

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

**Service Title:** Plain Language & Cultural Competency Training Services

**Anticipated Begin Date:** 04/15/2025

**End Date:** 04/30/2026

**RFP Number:** PLCCTS 25-9901

**Funding Type:** OGM Language Access

**Fiscal Year:** 2025 – 2026

**Total Award Ceiling:** \$150,000

**Total Award Floor:** \$100,000

**Single Program Award Average:** \$80,000

**Agreement Type:** Actual Cost Reimbursement

**Proposal Submission:** Proposals and subsequent attachments must be submitted via email to [SOM-Language-Access@michigan.gov](mailto:SOM-Language-Access@michigan.gov) by 11:59 p.m. EST, February 14<sup>th</sup>, 2025 (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. EST February 14<sup>th</sup>, 2025.
- Bidder does not stay at or below the award ceiling amount of \$150,000.
- Bidder's completed proposal exceeds 40 pages total, including all of section III2.1 – 4.2.
- Bidder is determined to be ineligible for the funding (Section I.4).

**Additional Information:**

If your agency has questions, please email [SOM-Language-Access@michigan.gov](mailto:SOM-Language-Access@michigan.gov) by 12:00 p.m. (noon) EST January 24<sup>th</sup>, 2025.

If you need an accommodation to complete this form, please email [SOM-Language-Access@michigan.gov](mailto:SOM-Language-Access@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, Plain Language & Cultural Competency Training Services RFP

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 format provided in Section III to complete the proposal. 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 [SOM-Language-Access@michigan.gov](mailto:SOM-Language-Access@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. EST February 14<sup>th</sup>, 2025. 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 [SOM-Language-Access@michigan.gov](mailto:SOM-Language-Access@michigan.gov), on or before 12:00 p.m. (noon) EST January 24<sup>th</sup>, 2025. 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 has at least three (3) years of experience working with state departments and/or have at least three (3) years of experience and knowledge of state government. Bidders may respond to the Plain Language Training and/or the Cultural Competency Training portion of the RFP. 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: 20 points
3. Program Design\*: 50 points
4. Program Budget Narrative: 30 points

Total Points Possible: 100 points

\* Bidders may respond to the Plain Language Training and/or the Cultural Competency Training portion of the RFS (See Section II.2 for clarity on each program opportunity). If a Bidder is only responding to one of these training programs, this section's points will be doubled.

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 [SOM-Language-Access@michigan.gov](mailto:SOM-Language-Access@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:

- a. Record Keeping: The Grantee(s) must maintain appropriate case records and procedures to document the delivery of Plain Language & Cultural Competency, Sensitivity, and Language Sensitivity Training Programs to agencies and state employees. Records shall include, but are not limited to:
  - i. Documentation of training services and resources used.
  - ii. Documentation of delivery of trainings, meetings, etc.
  - iii. Documentation of hours recorded while providing services.
  - iv. Any other material, resources, evaluation, feedback, and notes or relevant information related to training services.

- b. Reporting: The Grantee(s) shall submit to LEO-OGM monthly reports that indicate the status and effectiveness of activities performed under the grant, as indicated below.
- i. The Grantee shall submit monthly fiscal reports.
  - ii. Number of trainings delivered to agencies and/or state employees.
  - iii. Number of hours recorded for the month used to consult with state employees leading the statewide and departmental language access efforts.
  - iv. Statistical data, activities, challenges, and accomplishments regarding those 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, success stories, accomplishments and new initiatives, and challenges and emerging issues.
  - v. The Grantee shall submit monthly invoices, including ledgers as supporting documentation of expenses incurred and invoiced, and supporting documentation of specific service provided.
  - vi. 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 grantee activities through routine monitoring to ensure Grantees are in compliance with state 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](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. Background and Purpose

The Office of Global Michigan (OGM) works to make Michigan welcoming and inclusive. In support of this mission, the OGM is collaborating with state departments, agencies, and bureaus to provide technical support implementing departmental language access plans. This includes assisting in delivering linguistically and culturally appropriate services for Limited English Proficient (LEP) populations accessing public state services.

As part of these efforts, the OGM has provided foundational training on federal and state regulations related to language access, plain language, language access plans, and the use of available contracted language services providers. To further enhance departments capacity, the OGM seeks to develop two key training programs focused on language access: 1. Plain Language and 2. Cultural Competency, Sensitivity and Language Sensitivity. These initiatives will help state departments communicate effectively, inclusively, and respectfully with diverse communities, ensuring accessible services delivery for all.

The OGM seeks a Plain Language and a Cultural Competency, Sensitivity and Language Sensitivity expert or consulting firm to partner with its Statewide Language Access Coordinator. The selected consultant(s) will help the OGM, and departments, create and implement customized training sessions across departments, ultimately improving communication and supporting the state's language access efforts.

### 2. Program Design and Bidder Eligibility

Award of the grant will be considered for training programs designed with proven or innovative approaches. It is understood that all materials and content developed as part of these programs/trainings will be considered the property of the State of Michigan. Consideration will be given to Bidders who have a record of working with state departments and have at least 3 years of experience and knowledge of state government.

Bidders are invited to submit proposals for either one or both of the training programs described below. To respond with a proposal for both training programs, please provide a comprehensive submission addressing Section III.3 of this Request for Proposals (RFP). Should a bidder choose to submit a proposal for only one training program, please be advised that the points in Section III.3 will be counted twice. It is important to note that the total funding award ceiling applies only to those bidders who submit proposals for both training programs. The average funding for single training programs is specified on the first page of this RFP.

The OGM envisions two distinct but complementary training programs, both designed to enhance the state's language access efforts:

- Plain Language Training: This program will be delivered through the State of Michigan's e-learning center (virtual platform), offering a series of self-paced modules that State of Michigan employees can complete at their convenience. The content will focus on

simplifying complex language, ensuring that communications are clear, concise, and accessible to individuals varying literacy levels and language proficiencies.

- **Cultural Competency, Sensitivity, and Language Sensitivity Training:** This program will be customized to meet the specific needs of each department, recognizing that each may have varied functions and methods to serve Michiganders. The consultant will collaborate with the OGM and department language access coordinators to design training sessions that are tailored to each department's unique needs. This training will address cultural competency (effective interaction across cultures), cultural sensitivity (respecting cultural differences), and language sensitivity (using inclusive, respectful language). The goal is to empower staff to foster culturally appropriate and linguistically sensitive communication that builds trust with diverse communities.

### 3. Supported Activities

The consultant's activities, in collaboration with the OGM's Statewide Language Access Coordinator, may include but are not limited to:

- **Designing Plain Language Modules:** Develop a series of online, self-paced training modules that focus on simplifying complex information, making it clearer and more accessible for LEP populations. These modules will also emphasize the importance of plain language in ensuring the accuracy of translations, helping to avoid confusion and build trust with the communities served. The consultant will be responsible for creating all written content, visual aids, and multimedia materials for these modules, ensuring that they are clear, engaging, and accessible.
- **Developing and Delivering Cultural Competency, Sensitivity and Language Sensitivity Training:** Work with each department to assess its unique needs and design department-specific training sessions. These sessions may be delivered in-person or virtually, depending on departmental preferences and logistics. Deliver training on cultural competency, cultural sensitivity, and language sensitivity. The consultant will create customized training materials, including presentations, handouts, and any other resources tailored to each department's specific needs.
- **Ongoing Support and Evaluation:** Provide continuous support throughout the rollout and implementation of the training program(s), including assessing the effectiveness of the training, gathering feedback from participants, and making adjustments to improve the training's impact. The consultant will ensure that the training programs meet the desired goals of enhancing language access across state agencies. The consultant will be responsible for creating evaluation tools such as surveys or feedback forms, as well as any progress reports or summary documents.

### 4. Budget

The overall agreement will be up to 1 year total, with possible options to extend an additional two years. Additional years' funding will be contingent on available funding. See funding on page one of this proposal for estimated budget totals.

Total awarded amounts will be contingent on the number of selected proposals. Within their proposal, Bidders are required to submit a line-item budget with a narrative justification. Proposals will be scored with respect to feasibility of the budget requested.

### 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 is incorporated in what state?:

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

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

Number of years operating:

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):

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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 \(michigan.gov\)](http://www.michigan.gov)

<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 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?

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/organization<sup>5</sup>? (Yes<sup>6</sup> of 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

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

## **2. Bidder's Experience & Past Performance**

### **2.1 Bidder's Experience – Past Projects (15 points)**

Describe the bidding organization's experience working with state departments and/or knowledge of state government. List each project name, a description of the project, the timeframe during which the project 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. (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 – Staff Experience (5 points)**

List the staff in your organization who will be working on this project, their role, and their experience in working with designing, providing training, and language access, plain language, cultural competency & sensitivity, and language sensitivity implementation. Make sure to include everyone's training and background.

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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.

<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.

**3. Program Design****3.1 Project Proposal - Narrative (20 points)**

Describe/ outline the organization's approach and plan to execute each of the two training programs with State of Michigan Departments and Agencies. Include Project Name(s). If Bidder only applies to one of the two training programs, points in this section will be doubled. Bidder must ensure they include a statement in this section outlining which training program(s) they are bidding on.

**3.2 Program Objectives (30 points)**

Provide a description of your proposed training program(s), including the proposed:

1. Program objectives
2. Supported activities and workplan
3. Required staff and roles
4. Outcomes, metrics, and progress tracking

Also, describe how your program(s) will be designed to address the unique needs of each department.

**4. Program Budget Narrative****4.1 Budget (10 points)**

Provide an estimated program budget (in U.S. dollars) for one year (04/15/2025 – 04/15/2026).

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: