

**Michigan Department of Labor and Economic Opportunity (LEO)  
Office of Global Michigan (OGM)  
REQUEST FOR PROPOSAL (RFP)**

**Service Title:** Statewide Michigan Migrant Farmworker Enumeration Study

**Anticipated Begin Date:** October 1, 2024

**End Date:** January 31, 2027

**Estimated Total Funding:** \$800,000

**Proposal Submission:** Proposals and subsequent attachments must be submitted via email to [LEO-GLOBALMICHIGAN@michigan.gov](mailto:LEO-GLOBALMICHIGAN@michigan.gov) by 11:59 p.m. EDT, August 2, 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 August 2, 2024.
- Bidder does not stay at or below the award ceiling amount of \$800,000.
- Bidder's completed proposal exceeds 40 pages total, including all of section III2.1 – 4.2b.
- Bidder is determined to be ineligible for the funding (Section I.4).

**Additional Information:**

If your agency has questions, please email [LEO-GLOBALMICHIGAN@michigan.gov](mailto:LEO-GLOBALMICHIGAN@michigan.gov) by 12:00 p.m. (noon) EDT July 19<sup>h</sup>, 2024.

If you need an accommodation to complete this form, please email [LEO-GLOBALMICHIGAN@michigan.gov](mailto:LEO-GLOBALMICHIGAN@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-globalmichigan@michigan.gov](mailto:Leo-globalmichigan@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 August 2, 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-globalmichigan@michigan.gov](mailto:Leo-globalmichigan@michigan.gov), on or before 12:00 p.m. (noon) EDT July 19, 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

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: 15 points
3. Program Design: 55 points
4. Program Budget Narrative: 30 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-globalmichigan@michigan.gov](mailto:Leo-globalmichigan@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](http://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:** The contractor selected for the Michigan Migrant and Seasonal Farmworker Enumeration Profiles Study will be responsible for delivering comprehensive and systematic reports throughout the project duration. These reports will ensure transparency, accountability, and effective communication of the study's progress and findings. The specific reporting requirements can be found in Section II, C.: Project Overview Deliverables.

- a) 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.
- b) 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.
- c) 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](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.

12. Subgrantees: If sub-granting:

- a. 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).

- b. 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.
  - c. The Grantee must obligate the subgrantees to maintain the confidentiality of LEO client information in conformance with state and federal requirements.
  - d. 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.
  - e. LEO may, at its discretion, require information on the process of an awarded subgrantee proposal.
13. 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>).
14. 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. Background: Michigan Migrant Farmworker Enumeration Profiles Study**

The State of Michigan is honored to announce a Request for Proposals (RFP) for the Michigan Migrant and Seasonal Farmworker Enumeration Profiles Study, scheduled to take place from 2024 to 2026. This study is a continuation and expansion of the foundational work established by the Michigan Migrant and Seasonal Farmworker Enumeration Profiles Study of 2013, a landmark project that provided critical insights into the demographics and needs of Michigan's Migrant Seasonal Farm Workers (MSFWs) and their households.

The 2013 study, a project of the State of Michigan Interagency Migrant Services Committee, was made possible through primary funding from the United States Department of Housing and Urban Development. Under the research expertise of Alice C. Larson, Ph.D., of Larson Assistance Services, the study offered a comprehensive analysis of the MSFW population, updating the initial findings from the 2006 enumeration study. The Interagency Migrant Services Committee, a collaborative forum dedicated to the statewide coordination of services for migrant and seasonal farmworkers, facilitated this pivotal research. The 2013 study covered vital areas such as employment, education, healthcare, public benefits, legal services, and other forms of assistance, laying the groundwork for informed policymaking and service delivery improvements.

Building upon this rich legacy, the upcoming 2024-2026 study aims to delve deeper into the lives of MSFWs, focusing on a broader array of demographic and social characteristics. It carries immense significance as it delves into the lives of a substantial portion of H-2A farmworkers, many of whom are migrant workers. The study also focuses on the broader migrant seasonal working community. Collectively, these individuals encounter myriad obstacles, ranging from exploitation to limited access to essential services, often exacerbated by their undocumented status and the inherent vulnerabilities associated with it. By identifying the specific needs and challenges faced by agricultural labor, this study serves as a crucial tool for steering the course toward enhanced living conditions, improved working environments, and comprehensive solutions for the benefit of the entire agricultural labor force in the state. The enumeration study is not merely an academic exercise; it is a crucial tool for positive change.

The Hispanic/Latino Commission of Michigan serves as the Lead Agency for this study. In Act 380 of 1965, the Michigan Legislature enacted the duties of the Commission on Agricultural Labor, which includes seeking effective methods for the improvement of living, working, and related problems affecting agricultural labor of all types, as well as formulating policies to effectuate these purposes. The enumeration study aligns with these duties by identifying agricultural labor needs and problems, facilitating improved living, working, and related conditions for agricultural labor.

At the heart of this study lies the recognition of the indispensable role played by MSFWs in Michigan's agricultural industry. Their labor sustains the state's agricultural productivity while contributing significantly to the economy and the livelihoods of countless communities. However, behind this vital contribution lies a stark reality of challenges and hardships faced by MSFWs and their families, ranging



from inadequate housing to limited access to healthcare and educational services. With a budget allocation of approximately \$800,000, this study underscores the commitment of stakeholders to champion the rights and well-being of MSFWs. As such, its successful execution is paramount, not only for the MSFW community but also for the broader agricultural landscape and the state's socio-economic fabric.

## 2. Project Overview

- **Project Title:** Statewide Migrant Seasonal Farmworker Enumeration Study
- **Overview:** Global Michigan is seeking proposals from qualified contractors to conduct the Michigan Statewide Migrant Seasonal Farmworker Enumeration Profile Study.
- **Objective:** The primary objective of this study is to holistically capture the evolving landscape of MSFWs in Michigan. The study aims to examine demographic and social characteristics of MSFWs and their households; identify the locations and migration patterns of MSFWs across the state; and assess the emergent needs of this population to inform state policy.
- **Lead Agency:** The Office of Global Michigan, Hispanic/Latino Commission of Michigan
- **Project Director:** Isabel Montemayor-Vazquez, Ph.D. [montemayorvazquezi@michigan.gov](mailto:montemayorvazquezi@michigan.gov)
- **Duration:** The Study will span two years, from 2024 – 2026
- **Allocated Funding:** Approximately \$800,000 is allocated for the Study.
  - The proposal should include a detailed budget breakdown, covering all aspects of the study including personnel costs, data collection expenses, travel and logistics, data analysis, report preparation and dissemination, and any additional miscellaneous costs.
- **Data Collection Approach:** Mixed Methods
  - The contractor is expected to employ a mixed methods approach to data collection, incorporating various techniques such as:
    - **Direct Input from Workers:** Conduct interviews with farmworkers in comfortable settings to elicit honest feedback and uncover additional issues. Prioritize real-life experiences and concerns over hypothetical scenarios to capture authentic perspectives. Ensure interviews are conducted without the presence of growers, labor contractors, or supervisors to mitigate fear of retaliation.
    - **Sampling Techniques:** Utilize cross-sectional studies with epidemiologic and survey research methods, integrating both qualitative and quantitative data collection.
    - **Survey Design and Interview Protocols:** Collaborate with community partners to develop and pilot-test the survey instrument, engaging farmworkers for feedback. Utilize semi-structured interviews to encourage open dialogue and capture diverse perspectives. Complement interviews with focus groups and ethnographic methods for deeper insights into farmworker experiences. Ensure surveys and interviews are conducted in workers' primary languages to honor cultural and linguistic diversity.
    - **Community-Based Participatory Research (CBPR):** Partner with community organizations and stakeholders throughout the research process to build trust and ensure ethical conduct. Validate derived estimates from economic data with stakeholders for accuracy and directly engage farmworkers to understand their

priorities. Consider interviewing former farmworkers for additional insights, particularly those displaced by the H-2A program, and obtain informed consent from all participants.

- **Addressing Challenges:** Develop strategies to locate and interview workers in isolated or uninspected housing conditions, ensuring comprehensive data collection. Maintain regular updates and collaboration with the advisory committee to ensure transparency and ongoing input.
- **Data Collection Areas:**
  - **Population Demographics**
    - Comprehensive examination of the demographic characteristics of Migrant Seasonal Farm Workers (MSFWs) and their household members.
    - Separate focus on subcategories such as Agricultural Farmworkers, Beef Cattle Farmworkers, and Dairy Cattle Farmworkers to address the unique needs of these groups.
  - **Patterns of Worker Migration**
    - Analysis of seasonal migration trends, including movement patterns, seasonal employment durations, and factors influencing migration decisions.
  - **Working Conditions**
    - Examination of working conditions, job security, and experiences of retaliation or coercion in the workplace.
    - Assessment of occupational hazards and safety concerns, focusing on heat stress, air quality, and pesticide exposure in both work and living environments.
    - Identification and mitigation of occupational hazards, such as heat stress, pesticide exposure, and access to safe water and safety training.
  - **Housing Conditions**
    - Assessment of housing standards and living conditions, covering safety, affordability, space adequacy, and inspection, especially in dairy housing. Investigation into issues like cleanliness, utility access, privacy, and temperature control.
  - **Access to Services**
    - Evaluation of access to essential services, including medical care, wage loss benefits, medical insurance, public benefits, legal assistance, and educational and social services for their children.
    - Assessment of language barriers and the availability of language-accessible services for MSFWs.
    - Inquiry into the educational access and experiences of children of farmworkers, including barriers to enrollment, quality of education, and access to social services.
  - **Immigration/Visa Status**
    - Investigation into MSFWs' access to legal services, addressing issues such as wage theft, false promises of work or housing, retaliation, immigration/visa status, visa arrangements, and associated legal rights and challenges.
  - **Psychographic and Social Factors**

- Exploration of familial status, intentions to reside permanently in Michigan, barriers to permanent residence, access to driver's licenses, trust in law enforcement, and experiences of racism and discrimination.
- Investigation into the psychosocial well-being, quality of life, coping mechanisms for food insecurity, and women's health, maternal, and child health among MSFWs and their families.

### 3. Deliverables

The Request for Proposals (RFP) outlines a comprehensive enumeration study on Migrant Seasonal Farm Workers (MSFWs) and their households across Michigan. As part of this initiative, the selected contractor will be responsible for delivering a range of essential deliverables to ensure the success and impact of the research endeavor. These deliverables are designed to provide actionable insights, inform policy recommendations, engage stakeholders, and effectively communicate key findings to relevant audiences. In this section, we outline the key deliverables expected from the contractor, each playing a crucial role in advancing our understanding of the challenges faced by MSFWs and facilitating meaningful interventions to address them.

- **Data Collection Reports:** Execute data collection activities at least twice during the stipulated study timeframe and provide systematic updates on the process and preliminary findings, ensuring transparency and accountability.
- **Regular Updates:** Implement a structured reporting cadence for sharing study results and furnish regular updates to the advisory committee, fostering ongoing collaboration and transparency throughout the research endeavor.
- **Metrics and Dashboard:** Create robust metrics and a dynamic dashboard to assess the study's impact, including enhancements in working conditions, improved healthcare access, and advancements in workforce development. Utilize visually compelling data visualization tools like charts, graphs, and infographics to effectively communicate key findings to stakeholders and policymakers, facilitating informed decision-making.
- **Community Engagement Plan:** Propose an inclusive community engagement plan delineating strategies to actively involve stakeholders, community organizations, and farmworkers throughout the research process, ensuring their voices are heard and valued.
- **Comprehensive Research Report:** The contractor is responsible for delivering a comprehensive research report summarizing all findings from the enumeration study. This report, inclusive of an executive summary, detailed methodology, meticulous data analysis, significant findings, and actionable recommendations, will be developed and finalized for broad dissemination at both state and national levels. It will serve as a foundational resource for stakeholders, the public, and the MSFW community.
- **Final Presentation:** Conduct a comprehensive final presentation to pertinent stakeholders, including the Hispanic/Latino Commission of Michigan and other interested parties. This presentation will serve as a platform to disseminate research findings, recommendations, and delineate the subsequent course of action.

### 4. Timeline

Timeline will be determined after award of the contract.

- A. **Proposal Submission Deadline:** Contractors must submit their proposals by August 2, 2024.

**B. Contract Award:** This stage will include the finalization of terms and conditions, detailed planning, and preliminary discussions with the selected contractor to ensure mutual understanding of project goals and expectations.

**C. Project Initiation:** The project is estimated to commence by October 1, 2024. Initial activities will involve project kick-off meetings, team introductions, and the establishment of a detailed project plan outlining timelines, milestones, and key deliverables.

**D. Pre-Study Activities:** This phase involves the development of survey instruments and interview protocols. It will include:

- Designing and pilot-testing surveys in collaboration with community partners.
- Establishing protocols for semi-structured interviews and focus groups.
- Training data collection teams to ensure consistency and cultural competency.
- Coordinating logistics for fieldwork, including identifying target locations and arranging permissions.

**E. Data Collection Phase I:** The first data collection phase will focus on gathering comprehensive data from MSFWs and their households. Activities will include:

- Conducting interviews and surveys in the field.
- Utilizing mixed methods to capture both qualitative and quantitative data.
- Implementing strategies to reach isolated or uninspected housing conditions.
- Ensuring continuous communication with community partners for logistical support and feedback.

**F. Preliminary Analysis:** Preliminary analysis will be conducted concurrently with data collection to allow for timely adjustments and deeper insights. This phase includes:

- Cleaning and organizing collected data.
- Conducting initial data analysis to identify emerging trends and patterns.
- Preparing interim reports and updates for the advisory committee and stakeholders.
- Adjusting data collection strategies as needed based on preliminary findings.

**G. Data Collection Phase II: (Pending available continued funding)** The second data collection phase will further refine and expand on initial findings. Activities will mirror Phase I, with added focus on:

- Filling data gaps identified during preliminary analysis.
- Engaging with additional MSFW subgroups to ensure comprehensive coverage.
- Continuing mixed methods data collection and maintaining collaboration with community partners.

**H. Final Presentation and Reporting:** This phase involves the compilation of final results and the preparation of comprehensive reports. The final presentation will be conducted to share the research findings and recommendations with pertinent stakeholders, including the Hispanic/Latino Commission of Michigan and other interested parties. This stage includes:

- Conducting a comprehensive final presentation.
- Disseminating the final research report at both state and national levels.
- Engaging stakeholders to discuss the implementation of recommendations and potential next steps.

## 5. Desired Qualifications of Contractor

- **Experience:** Demonstrated experience in conducting research studies, particularly in the field of migrant and seasonal farmworker populations.
- **Expertise:** A team with expertise in mixed-methods research, including quantitative and qualitative data collection and analysis.
- **Cultural Competency:** Ability to work effectively with diverse populations, including farmworkers from different cultural backgrounds and language proficiency.
- **Community Engagement:** Experience in community engagement and collaboration with stakeholders, community organizations, and farmworker advocacy groups.
- **Policy Analysis:** Knowledge of agricultural and labor policies, as well as the ability to translate research findings into actionable policy recommendations.
- **Reporting and Presentation Skills:** Strong writing and presentation skills to effectively communicate research findings to various audiences, including policymakers, government agencies, and community stakeholders.
- **Compliance:** Familiarity with relevant regulations and ethical guidelines governing research involving vulnerable populations, ensuring compliance throughout the project duration.

### Section III: Proposal

1. Bidder Information

Representative's<sup>1</sup> Name:

Representative's Phone Number:

Representative's email address:

Bidding Organization's Name:

Bidding Organization's address:

Bidding Organization's SIGMA address code<sup>2</sup>:

Bidding Organization's Unique Entity ID Number<sup>3</sup>:

Number of employees and/or organization members:

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

Bidding Organization's Fiscal Year Begin Date:

Name of Parent Organization, if applicable:

Address of Parent Organization, if applicable:

Does the bidding organization represent an Iran-linked business, as defined in MCL 129.312?  
(Yes or No):

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)

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

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

<sup>2</sup> 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/cgiadvantage)

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

<sup>4</sup> Individuals are private proprietary.

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.

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 or 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/organization<sup>5</sup>? (Yes<sup>6</sup> of No):

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):

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<sup>5</sup> “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).

<sup>6</sup> 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.

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 Terms<sup>7</sup>? (Yes or No):

## 2. 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 providing examples of relevant services or research for the community it represents that are most relevant to this RFP. List each service or research project name, a brief description, 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.

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

List the principal characteristics of the target populations for whom the services and/or research listed in 2.1 were provided. Include the population demographics 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), local health departments (LHDs), local Michigan Works Agencies (MWAs), local government offices, employers, etc. Include the organization type and a description of the collaborative programs.

## 3. Program Design

### **3.1 Program Design (35 points)**

Provide a description of your proposed program. Include the proposed: 1) research methodology, 2) data collection methods, 3) required staff and roles, 4) the region/counties where services will be facilitated, 5) reporting mechanisms, and 6) specific outcomes and metrics in each data collection area (Section II.2) you plan to track during the life of the program.

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<sup>7</sup> 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.



4. Program Budget Narrative

**4.1 Budget (10 points)**

Provide an estimated annual program budget (in U.S. dollars) for the duration of the project.

Salaries:

Fringe Benefits:

Occupancy:

Communication:

Supplies:

Equipment:

Transportation:

Contractual Services:

Specific Assistance:

Miscellaneous

**4.2 Budget Narrative (20 points)**

Provide a narrative description for all categories listed in Question 4.1. Totals should be calculated for each category.

Salaries:

Fringe Benefits:

Occupancy:

Communication:

Supplies:

Equipment:

Transportation:

Contractual Services:

Specific Assistance:

Miscellaneous: