

Michigan Department of Labor and Economic Opportunity  
**REQUEST FOR PROPOSAL (RFP)**

Maximum Award: \$500,000	RFP Number: WMIRCC22-4101
Year 1: \$500,000.00	Agreement Type: <input checked="" type="checkbox"/> Actual Cost <input type="checkbox"/> Unit Rate/Actual Cost <input type="checkbox"/> Unit Rate <input type="checkbox"/> Unit Rate/Per Diem
Year 2:	
Year 3:	
Anticipated Begin and End Dates: <b>05/01/2022</b> through <b>09/30/2022</b> <span style="float: right;"><b>*Funding may be extended through fiscal year 2023</b></span>	

**Proposal Submission**

All proposals with related material must be submitted electronically in Word Format to [LEO-RefugeeServices@michigan.gov](mailto:LEO-RefugeeServices@michigan.gov) by 11:59pm EST March 25<sup>th</sup>, 2022.

**Geographic Area:** West Michigan including but not limited to Kent County

The Grantee (awarded bidder) must deliver services to referred clients both virtually and in-person in the proposed geographic area (See below in Additional Information).

**Service Title(s):** West Michigan Immigrant & Refugee Community Center

**Qualifying Criteria:**

- The bidder must be a 501(c)3 organization in good standing as the primary fiduciary
- The bidder must establish collaboration with multiple community-based partners. Preference will be given to collaboration with ethnic-based partners
- Letters of Intent from each collaborating partner must be written and signed, explaining the roles, duties, and responsibilities of each organization
- Proposals should be completed and submitted collaboratively across partner organizations regardless of the organization who is submitting the proposal as fiduciary
- The bidder must secure a physical community space to provide services, resources, and host events for foreign-born individuals and families
- The bidder must submit a complete proposal, including sub-section, to [LEO-RefugeeServices@michigan.gov](mailto:LEO-RefugeeServices@michigan.gov) on or before 11:59pm EST March 25<sup>th</sup>, 2022.
- The bidder must stay at or below the maximum award amount.

Proposals that do not meet the qualifying criteria will not be reviewed. Proposals from bidders who are current state of Michigan employees will not be reviewed.

<p><b>Authority:</b> P.A. 2080 of 1939.  <b>Completion:</b> Mandatory.  <b>Penalty:</b> Agreement Invalid</p>	<p>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 to LEO.</p>
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## Table of Contents

This Request for Proposal (RFP) provides interested bidders with sufficient information to prepare and submit proposals for consideration by the Michigan Department of Labor and Economic Opportunity (LEO) and contains the following sections:

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Section IV .....	Proposal
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## **Section I**

### **PROPOSAL INSTRUCTIONS**

#### 1. Questions/Inquiries

Questions regarding the content of this RFP must be made by email to Roger Tijerina at [tijerinar1@michigan.gov](mailto:tijerinar1@michigan.gov) on or before 11:59pm EST March 11<sup>th</sup>, 2022. LEO staff are not allowed to respond to questions regarding the content of the RFP that are made via telephone or teleconference. LEO will compile all relevant questions and answers and post these as well as any other clarifications or revisions to the initial RFP onto the LEO website at [https://www.michigan.gov/ogm/0,9597,7-394-93237\\_93234\\_93235---,00.html](https://www.michigan.gov/ogm/0,9597,7-394-93237_93234_93235---,00.html). Interested bidders are advised to monitor the website regularly.

#### 2. Amendment to the RFP

LEO may modify the RFP at any time prior to the deadline submission date. Changes will be posted on [https://www.michigan.gov/ogm/0,9597,7-394-93237\\_93234\\_93235---,00.html](https://www.michigan.gov/ogm/0,9597,7-394-93237_93234_93235---,00.html) 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.

#### 3. Response Preparation

Bidders must follow these proposal instructions and provide a complete response. Uniform Resource Locator (URL) links to information will not be considered for evaluation. Bidder should include its company name in the header of all response documents.

#### 4. Delivery of Proposal

The bidder must submit its proposal, all attachments, and any modifications or withdrawals electronically through [LEO-RefugeeServices@michigan.gov](mailto:LEO-RefugeeServices@michigan.gov). The bidder must provide the documents in Microsoft Word format, but has the option to also provide copies of any documents in a non-modifiable form (e.g., PDF). Bidder's failure to submit a proposal as required may result in disqualification of such proposal. The proposal and any attachments must be fully uploaded and submitted prior to 11:59pm EST March 25<sup>th</sup>, 2022. Do not wait until the last minute to submit the bid.

#### 5. Evaluation Process

In awarding the agreement, proposals will be evaluated by a grant review committee. Only those proposals receiving a score of 80 points or more will be considered for award. All qualified proposals will be evaluated on the basis of rating criteria identified in the RFP.

LEO reserves the right to 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). Factors considered in evaluating proposals relate to:

- . Reliability
- . Bidder's past experience
- . Bidder's ability to respond to all requirements outlined in the RFP
- . Bidder's ability to maintain a presence in the community
- . Financial stability
- . Continuity and stability in provision of service
- . Knowledge transfer activities

If LEO determines in its sole discretion that contracting with or awarding a grant to a bidder presents an unacceptable financial risk to LEO, LEO reserves the right to not award an agreement to that bidder.

LEO may, but is not required to, 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.

#### 6. Notice of Deficiency

If LEO determines, after the deadline to submit proposals, that there is an area of the RFP that was deficient, unclear, or conflicting, LEO may issue a request ("Notice of Deficiency") to bidders. Failure to respond to a Notice of Deficiency may be cause for disqualification.

#### 7. Clarification Request

If LEO determines, after the deadline to submit proposals, that a bidder's proposal is not clear, LEO reserves the right to issue a request ("Clarification Request") to a bidder to clarify its proposal. Failure to respond to a Clarification Request may be cause for disqualification.

#### 8. Reservations

LEO reserves the right to:

- a. 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.
- b. 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.
- c. Consider an otherwise disqualified proposal if no other qualified proposals are received.

- d. 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.
- e. Consider bidders' prior performance with the state of Michigan in making its award decision.
- f. 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 residents employed or potentially employed, dollars paid to Michigan residents, Michigan capital investments, job creation, tax revenue implications, economically disadvantaged businesses, etc.
- g. Consider total cost of ownership factors (e.g., transaction costs, training costs, etc.) in the final award recommendation.
- h. 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.
- i. Enter negotiations with one or more bidders on price, terms, technical requirements, or other deliverables.
- j. Award multiple, optional use agreements, or award by agreement activity.
- k. Evaluate the proposal outside the scope of LEO's standard evaluation process, in the event that LEO receives only one RFP response.
- l. Evaluate proposals using a method that establishes the relative importance of each deliverable.

#### 9. Award Recommendation

The award recommendation will be made to the responsive and responsible bidder who offers the best value to the state of Michigan. Best values will be determined by the bidder meeting the minimum point threshold as demonstrated by its proposal and other principal factors. LEO may utilize all proposals, without regard to a proposal's technical score, to determine fair market value. Award recommendations will be posted on [https://www.michigan.gov/ogm/0,9597,7-394-93237\\_93234\\_93235---,00.html](https://www.michigan.gov/ogm/0,9597,7-394-93237_93234_93235---,00.html).

#### 10. State Administrative Board

The State Administrative Board must approve all grants in excess of \$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.

## 11. 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 into 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.

## 12. 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.

## 13. Rights to Information Contained in Proposals

All proposals will be considered the property of LEO.

## 14. Subgrantees

Subgrantees shall be subject to all conditions and provisions of the agreement including Internet Criminal History Access Tool (ICHAT), Michigan Public Sex Offender, National Public Sex Offender, and Central Registry background checks when applicable.

If sub-granting, the Grantee must obligate the subgrantees to maintain the confidentiality of LEO client information in conformance with state and federal requirements.

If portions of the services are being sub-granted, 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).

LEO may, at its discretion, require information on the process of an awarded subgrantee proposal.

A 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.

15. Qualified Disabled Veteran Preference

1984 PA 431 establishes an up to 10% price preference for businesses owned by qualified disabled veterans. Information related to qualified service-disabled veteran preference is located at <http://michigan.gov/micontractconnect/0,4541,7-225-48677-123519--,00.html>.

16. Standard Terms

Awards made as a result of this RFP will require execution of an agreement with LEO. The agreement will contain standard terms.

17. Options to Renew

At the discretion of LEO, an awarded agreement may be renewed in writing by an amendment.

18. 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:

The Grantee shall notify LEO in writing of criminal convictions (felony or misdemeanor), pending felony charges, or placement on the Central Registry as a perpetrator, at hire or within 10 days of the event after hiring.

If the resulting agreement will be with an agency, 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.

Information about ICHAT can be found at <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>.

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 a Central Registry (CR) check for each new employee, employee, subgrantee, subgrantee employee, or volunteer who, under this Agreement, works 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).

The Grantee shall require each new employee, employee, subgrantee, subgrantee employee, or volunteer who, under this Agreement, works directly with clients or who has access to client information to notify the Grantee in writing of criminal convictions (felony or misdemeanor), pending felony charges, or placement on the Central Registry as a perpetrator, at hire or within 10 days of the event after hiring.

The Grantee further certifies that the Grantee shall 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 making a determination. 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 client's personal information. These screening practices serve to protect the organization and its clients. The Grantee must also assure that any subgrantees have both of these 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.

#### 19. State of Michigan Employees

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.

20. 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>).

## Section II

### DESCRIPTION OF PROJECT SPECIFICATIONS

#### Introduction

The West Michigan Immigrant and Refugee Community Center will be a central hub in Western Michigan where services and resources can be provided to foreign-born individuals and families to become socially integrated and economically independent. The goal of this project is to identify and secure a physical location that will be sustained past the project period where foreign-born individuals and families can access services and resources and attend events hosted by partnering agencies in the region. Services, resources, and events should focus on but not be limited to youth programming, mental health services, employment services, legal services, and entrepreneurship, among others. Bidders are encouraged to be innovative and creative in their approaches to establish a central hub and provide coordination of services and resources. The bidder must be a 501(c)3 non-profit organization as the fiduciary for the project and must partner with multiple other community-based organizations. Preference will be given to those who partner with ethnic-based community organizations. Proposals should be completed and submitted collaboratively across partner organizations regardless of the organization who is submitting the proposal as fiduciary.

Award of the grant will be based on demonstration of the ability to provide these services fully, while demonstrating:

- Innovative approaches to ensure client success
- Strategies for successful local collaboration
- The ability to sustain the community space beyond the grant period

#### 1. PROJECT REQUIREMENTS

##### 1.1. Targeted Population Criteria

The Grantee or its sub-grantee shall create and maintain a space to provide services to all foreign-born individuals and families.

##### 1.2 State Requirements

The Grantee shall adhere to the following State Requirements.

1. Participate in quarterly progress meetings with the Office of Global Michigan.
2. Ensure participation and representation by all interested ethnic communities.
3. Maintain verification and documentation of client contacts, client participation, and services delivered to clients/communities (e.g. sign-in sheets, electronic registration, etc.)

## 2. GRANTEE RESPONSIBILITIES

### 2.1. Geographic Area

The Grantee shall provide services described herein in the following geographic area: West Michigan including but not limited to Kent County.

### 2.2. Credentials

The Grantee shall assure that appropriately credentialed or trained staff under its control, including Grantee employees and/or sub-grantees, shall perform functions under this Agreement.

### 2.3. Services to be Delivered

- Identify and secure a physical space to operate as the West Michigan Immigrant and Refugee Community Center
- Establish community partnerships with service providers who will operate out of the community center
- Coordinate a schedule for onsite services at the community center and manage logistics of participating service providers
- Establish and coordinate opportunities for community activities and ethnic celebrations
- Provide space for ethnic commissions, Refugee Advisory Boards, and other entities for meetings or activities

### 2.4. Reporting Requirements

The Grantee shall comply with all program and fiscal reporting procedures as are or may hereinafter be established by LEO. The Grantee shall also comply with all reporting procedures established by LEO in completion of progress reports at time intervals, on forms, in formats, and by means specified by LEO. In particular, reports or billing documents denoting event dates shall include the month, day and year as specified by LEO. In electronic filings, four digits shall be used to designate period. Any additional reports as deemed necessary by LEO shall be made and submitted by the Grantee upon request.

The Grantee shall submit to LEO quarterly reports that indicate the status and effectiveness of activities performed under this Agreement as indicated:

- i. General program activities shall be reported and submitted electronically in narrative format. Information to be recorded and submitted will be provided by LEO-OGM.

## 2.5. Audit Requirements

No financial audit is required under this Agreement by LEO. No financial audit costs are allowed to be billed to this Agreement. In the event the Grantee elects to have a financial audit performed, the submission of the audit report to LEO is not required nor desired unless there is a finding of a Going Concern.

## **Section III**

### **INSTRUCTIONS FOR BIDDERS**

Bidders must complete Section IV and attach additional pages if necessary. If additional pages are added, the related category 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, Category: Bidder Experience & Past Performance, Attachment A, page 1 of 4, page 2 of 4, etc.)

Bidders are expected to use the form and format provided in Section IV to complete the proposal. Under each category in Section IV, there is a box titled "Bidder Response" for bidders to respond to each question. Font size should be no smaller than 12 point. Each box will automatically expand according to the amount of text entered. The shaded boxes that are titled "Evaluator Comments" or "Fiscal Evaluator Comments" should not be completed by the bidder.

#### **Proposal Submission and Bidder Checklist**

Proposals will be accepted only through [LEO-RefugeeServices@michigan.gov](mailto:LEO-RefugeeServices@michigan.gov)

- Hard copy responses will not be accepted.
- Proposals submitted in person, or via mail, fax, or e-mail transmission will not be considered for award.

A complete proposal includes submission of Section IV - Proposal.

To be considered, the proposal must be received through [LEO-RefugeeServices@michigan.gov](mailto:LEO-RefugeeServices@michigan.gov) by the bid opening date and 11:59pm EST March 25<sup>th</sup>, 2022.

**Section IV**

**PROPOSAL**

All information requested below is required.

By submitting a proposal, the bidder hereby assures that the Request for Proposal has been reviewed by the organization’s governing body, and that body has authorized submission of a proposal; that the person identified below as “bidder’s representative who is the authorized negotiator” has been authorized by the governing body to represent the organization for the purposes of the submission of a proposal and agreement negotiation; and that the organization intends to fulfill program requirements according to the information contained in this Request for Proposal, if selected and issued an agreement to do so.

1. Bidder Legal Name:

2. Bidder Legal Address:

(must include 9 digit zip code)

Bidder E-mail Address:

Bidder Website Address:

3. Bidder Mail Code: (Identified when registering on Contract & Payment Express)

4. Bidder DUNS Number:

5. Bidder’s business is incorporated in what state?

6. Number of years in business:

7. Number of employees:

8. Legal business name of any applicable parent company:

9. Legal address of any applicable parent company:

(must include 9 digit zip code)

10. Type of Organization: (Check one). Individuals are private proprietary.

- Private, non-profit
- Private, proprietary
- Public
- University

11. Bidder’s fiscal year begin date (month and day):

Bidder’s representative who is the authorized negotiator for the

12. bidder:

Telephone Number

13. The bidder certifies that it is , is not  an Iran linked business as defined in MCL 129.312.

14. Has there been a recent change in the organizational structure (e.g., management team) or a change of control (merger or acquisition)?

Yes  No

If yes, why and how has it affected the company?

15. Provide the history of the company and if growth has been organic, through mergers and acquisitions, or both.

16. Has bidder ever been debarred, suspended, or otherwise disqualified from bidding, proposing, or contracting with any governmental entity, including the state of Michigan?

Yes  No

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

17. Has bidder ever been sued by the state of Michigan?

Yes  No

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

18. Has bidder ever sued the state of Michigan?

Yes  No

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

19. Within the past five years, has bidder defaulted on a government contract or been terminated for cause by any governmental entity, including the state of Michigan?

Yes  No

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

20. Within the past five years, has bidder defaulted on a contract or been terminated for cause by any private entity in which similar service or products were being provided by bidder?

Yes  No

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

21. "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).

The bidder represents that it is , is not  a disabled veteran-owned business.

The bidder represents and warrants that the company meets the above criteria (when checked) and has provided the following supportive documentation:

- A. Proof of service and conditions of discharge: DD214 or equivalent
- B. 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
- C. Proof of ownership: Appropriate legal documents setting forth the ownership of the business entity.

In lieu of the documentation identified above, bidder may also provide a copy of the business entities National Veterans Business Development Council (NVBDC) certification.

22. Did bidder, or an employee of bidder, participate in developing any component of the solicitation?

Yes  No

If yes, describe how bidder, or an employee of bidder participated.

23. Will bidder, or an employee of bidder, participate in the evaluation of the proposals received in response to this solicitation.

Yes  No

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

24. Identify gross annual sales for the last five years.

25. If the award of any resulting contract will increase bidder's gross revenue by more than 25% from the last year's sales, explain how bidder will scale up to manage this increase.

26. The bidder must affirm that it agrees , or does not agree , with the attached standard terms.

LEO strongly encourages strict adherence to the standard terms. LEO reserves the right to deem a proposal non-responsive for failure to honor 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 that the bidder reserves the right to negotiate the standard terms, may also be considered non-responsive.





RFP Evaluation Criteria

The total maximum number of points that a proposal can receive equals 100 points. Only those proposals receiving a score of 80 points or more will be considered for award. The maximum number of points for each of the categories is as follows:

<u>Category</u>	<u>Maximum Points</u>
A. Bidder Experience	20
B. Credentials & Qualifications	20
C. Agency Organization & Location	20
D. Project Implementation	40
Total Points Available	100

**CATEGORY A.  
Bidder Experience**

**A1.**  
Describe experience relevant to community organization and building ethnic community resources and growth.

**Bidder Response:**

**For Evaluator Use Only (Shaded Areas)**

**A1.**  
To what degree was the bidder's experience relevant?  
**(7 points)**

**Evaluator Comments:**

**A2.**  
For the relevant experiences discussed above, describe the principal characteristics of the target population(s) served in previous projects.

**Bidder Response:**

**A2.**  
Did the bidder describe the principal characteristics of the target population(s) served? Are the principal characteristics comparable to the population to be served?  
**(2 points)**

**Evaluator Comments:**

**A3.**  
Describe the referral process used in past projects. Describe the efforts taken to ensure referral sources had knowledge of service availability. Describe how a high degree of client participation, engagement, and investment in the project were achieved and maintained.

**Bidder Response:**

**A3a.**  
Did the bidder describe the referral process and the efforts taken to ensure referral sources had knowledge of service availability? Was the referral process effective?

<b>(1 point)</b>	
<b>Evaluator Comments:</b>	
<b>A3b.</b> Did the bidder describe how a high degree of client participation, engagement, and investment in the project were achieved and maintained? <b>(3 points)</b>	
<b>Evaluator Comments:</b>	
<b>A4.</b> Describe relationships with relevant community organizations for the areas in which the services were provided, including the types of service they provided, history of working relationships, and how those working relationships assisted in the success of the project.	
<b>Bidder Response:</b>	
<b>A4.</b> To what degree has the bidder demonstrated the ability to collaborate with, or otherwise utilize, relevant organizations' resources within the local community to enhance outcomes? Did the bidder include the type of service each organization provided? <b>(4 points)</b>	
<b>Evaluator Comments:</b>	
<b>A5.</b> For each relevant project, list the expected performance outcomes, the actual performance outcomes, and discuss the quantifiable method used to determine each performance outcome.	
<b>Bidder Response:</b>	
<b>A5.</b> Did the bidder list expected performance outcomes for each relevant project? Did the bidder list the actual performance outcomes? Were the performance outcomes met? Did the bidder identify a quantifiable method used to measure each performance outcome? <b>(3 points)</b>	
<b>Evaluator Comments:</b>	
<b>MAXIMUM NUMBER OF POINTS FOR THIS CATEGORY:</b>	20

<b>EVALUATOR'S SCORE FOR THIS CATEGORY:</b>	
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**Category B.  
Credentials and Qualifications**

**B1.**  
Describe to what degree the bidder's experience with these or a similar project demonstrates the bidder possesses the qualifications, capacity, and skills to successfully implement the project of this RFP.

**Bidder Response:**

**B1.**  
Does the bidder possess the experience and qualifications, capacity, and skills to successfully implement the project?  
*(10 points)*

**Evaluator Comments:**

**B2.**  
What positions will coordinate the project? If known, list who will fulfill each position, their name, their education and credentials, their specific role in the project, and the organization they're with.

**Bidder Response:**

**B2.**  
Did the bidder list each position, their name, their education and credentials, their specific role in the project, and the organization?  
*(10 points)*

**Evaluator Comments:**

**MAXIMUM NUMBER OF POINTS FOR THIS CATEGORY:**

20

**EVALUATOR'S SCORE FOR THIS CATEGORY:**

**Category C.**  
**Staffing, Training, Agency Organization and Location**

**C1.**

Identify the date the West Michigan Immigrant and Refugee Community Center will begin receiving referrals. Include a plan that assures referrals will begin on that date.

**Bidder Response:****C1.**

Has the bidder identified a begin date and the process they would go through to ensure referrals will begin on the identified date? Is the process acceptable?

**(4 point)****Evaluator Comments:****C2.**

Identify the number of staff needed to successfully implement the project and receive referrals for services. Describe the method used to determine the amount of staff time (both management and project coordination) that will be dedicated to this RFP.

**Bidder Response:****C2.**

Has the bidder identified staff needed to successfully implement the project and receive referrals? Has the bidder described an acceptable method to determine if the level of staffing identified is necessary?

**(4 points)****Evaluator Comments:****C3.**

Describe the plan to provide accessibility/availability to clients (e.g., staff, communication, transportation) including:

1. The agency's normal hours of operation.
2. Emergency 24/7/365 accessibility/availability, if necessary.
3. Accessibility/Availability during non-traditional work hours.
4. Clients' accessibility/availability afterhours to their identified worker.

**Bidder Response:**

**C3.**  
 Did the bidder describe an acceptable plan to provide accessibility/availability to clients including:

1. The agency’s normal hours of operation.
2. Emergency 24/7/365 accessibility/availability, if necessary.
3. Accessibility/Availability during non-traditional work hours.
4. Clients’ accessibility/availability afterhours to their identified worker.

**(4 points)**

**Evaluator Comments:**

**C4.**  
 Identify the anticipated location of the West Michigan Immigrant and Refugee Community Center. Include the street address, city, and zip code.

**Bidder Response:**

Street Address	City	Zip Code

**C4.**  
 Has the bidder identified the anticipated WMIRCC location?  
**(4 point)**

**Evaluator Comments:**

**C5.**  
 1. Is the bidder’s location accessible to public transportation? If so, describe the proximity and frequency of the routes and whether public transportation is available.

**Bidder Response:**

**C5.**



Has the bidder identified a location that is accessible by public transportation? Is the proximity and frequency acceptable to meet the client needs?

**(4 point)**

**Evaluator Comments:**

**MAXIMUM NUMBER OF POINTS FOR THIS CATEGORY**

20

**EVALUATOR'S SCORE FOR THIS CATEGORY**

**CATEGORY D.  
PROGRAM IMPLEMENTATION (WORK PLAN)**

**D1.**  
Describe the demographics of the foreign-born populations the community center will target.

**Bidder Response:**

**D1.**  
Did the bidder describe demographics of foreign-born clients to be served? Are the data and estimates feasible and realistic?  
*(4 points)*

**Evaluator Comments:**

**D2.**  
Describe the needs of the targeted population to be served in relation to language, transportation, housing, and employment.

**Bidder Response:**

**D2.**  
How well has the bidder demonstrated an understanding of the service area and the needs of the targeted population?  
*(5 points)*

**Evaluator Comments:**

**D3.**  
Explain how the services provided in this RFP will address the needs of the target population with respect to:

1. Transportation needs
2. Employment needs
3. Disabilities (physical and mental)
4. Language barriers
5. Cultural barriers

**Bidder Response:**

**D3.**

Has the bidder provided a plan that is adequate to accommodate client needs as listed in D3 (above)? Is the facility where services will be provided accessible to disabled clients?

**(3 points)**

**Evaluator Comments:**

**D4.**

Provide specifics regarding delivery for proposed services and community activities on-site at the community center. Include each step of the process, or activity that the bidder will perform to initiate and maintain these services and activities at the center. Bidder must address the ability to provide services and activities fully to ensure innovative approaches for project implementation and client success. Bidder must clearly state which organization will be providing each of the proposed services.

**Bidder Response:**

**D4.**

How well has the bidder demonstrated their ability to fully implement and maintain services, while ensuring innovative approaches for project implementation and client success. Did the bidder clearly state which organization will be providing each of the proposed services?

**(11 points)**

**Evaluator Comments:**

**D5.**

Provide a timeline for contacts with the referral sources and clients. Describe what steps will be taken when timelines cannot be met.

**Bidder Response:**

**D5.**

Did the bidder include a timeline for contacting clients and the referral source? Is the timeline accurate? Did the bidder describe what steps will be taken if a required contact is not made?

**(1 point)**

**Evaluator Comments:**

**D6.**

Describe how communities will be engaged to develop goals and maintain a high degree of participation and investment in the goals. Describe the steps that will be taken if outreach and engagement are not successful with accomplishing these goals.

**Bidder Response:****D6.**

Did the bidder describe how they will engage communities to develop goals and maintain a high degree of participation and investment in the goals? Did the bidder describe the steps that would be taken if outreach and engagement are not successful with accomplishing goals?

**(3 points)**

**Evaluator Comments:****D7.**

Describe how it will be determined whether the program as a whole is successful. Then describe the steps that will be taken if the program is not initially successful.

**Bidder Response:****D7.**

Did the bidder describe how they will determine whether the program as a whole is successful and what steps would be taken if it is not initially successful?

**(2 points)**

**Evaluator Comments:****D8.**

Describe the plan for notifying prospective clients, community stakeholders, etc. of the availability of services, resources, and activities.

**Bidder Response:****D8.**

Has the bidder described an effective plan for notifying prospective clients, community stakeholders, etc. of services, resources, and activity availability?

**(1 point)**

**Evaluator Comments:****D9.**

Describe how collaboration will be developed and maintained with relevant organizations and resources within the local community that will assist with successful implementation of the project including:

1. Identifying multiple specific community-based partners who collaborate to ensure successful project implementation.
2. The process for connecting families to identified resources.
3. Advocating within the community for needed services or resources.
4. Creating and maintaining formal and informal working relationships with relevant community agencies and staff.
5. Coordination of services for clients served by multiple systems.

For those agencies without a current presence in the community, bidder’s response should thoroughly describe the plan to collaborate and develop relationships with relevant organizations and resources within the local community.

**Bidder Response:**

**D9.**

How well has the bidder:

1. Identified multiple specific community-based partners?
2. Described how they will effectively connect families to identified resources?
3. Described how they will advocate for the client for needed services or resources.
4. Described formal and informal working relationships with relevant community agencies and staff?
5. Demonstrated the ability to coordinate services with other agencies for clients served by multiple systems?

Does the bidder currently have a presence in the local community where the project will be implemented? Did the bidder thoroughly describe the plan to collaborate and develop relationships with relevant organizations and resources within the community?

**(10 points)**

**Evaluator Comments:**

<b>MAXIMUM NUMBER OF POINTS FOR THIS CATEGORY:</b>	<b>40</b>
<b>EVALUATOR’S SCORE FOR THIS CATEGORY:</b>	

<b>EVALUATION SCORE FOR ALL CATEGORIES:</b>	
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**Sub-Section i****PROPOSAL: BUDGET NARRATIVE**

Provide a narrative description of all resources bidder proposes to meet the requirements of the RFP.

<b>Resource</b>	<b>Description</b>
Salaries (For all positions being funded by this project, include the position title, the hourly wage or salary, and the anticipated number of hours worked per week for the duration of the project.)	
Employee Fringe Benefits (Itemize the benefits offered and for which positions, including, but not limited to: Social Security, Medicare, Unemployment, Worker's comp., Insurances, etc.)	
Occupancy (Square feet and number of facilities, heat, utilities, etc. State if renting or own. Include monthly rent or mortgage)	
Communications (Fax, telephone, number of lines and phones, number of cell phones, etc.)	
Supplies (General, program, duplicating, etc., include number of computers, printers, etc., if any.)	
Equipment (Any non-consumable item costing \$5,000 or more and not included as part of the cost of the facility.)	
Contractual Services (Compensation paid by the Contractor to a third party.)	
Miscellaneous (Expenses related to the agreement, which are not chargeable to other line items. Be specific about these anticipated expenses)	