with foreign-born populations. See Section II.2 for eligible populations. Non-governmental organizations must be a registered 501c3 nonprofit. Bidders are not required to have a history of funding with LEO-OGM to be eligible for this RFP.

State of Michigan employees may not act as Bidders. Proposals from Bidders who are current state of Michigan employees will be disqualified and will not be reviewed. Policy in Civil Service Rule 2-8, Ethical Standards and Conduct, states an employee cannot represent or act as an agent for any private interests, whether for compensation or otherwise, in any transaction in which the state has a direct and substantial interest and which could reasonably be expected to result in a conflict between the employee’s private interests and official state responsibilities.

5. Bidder Assurance

By submitting a proposal, the Bidder assures that:

- a. This RFP has been reviewed by the Bidder organization's governing body, and that body has authorized submission of the proposal.
- b. The person identified below as "Representative" has been authorized by the bidding organization's governing body to represent the organization for the purposes of the submission of a proposal and agreement negotiation.
- c. The bidding organization intends to provide services according to the information contained in this RFP, if selected and issued an agreement to do so.

6. Evaluation Criteria & Process

The maximum number of points that a proposal can receive is 100 points. The maximum number of points for each of the categories is as follows:

1. Bidder Information: Not Scored
2. Experience & Past Performance: 30 points
3. Program Design: 50 points
4. Program Budget Narrative: 20 points

Total Points Possible: 100 points

Proposals will be evaluated by a grant review committee. No information will be provided regarding the makeup of the grant review committee. Only those proposals receiving a score of 80 points or more will be considered for the award. All qualified proposals will be evaluated based on rating criteria identified in the proposal (Section III).

7. LEO Reservations

LEO reserves the right to:

- a. Conduct an on-site visit to tour and inspect the Bidder's facilities, require an oral presentation of the Bidder's proposal, conduct interviews with Bidders, or request additional concessions at any point during the evaluation process. If it is determined that a Bidder purposely or willfully submitted false information, the Bidder will not be considered for award, LEO may pursue debarment of the Bidder, and any resulting agreement that may have been established may be terminated.
- b. Modify the RFP at any time prior to the deadline submission date. Changes will be posted on <https://www.michigan.gov/ogm> via a "proposal amendment." This is the only method by which the RFP may be modified. Amendments posted before the deadline submission date may include documentations such as questions and answers, revisions, and/or clarifications to the initial RFP. Amendments posted after the deadline submission date may include documentation such as the award recommendation letter.

- c. Issue a request (“Clarification Request”) to the Bidder to clarify its proposal. Failure to respond to a Clarification Request by the deadline specified in the request may be cause for disqualification.
- d. Consider all proposals received property of LEO.
- e. Not award an agreement if it is determined in its sole discretion that contracting with or awarding a grant to a Bidder presents an unacceptable financial risk to LEO.
- f. Establish the criteria by which it will evaluate each Bidder’s response, and by which it will determine the most responsive, capable, and qualified Bidder(s).
- g. Discontinue the RFP process at any time for any or no reason. The issuance of an RFP, preparation, and submission of a proposal, and LEO’s subsequent receipt and evaluation of a proposal does not commit LEO to award an agreement, even if all the requirements in the RFP are met.
- h. Consider late proposals: (i) if no other proposals are received; (ii) if there are no complete proposals received; (iii) if LEO received complete proposals, but they did not pass the evaluation process; or (iv) if the award process fails to result in an award.
- i. Consider an otherwise disqualified proposal if no other qualified proposals are received.
- j. Disqualify a proposal based on the information provided or if it is determined that a Bidder purposely or willfully submitted false information in response to the RFP.
- k. Consider Bidders’ prior performance with the state of Michigan in making its award decision.
- l. Consider overall economic impact to the state of Michigan when evaluating the proposal pricing and in the final award recommendation. This includes, but is not limited to considering principal place of performance, number of Michigan citizens employed or potentially employed, dollars paid to Michigan residents, Michigan capital investments, job creation, tax revenue implications, economically disadvantaged businesses, etc.
- m. Consider total cost of ownership factors (e.g., transaction costs, training costs, etc.) in the final award recommendation.
- n. Refuse to award an agreement to any Bidder that has failed to pay state of Michigan taxes or has any outstanding debt with the state of Michigan.
- o. Enter negotiations with one or more Bidders on price, terms, technical requirements, or other deliverables.
- p. Award multiple, optional use agreements, or award by agreement activity.
- q. Evaluate the proposal outside the scope identified in Section I.6 if LEO receives only one RFP response.

8. Proposal Protest

If a bidder wishes to initiate a protest of the award, they must submit a written protest to LEO-RefugeeServices@michigan.gov no later than 5:00 p.m., five business days after receiving the Award Announcement. The State reserves the right to adjust this timing and will publish any change. Additional information about the protest process is available at www.michigan.gov/micontractconnect under the “Programs and Policies” link.

9. General Proposal Conditions

The State of Michigan will not be liable for any costs incurred by the Bidder in preparation of its proposal, delivery of a proposal, and any follow-up discussions with the state of Michigan. The Bidder agrees that its proposal will be considered an offer to do business with the state of Michigan in accordance with the provisions of its proposal, including the Standard Terms, and that the proposal will be irrevocable and binding for a period of 90 calendar days from date of submission. If a grant is awarded to the Bidder, the state of Michigan may, at its option, incorporate all or any part of the proposal into a grant. This RFP is not an offer to enter a grant. This RFP may not provide a complete understanding of the State of Michigan’s environment or contain all matters upon which an agreement must be reached.

10. Freedom of Information Act

Under MCL 18.1261(13)(b), records containing “a trade secret as defined under section 2 of the uniform trade secrets act, 1998 PA 448, MCL 445.1902, or financial or proprietary information” are exempt from disclosure under FOIA. And under MCL 18.1470(3), “proprietary financial and accounting” information is also exempt from disclosure under FOIA. If information within a Bidder’s proposal falls under the aforementioned exemptions, and the Bidder seeks to have it withheld from disclosure under FOIA, then by the proposal deadline, the Bidder must: (1) save exempt information in a separate file (i.e., document); (2) name the file/document “FOIA-EXEMPT”; (3) label the header of each page of the file/document “Confidential–Trade Secret,” “Confidential–Financial,” or “Confidential–Proprietary” as applicable; (4) clearly reference within the file/document the RFP schedule, section, and page number to which the exempt information applies; and (5) verify within the FOIA-EXEMPT file/document that the information meets the FOIA exemption criteria. The State reserves the right to determine whether information designated as exempt by a Bidder falls under the FOIA exemptions. Resumes, pricing, and marketing materials are not trade secrets or financial or proprietary information. Do not identify your entire proposal as “FOIA-EXEMPT,” and do not label each page of your proposal “Confidential.” If a Bidder does so, the State may require the Bidder to resubmit the proposal to comply with steps (1) – (5) above. The State reserves the right to disqualify a Bidder for failure to follow these instructions.

11. Resulting Agreement

In the event of an agreement resulting from this RFP:

- a. Record Keeping: Grantees must maintain appropriate case records and procedures to document the delivery of URM Foster Care & IL services to clients. Client case records shall include, but are not limited to:
 - i. Documentation of services and resources used.
 - ii. Documentation of attendance at workshops, support groups, etc., offered through URM services.
 - iii. Any other case notes or relevant information related to URM FC & IL services.

- b. Reporting: The Grantee shall submit to LEO-OGM semi-annual reports that indicate the status and effectiveness of activities performed under the grant, as indicated below.
- i. Statistical data, activities, challenges, and accomplishments regarding clients served and any other measured outcomes relevant to the proposed program as identified in the Bidder's proposal. General program activities shall be reported in narrative format. This may include identified progresses, client success stories, accomplishments and new initiatives, and challenges and emerging issues.
 - ii. The Grantee shall report all URM activities utilizing the Refugee Data Management System (DMS). Agency users will be registered for MILogin to access the DMS.
 - iii. The Grantee shall submit monthly invoices, including expense invoices as supporting documentation of expenses incurred and invoiced, and supporting documentation of specific assistance to include client's name, date of birth, dates in care/day served, service type, and total amount of each service.
 - iv. The Grantee shall comply with all reporting procedures established by LEO-OGM in completion of progress reports at time intervals, on forms, in formats, and by means specified by LEO-OGM. Any additional reports as deemed necessary by LEO-OGM shall be made and submitted by the Grantee upon request.
- c. Monitoring: LEO-OGM will review URM agency activities through routine monitoring to ensure Grantees are in compliance with state and federal requirements, and services provided are in alignment with funding requirements. During monitoring, LEO-OGM will assess how services are provided, identify promising practices, and observe trends for further analysis and information sharing.
- d. Standard Terms: Awards made resulting from this RFP will require execution of an agreement with LEO. The agreement will contain standard terms. An example of Standard Terms can be found in the Appendix of this RFP.
- e. Audits: No financial audit is required under this Agreement by LEO. No financial audit costs should be billed to this Agreement. In the event the Grantee elects to have a financial audit performed, the submission of the report to LEO is not required nor desired unless there is a finding of a Going Concern. LEO has the option to perform audits, if requested.
- f. Criminal Background Check: If the resulting Agreement will be with an individual, LEO will complete the criminal background check on the Grantee, and the following language will be included in the Agreement:
- "As a condition of this Agreement, the Grantee shall notify LEO in writing of criminal convictions (felony or misdemeanor), pending felony charges, or placement on the Central Registry (CR) as a perpetrator, at hire or within 10 days of the event after hiring."*

Otherwise, the following language will be included in the Agreement:

“As a condition of this Agreement, the Grantee certifies that the Grantee shall, prior to any individual performing work under this Agreement, conduct or cause to be conducted an Internet Criminal History Access Tool (ICHAT) check and a national and state sex offender registry check for each new employee, employee, subgrantee, subgrantee employee or volunteer who, under this Agreement, works directly with clients or has access to client information.”

The ICHAT website address is <http://apps.michigan.gov/ichat>. The Michigan Public Sex Offender Registry website address is <http://www.mipsor.state.mi.us>. The National Sex Offender Public website address is <http://www.nsopw.gov>.

Prior to any individual performing work under a resulting Agreement the Grantee must certify that they will conduct or cause to be conducted a Central Registry (CR) check for each new employee, employee, subgrantee, subgrantee employee, or volunteer who, would work directly with children. Information about CR can be found at http://www.mi.gov/dhs/0,1607,7-124-5452_7119_48330-180331--,00.html.

Prior to any individual performing work under a resulting Agreement the Grantee must require each new employee, employee, subgrantee, subgrantee employee, or volunteer who would work directly with clients or who would have access to client information, to notify the Grantee in writing of criminal convictions (felony or misdemeanor), pending felony charges, or placement on the CR as a perpetrator, at hire or within 10 days of the event after hiring.

Prior to any individual performing work under a resulting Agreement the Grantee must not submit claims for, or assign duties, under this Agreement to any new employee, employee, subgrantee, subgrantee employee, or volunteer based on a determination by the Grantee that the results of a positive ICHAT and/or a CR response or reported criminal felony conviction or perpetrator identification make the individual ineligible to provide the services.

The Grantee must have a written policy describing the criteria on which its determinations shall be made and must document the basis for each determination. The Grantee may consider the recency and type of crime when deciding. Failure to comply with this provision may be cause for immediate cancellation of this Agreement. In addition, the Grantee must further have a clearly defined written policy regarding acceptable screening practices of new staff members and volunteers who have direct access to clients and/or clients' personal information. These screening practices serve to protect the organization and its clients. The Grantee must also assure that any subgrantees have both written policies.

If LEO determines that an individual provided services under this Agreement for any period prior to completion of the required checks as described above, LEO may require repayment of that individual's salary, fringe benefits, and all related costs of employment for the period that the required checks had not been completed.

- g. Subgrantees: If sub-granting:
- i. The Bidder must identify the services the subgrantee will perform and provide all information requested, as it applies to both the Bidder and the subgrantee(s).
 - ii. Subgrantees shall be subject to all conditions and provisions of the agreement including Internet Criminal History Access Tool (ICHAT) and Central Registry background checks, when applicable.
 - iii. The Grantee must obligate the subgrantees to maintain the confidentiality of LEO client information in conformance with state and federal requirements.
 - iv. The Grantee is responsible for the performance of any subgrantees who are held to the same standard of quality and performance as the Grantee. Evaluators of proposals will consider the qualifications of both the Grantee and subgrantee when making agreement award recommendations.
 - v. LEO may, at its discretion, require information on the process of an awarded subgrantee proposal.
- h. E-Verify: Section 291 of the fiscal year 2017 Omnibus Budget, PA 268 of 2016, requires verification that all new employees of the Grantee and all new employees of any approved subgrantee, working under this agreement, are legally present to work in the United States. All Grantees shall perform this verification using the E-Verify system (<http://www.uscis.gov/portal/site/uscis>).
- i. State Administrative Board: The State Administrative Board must approve all grants more than \$500,000. The decision of the State Administrative Board is final; however, approval does not constitute a grant. The award process is not complete until the awarded Grantee receives a properly executed grant.

Section II: DESCRIPTION OF SERVICE SPECIFICATIONS

1. Purpose

The State of Michigan, Department of Labor and Economic Opportunity (LEO), Office of Global Michigan (OGM), receives Unaccompanied Refugee Minors (URM) program funding from the federal Office of Refugee Resettlement (ORR). Grantees will be awarded three years of URM funding, anticipated to begin fiscal year 2025 (October 1, 2024). Continued funding will be subject to the availability of funds and satisfactory progress, which is measured in part by timely submission of required financial and progress reports.

The purpose of URM funding is to provide specialized services, consistent with state and federal child welfare laws and practices for refugees and other ORR-eligible youth populations. Regardless of the permanency goal, states and URM providers must prioritize services that will help participants in the URM program integrate into their communities, with emphasis on those services most likely to help children and youth become independent and self-sufficient, as appropriate to their age, development, and specific needs.

2. Eligible Populations

Populations eligible to be served with this award include Refugee, Asylee, Cuban & Haitian Entrant, Special Immigrant Juveniles (SIJ), Victim of Human Trafficking, U-Visa, Afghan Parolees. Any other designations determined by Office of Refugee Resettlement.

3. Program Design (Scope)

Award of the grant will administer the URM Program to ensure that the Program mirrors the states' domestic foster care program and URM participants receive services and benefits on parity with domestic foster care. The Bidder will also be able to administer the URM Program by being knowledgeable about and incorporate strategies that are unique to serving refugee youth. This includes, but is not limited to:

- Understanding that the nature of URM placements is long term and the program serves a variety of nationalities consisting of children which the federal government has identified as some of the most vulnerable minors in the world.
- Having the ability to bridge child welfare experience with expertise in refugee resettlement of eligible populations.
- Ensure that services and care are culturally, and linguistically appropriate.
- Providing and coordinating trauma-informed care around needs related to war-related trauma, systemic violence in country of origin, child abuse and neglect, international human trafficking, and ambiguous loss.

- Understanding that community partnerships are vital and that committing to working and collaborating with a wide range of established partnerships and community members is vital.
- Bidders will be asked to create outcomes for data analysis to help inform impacts of this funding and enable the adjustment of priorities to address gaps as needed.
- Practice inclusion, through purposeful collaboration and engagement with ethnic communities to inform service design and delivery.
 - i. Ensure that all eligible participants, regardless of race, religion, gender identity, sexual orientation, disability, or other inalienable characteristic(s), receive fair treatment, access, and opportunity.
 - ii. Ensure that staff employed represent the cultural, linguistic backgrounds of the clients being served.
- Having the ability to provide services in the child/family's language, including the ability to provide services through the utilization of interpreter services.
- Possessing knowledge about the coordination of immigration relief options.
- Having knowledge of and ability to access immigration-related supports and services.
- Ensuring the maintenance of sibling connections and cultural connections to local ethnic communities.

3.1 URM Program successful bidder shall

I. Administer the URM Program

- a. Ensure that all federal and state law, rule and policy relating to Program requirements are followed.
- b. Ensure that collaboration and coordination occurs with OGM surrounding planning, programming, budgeting, payment, compliance reviews, and arrival estimation.
- c. Collaborate with OGM on the budget projection/request and any amendments to the budget.
- d. Monitor the number of URM youth being served, project the number of URM youth that will be served, and ensure adequate qualified staff are available to carry out that service.
- e. Submit expenses to be reimbursed and provider payment requests to OGM on a monthly basis.
- f. Create and keep all records associated with operating the program and caring for URM youth at parity with domestic foster care programming.
- g. Collaborate with local MDHHS office.
- h. Ensure all staff have required training and are provided continuous training and professional development

II. Provide case management of URM youth

- a. Provide intensive case management, service planning, attend court or legal hearings, cultural orientation and social integration, preservation of ethnic and religious heritage, coordination of immigration assistance, international family tracing, and family reunification efforts.

- b. Overall responsibility of the coordination of the day to day lives of the URM youth, including aspects of physical, emotional, mental, spiritual, social, and educational well-being. This includes establishing school enrollment and establishing medical assistance coverage.
 - c. Act as a liaison between the youth, the foster parents, and all provider entities ensuring the well-being of the URM youth.
 - d. Gather and report data to ORR and OGM concerning progress toward case goals, placement information and changes, and youth leaving the Program as requested and required.
 - e. Must comply with requirements of MDHHS foster care policy.
- III. Administer and coordinate IL, Transitional Living, and ETV services to all eligible URM youth.
- a. Assess needs and coordinate IL services for qualifying URM youth. This includes New Arrival Orientation and Independent Living Classes.
 - b. Assess needs and coordinate voluntary continued foster care services for eligible URM youth as per state guidelines.
 - c. Coordinate ETV referrals to OGM for services for eligible URM youth as per federal and state guideline.
 - d. Gather and report data to ORR and OGM concerning participation and progress withing FC, IL and YAVFC programming as requested and required.
- IV. Provide recruitment, licensure, training, and retention of URM families.
- a. Recruit and license both relative and non-relative foster care providers that are representative of the URM youth to effectively meet their needs. This includes transferring currently licensed provider families to bidders' organization as per established state policy.
 - b. Provide initial and ongoing training for URM provider families that are culturally and linguistically relevant. This is accomplished by utilizing existing community trainings and by creating trainings to address unique circumstances surrounding providing care to URM youth.
 - c. Provide on-going in-home support to families to avoid disruption and maintain placements in the least restrictive setting possible.
 - d. Provide Family Support Strengthening Services to ensure all needs of the youth and family are being met, and to communicate unmet needs to other team members.
- V. Establish legal responsibility within 30 days of approval for the URM program. Initiate this by petitioning the local court within 48 hours of the youth's arrival in Michigan or approval of URM. Youth must be committed to MDHHS for care and supervision. This includes ensuring that guardian ad litem is appointed for the URM youth.
- VI. The successful bidder will partner with a national refugee resettlement organization to facilitate referrals, placement, and services for incoming overseas refugee children and/or partner with ORR for placement of Special Immigrant Juvenile Status and Victims of Human Trafficking cases.

4. Supported Activities

Bidder can provide a proposal for one or multiple. See Attachment A, FC & IL, ILP, Res, TFC

5. Budget

The State of Michigan receives federal funding to operate the Unaccompanied Refugee Minor program. Bidders will be expected to submit expense invoices in the data management system (DMS). Each invoice includes a breakdown of cost by line item and cumulative totals. There is a list for Foster Care Administrative costs and Board and Care costs, Independent Living Administrative costs and Board and Care costs, and non-scheduled case services payments. Bidders will be reimbursed and must accept set daily rates.

The following are the approved maintenance payment rates for youth placed in foster family care or independent living as of May 2024; these rates cannot be negotiated:

1. Administrative Rate: \$57.91
2. Residential: \$371.87
3. ILP: \$210.25
4. ILP Mom/Baby: \$414.38
5. TFC: \$102.35

Section III: Proposal

VII. Bidder Information

Representative's¹ Name:

Representative's Phone Number:

Representative's email address:

Bidding Organization's Name:

Bidding Organization's address:

Bidding Organization's SIGMA address code²:

Bidding Organization's Unique Entity ID Number³:

Number of employees and/or organization members:

Type of Organization (Private, non-profit; Private, proprietary; Public; University)⁴:

Bidding Organization's Fiscal Year Begin Date:

Name of Parent Organization, if applicable:

Address of Parent Organization, if applicable:

Has there been a recent change in the organizational structure (e.g. management team) or a change of control (merger or acquisition)? (Yes or No)

¹ Authorized by the organization's governing body to represent the organization for the purposes of the submission of a proposal and agreement negotiation.

² Identified when registering in the state of Michigan's Statewide Integrated Governmental Management Application (SIGMA) system. Write "N/A" if bidding organization does not have a SIGMA address code. To register and receive a SIGMA address code, please visit the following website: [Welcome to CGI Advantage Vendor Self Service Portal: Home \(michigan.gov\)](https://www.michigan.gov/cgi-advantage)

³ Write "N/A" if bidding organization does not have a UEI number. Visit <https://sam.gov/content/home> to get a UEI.

⁴ Individuals are private proprietary.

If yes, why? How has it affected the bidding organization?

Has the bidding organization ever been debarred, suspended, or otherwise disqualified from bidding, proposing, or contracting with any governmental entity, including the State of Michigan? (Yes or No):

If yes, provide the date, governmental entity, and details surrounding the action

Has the bidding organization ever been sued by the State of Michigan?

If yes, provide the date, case caption, case number, and identify the court in which the case was filed.

Has the bidding organization ever sued the State of Michigan?

If yes, provide the date, case caption, case number, and identify the court in which the case was filed.

Within the past five years, has the bidding organization defaulted on a government contract or been terminated for cause by any governmental entity, including the State of Michigan? (Yes or No):

If yes, provide the date of action, contracting entity, type of contract, and details surrounding the termination or default.

Within the past five years, has the bidding organization defaulted on a contract or been terminated for cause by any private entity in which similar service or products were being provided by the bidder organization? (Yes of No):

If yes, provide the date of action, contracting entity, type of contract, and details surrounding the termination or default.

Is the bidding organization a disabled veteran-owned business/organization⁵? (Yes⁶ of No):

⁵ “Qualified Disabled Veteran,” as defined by Public Act 431 of 1984, means a business entity that is at least 51% owned by one or more veterans with a service-connected disability. The Act defines “Service-Connected Disability” as a disability incurred or aggravated in the line of active military, naval, or air service as defined in 38 USC 101 (16).

⁶ If **yes**, the representative warrants that the bidding organization meets the above criteria and has provided the following supportive documentation: 1) Proof of service and conditions of discharge: DD214 or equivalent; 2) Proof of service-connected disability: DD214 if the disability was documented at discharge or Veterans Administration (VA) Rating Decision Letter or equivalent if the disability was documented after discharge; 3) Proof of ownership: Appropriate legal documents setting forth the ownership of the business entity. In lieu of the documentation identified above, the representative may also provide a copy of the business entities National Veterans Business Development Council (NVBDC) certification.

Did the representative, or an employee of the bidding organization, participate in developing any component of this RFP? (Yes or No):

If yes, describe how the representative, or an employee of the bidding organization participated.

Will the representative, or an employee of the bidding organization, participate in the evaluation of the proposals received in response to this RFP? (Yes or No):

If yes, describe how the representative, or an employee of the bidding organization will participate in the evaluation process.

If selected and issued an agreement, does the bidding organization affirm that it agrees with the attached Standard Terms⁷? (Yes or No):

⁷ LEO strongly encourages strict adherence to the standard terms. Nevertheless, the Bidder may submit proposed changes to the standard terms accompanied by a detailed explanation as to each change for LEO consideration; failure to do so will constitute the Bidder's acceptance of the standard terms. General statements, such as "the Bidder reserves the right to negotiate the standard terms", may also be considered non-responsive.

VIII. Bidder's Experience & Past Performance

2.1 Bidder's Experience – Past Projects (5 points)

Describe the bidding organization's experience from the past three years only with providing services for the community it represents that are most relevant to this RFP.

List each service name, a description of the service, the timeframe during which the service was funded and/or provided, with whom the agreement and/or funding was with, and the name of a contact person for each agreement/funding source. (Note: Bidders are not required to have a history of funding with LEO-OGM to be considered for this RFP.)

2.2 Bidder's Experience – Populations Served (5 points)

List the principal characteristics of the target populations for whom the services listed in 2.1 were provided. Include demographics, challenging cases, etc. If relevant, include any diversity of populations or experience with immigrant communities (i.e. Cuban/Haitian Entrant, Refugee, Asylee, etc.) and primary languages spoken.

2.3 Bidder's Experience – Collaborations (5 points)

List community organizations with which the Bidder has partnered during the last three years only. Examples include ethnic community-based organizations (ECBOs), faith-based organizations (FBOs), refugee resettlement agencies (RAs), local health departments (LHDs), local government offices, educational institutions/public schools, etc. Include the organization type and a description of the collaborative programs.

This section should define previous work in the arena of Social Services with a focus towards foster care and integration services. This section should document your organization's history of collaboration and work with other social service agencies. Document your organization's history with OGM and MDHHS, regarding contracts, services, and professional relationships.

2.4 Bidder's Experience – State of Michigan Systems (5 points)

Describe knowledge of Michigan's child welfare system, especially the foster care system, experience working with youth in foster care/Independent Living/Transitional Living, its understanding of the refugee population and accompanying cultural competence, experience with and ability to engage youth as program participants, experience collaborating with service providers, and experience developing services like those being purchased through this RFP.

2.5 Bidder's Experience – Qualifications (10 points)

List the number of full-time employees (FTE) needed to operate the URM Program keeping in mind the required caseworker to youth ratios. Identify, by name and title, the staff who will be involved in carrying out this project. Describe the type of work each of the staff will perform in carrying out this project, describe relevant credentials and experience of each staff member, and provide a resume for each. For vacant positions, the title of the position and expected scope of work duties should be included.

Qualifications determined by State of Michigan for designated URM Program staff (URM Program Manager, Case Manager, IL/Transition Specialist, Family Licensing/Recruitment Specialist, Family Strengthening Specialist) are:

In general, the overarching requirements for URM Program staff are:

- 21 years of age or older.
- MA or BA degree in social work, psychology, vocational rehabilitation, education, child development, or other behavioral science field.
- Two or more years of experience working with youth in foster care and/or behaviorally challenged youth, and/or emotionally disturbed youth, and/or youth involved in the juvenile justice system, and/or youth within the educational setting.
- An understanding of issues Refugee Minors may be facing.
- Proof of a valid driver's license.
- Excellent time management and organization skills.
- Superior written and communication skills.
- Flexibility to work varied hours, as needed, to meet the needs of the clients served.
- Successful completion of background checks and all applicable health requirements.

Specific requirements for identified positions are:

Program Manager

Must be a master's level social worker and have a minimum of two years of experience in supervision of child placement workers or in child placement or must have a master's degree in a human service-related field from an accredited school, and a minimum of two years of experience in supervision of child placement workers or in child placement or must be an individual otherwise qualified and serving a licensed child-placing agency as a Program Manager.

Case Manager

Must be a master's level social worker or a bachelor's level social worker with two years of related experience. Experience working with URM foster youth is preferred.

IL/Transition Specialists

Required to have a bachelor's degree in a human service-related field; Social Work and accompanying board-licensure is preferred. Experience in working with young adults transitioning into adulthood is preferred.

Family Licensing/Recruitment Specialist

Must be a master's level social worker or a bachelor's level social worker with two years of related experience. A background in foster home recruitment, licensing, and retention is preferred.

Family Strengthening Specialist

Required to have a bachelor's degree with two years post-degree experience working with children and families of various ethnic backgrounds. Crisis intervention, family support, or family preservation experience is preferred.

IX. Program Design

3.1 Identified Need (10 points)

Describe your community's need for URM funding. Include descriptions of physical, economic, social, cultural, and linguistic barriers which prevent youth from integrating into the community and accessing their full potential for their future.

3.2 Program Design (30 points)

Provide a brief description of your proposed program. Including:

How your program will be designed to address the unique needs of youth in foster care.

Identify your agency's local office location that will serve the county or region and how this location will best serve clients in this area.

Describe your agency's ability to serve diverse cultural population. This includes the availability of multilingual staff and cultural diversity training provided by the agency.

Describe any Evidence Based/Promising Practice Models or Curriculum you are incorporating into the proposed service(s).

3.3 Plans for Staffing Structure (5 points)

Describe how your agency assigns cases to staff to ensure client's needs are met, how your agency tracks, monitors, and adjusts caseload sizes.

Describe your agency's frequency and method of supervision, and how your agency determines the appropriate frequency and method. Also include any supervision tools utilized with staff, including managing supervision logs.

3.4 Workplan (5 points)

Describe how the program design will be implemented. The workplan should list *all* proposed activities or tasks..

List proposed activities or tasks and the timeframe required to accomplish each objective. Proposed activities/tasks must fall within the supported activities for URM funding.

The proposed work plan must include a timeline, significant milestones, key staff members and their specific roles, possible challenges/barriers as well as a plan to address identified challenges. Timeframes must fall within the funding timeline, 10/01/2024 – 09/30/27.

X. Program Budget Narrative

4.1 Budget (10 points)

Provide an estimated program budget (in U.S. dollars) for one fiscal years (10/1/2024 – 9/30/2025).

Salaries:

Fringe Benefits:

Occupancy:

Communication:

Supplies:

Equipment:

Transportation:

Contractual Services:

Specific Assistance:

Miscellaneous

4.2 Budget Narrative (10 points)

Provide a narrative description for all categories listed in Question 4.1.

Salaries:

Fringe Benefits:

Occupancy:

Communication:

Supplies:

Equipment:

Transportation:

Contractual Services:

Specific Assistance:

Miscellaneous:

