



Southeast Michigan Community Alliance (SEMCA)

## REQUEST FOR PROPOSAL (RFP)

# SEMCA 2019

## RFP General Provisions

A 501 (c) (3) Michigan Non-profit Corporation. • Supported by the State of Michigan, The Talent Investment Agency, and other federal, state and county funding. A proud partner of the American Job Center network. SEMCA Michigan Works! is a Federal Contractor, Equal Opportunity Employer & Programs that include Minorities/Women/Disabled/Veterans.

State wide access 1-800-285-9675 - Michigan Relay Center Callers dial 711

Reasonable accommodations will be made upon request.

# Table of Contents

Section I – General Information -----	Page 3
Introduction	
Solicitation	
Section II – Submission Information -----	Page 4
Deadline	
Submitting a Proposal	
Bidders Conference	
Section III – Evaluation -----	Page 6
Selection and Evaluation	
Section IV – SEMCA System -----	Page 7
SEMCA Michigan Works! Background	
Michigan Works! System	
Workforce Development Board Overview	
Demand Driven Workforce Development System	
Section V - Minimum Requirements -----	Page 10
Organizational Capabilities	
Innovative Program Design Elements	
Doing Business with SEMCA Michigan Works!	
Service Delivery Sites	
Service Delivery Hours/Closings	
Workforce Development Professional Staff Qualifications	
Code of Ethics and Professional Practices	
Section VI – Fiscal Management -----	Page 15
Fiscal Information	
Section VII - Additional Requirements -----	Page 19
Configuration Standards	
Notice to Prospective Vendors/Subcontractors	
Section VIII – Required Forms -----	Page 23
Assurances and Proposal Certification	
Signature Page <i>*Completed for each individual RFP that Bidder submits proposal</i>	
“Certification Regarding Lobbying” certification	
“Certification Regarding Debarment and Suspension” certification	
“Certification of Merit Based Identity” <i>*only needed for notated applicable proposals</i>	
EEO Is The Law	

# Section I – General Information

## 1. Introduction

SEMCA Michigan Works! is a public non-profit corporation whose service area encompasses all of Monroe County and Out-Wayne County, excluding the City of Detroit. SEMCA is a designated Michigan Works! Agency that delivers employment, education, and training services with selected partners throughout the region.

Primarily through our contracted partners, SEMCA Michigan Works! provides services for all employers and job seekers residing in our designated service area including economically disadvantaged, unemployed and underemployed persons, welfare recipients and youth. Most of SEMCA Michigan Works! programs are funded by the Talent Investment Agency (TIA) of the State of Michigan.

This RFP is based on current law, TIA Policy and any subsequent changes that may apply. Additional information can be found online through the following links:

- TIA: <http://www.michigan.gov/>

If any additional information is received by SEMCA Michigan Works! that fundamentally alters the description provided in this RFP, SEMCA Michigan Works! will provide written notification to each agency that has expressed interest in receiving updates regarding this RFP.

## 2. Solicitation

SEMCA Michigan Works! is seeking a system of contractors that provide the most convenient, efficient, productive, uniform (franchise model) and cost effective services for its customers. SEMCA Michigan Works! reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with all qualified sources and/or to cancel in part or in its entirety this RFP, if it is in the best interest of SEMCA Michigan Works! to do so. SEMCA Michigan Works! reserves the right to make necessary changes or adjustments on any statements made in this RFP upon receiving guidance from the USDOL or TIA. SEMCA Michigan Works! reserves the right to release another RFP soliciting proposals to meet the requirements of the specific funds available and not covered under this RFP format. SEMCA Michigan Works! will not pay any cost incurred in the preparation of the bidder's proposal.

All proposals become public information after contracts are awarded and may be open for public scrutiny, upon request. Proposals become the property of SEMCA Michigan Works! and will not be returned to the bidder.

Bidders who are not currently under contract with SEMCA Michigan Works! may submit up to three letters of support, dated within 15 days of the issuance of this RFP, from any Workforce Development Boards for which they are currently providing services.

# Section II – Submission Information

## 1. Deadline

- The deadline for submission is **3:00 P.M. on Wednesday, April 25, 2019**. Late proposals will not be considered and no exceptions will be made.
- All bid proposals must be received in a sealed envelope or sealed box.
- Receipt of submission upon delivery will be time stamped at the SEMCA Michigan Works! Administrative office: 25363 Eureka Road, Taylor, Michigan 48180.

## 2. Submitting a Proposal

Bidders must provide both printed proposal copies and an electronic version on a portable USB drive as described below. All proposals must be assembled in the order outlined in the individual section of each request to which a bidder is responding. Failure to submit all required documents and forms will cause a proposal to be considered incomplete and non-responsive. Responses will not be accepted via e-mail.

Proposals must be submitted in the legal name of the organization. SEMCA Michigan Works! will only contract with the legal entity named in the proposal.

**For printed proposals:** (1) Format using a 12-point Arial font, 1.0 line spacing and 1" margins, (2) One complete hard copy of proposal in a binder, and (3) provide three complete copies of your proposal.

**For proposals on computer storage media:** (1) Use one standard portable USB drive, and (2) Provide your proposal in Microsoft Word or Adobe pdf format (do not password protect files). SEMCA Michigan Works! is not responsible for unreadable computer media.

Deliver proposal(s) by hand to SEMCA Michigan Works! office: 25363 Eureka Road, Taylor, Michigan 48180 between 8:30 am and 5:00 pm Monday through Friday.

**Submissions must be delivered to the SEMCA Michigan Works! office by 3:00 pm on Thursday, April 25, 2019.** Address your submission for RFP Proposal(s) 2019:

- Business Services, ES & TAA and WIOA AD & DW Attn: Ana Salazar
- WIOA YOUTH submit Attn: Deborah Taylor

Bidders submitting a response to this RFP must be willing and legally able to sign a contract that will provide a full indemnification and hold harmless to any liability of SEMCA Michigan Works! or its governing bodies for any activities conducted by the contractor agency.

## 3. Bidders Conference

SEMCA Michigan Works! will hold a **bidder's conference on April 8, 2019 at 1:30 P.M.** The location will be at SEMCA Michigan Works! office: 25363 Eureka Road, Taylor, Michigan 48180. Attendance is optional.

- If you have questions about this request, please direct them in writing by e-mail at: **wfd@semca.org**. Subject: Questions-RFP Name
- **Deadline for all questions is April 1, 2019, no later than 5 P.M. All questions must be submitted prior to this date for consideration.**
- Questions and Answers will be posted on the SEMCA Michigan Works! website on Tuesday, April 9, 2019 by 5 P.M.
- Agenda for Bidders Conference:

Business Services	1:30 P.M. - 2:00 P.M.
WIOA AD/ DW	2:15 P.M. - 2:45 P.M.
WIOA YOUTH	3:00 P.M. - 3:30 P.M.
Wagner-Peyser (ES)/TAA	3:45 P.M.- 4:15 P.M.

# Section III – Evaluation

## Selection and Evaluation

SEMCA Michigan Works! will review and evaluate proposals on the basis of:

Category	Weight in Points
1. Innovation & Experience	30
2. Program Design	20
3. Performance, Outcomes & Continuous Improvement	20
4. Administrative & Management Capacity	15
5. Financial Capability	15
<b>Total</b>	<b>100</b>

SEMCA Michigan Works! evaluation process includes: review, scoring and recommendations by a review panel comprised of SEMCA Michigan Works! Administrative staff with final approval by the SEMCA Michigan Works! Workforce Development Board.

SEMCA Michigan Works! will notify all bidders in writing of the results of the review process after the Workforce Development Board has made their decision. Notifications will be sent by May 24<sup>th</sup>, 2019.

# Section IV – SEMCA System

## **SEMCA Michigan Works! Background**

SEMCA Michigan Works! is the administrative entity that oversees the Michigan Works! American Jobs Centers (AJC) in Monroe County and Wayne County, excluding the City of Detroit. It is one of 16 Michigan Works! Agencies (MWA) in the state, which collectively operates almost 100 AJCs throughout Michigan. SEMCA Michigan Works! has set program-specific priorities within several RFPs with an overall priority to have contract staff and services located at its six (6) AJCs in the SEMCA Michigan Works! region.

SEMCA Michigan Works! strives to ensure that its AJCs and related services are employer focused and outcome driven, with the placement of job candidates to meet businesses' hiring needs being of the highest priority. Through partnerships, contracted services, oversight and direction, SEMCA Michigan Works! ensures that systems are in place so that a quality connection is made between businesses looking for qualified workers and individuals seeking gainful employment.

## **Michigan Works! System**

The success of the workforce investment system is dependent on the development of true partnerships and honest collaboration at all levels and among all stakeholders. The cornerstone of the workforce investment system is One-Stop service delivery that unifies numerous education, training and employment programs into a single, customer-friendly system in each area. The One-Stop system promotes the coordination of programs, services and governance structures so that the customer has access to a seamless system of workforce investment services.

The contractor(s) and staff funded under this RFP will be known as the SEMCA Michigan Works! Agency, promoting activities under that designation unless they receive written approval from SEMCA Michigan Works!. Bidders must reflect their organization's commitment to deliver services consistent with the mission, vision, values and culture of the SEMCA Michigan Works! system.

The system design should be based on the following principles:

- Adherence to a Workforce Development Board (WDB) developed strategic plan that encourages a common direction among diverse employment, education and training programs.
- Universality of access by employers and job seekers with multiple access points.
- Ease of customer access being based on population density and other factors that make locations convenient for customer use, with a minimum of one physical AJC that has programs co-located and offers all of the core services required.
- Service delivery that is driven by individual customer needs rather than program offerings

- Demand driven through private sector leadership which serves the workforce by responding to the marketplace.
- Integration of services across agencies and programs, replacing fragmentation and duplication with coordination and consolidation.
- Customer service focus of staff, facilities and services supported by customer satisfaction measures.
- Maximum leveraging of resources through co-location and shared operating costs; and
- Accountability focused on results and documented by performance measures.

## **Workforce Development Board Overview**

Supported by the Workforce Innovation and Opportunity Act (WIOA) of 2014, The Workforce Development Board (WDB) has a federal mandate to be the lead organization for workforce development planning and to arrange for a system of service delivery that meets the workforce needs of business and the public alike. In the SEMCA Michigan Works! region, the Southeast Governmental Alliance (SEGA) Board is the ultimate governing authority for workforce development funds and policy. The SEGA Board has authorized the WDB to advise and recommend policy, strategies, and funding related to workforce development. The SEGA Board is responsible for appointing members to the WDB.

The WDB is charged by the Governor with implementing the Michigan Works! system and provides policy guidance and oversight for all workforce programs in the SEMCA Michigan Works! region. It is a collaboration of local area employers, educators, labor unions, elected officials and community-based organizations united to bridge the gap between job seekers and companies in need of talent. It is an employer-driven, policy-making entity, charged with the distribution of public workforce funds that creates a network of programs designed to address workforce challenges. Representing one of 16 MWAs in the state, SEMCA Michigan Works! staffs the WDB and provides oversight to contractors delivering workforce development services in the SEMCA Michigan Works! region (Monroe County and Out-Wayne County, excluding the City of Detroit).

SEMCA Michigan Works! mission is to provide leadership to create a life-long workforce development system that is responsive to market demand. Our region is a vital, competitive economy that is sustained by regional/private/public partnerships that develop a productive workforce. SEMCA Michigan Works! along with the WDB, works to ensure the efficient use of funds, maximize the system's effectiveness and improve collaboration. We address the full workforce development continuum, including pipeline development, recruitment, advancement and retention. SEMCA Michigan Works! and the WDB are steadfast in their commitment to leverage resources and engage partners primed to drive the SEMCA Michigan Works! region as the nation's leading talent capital.

## **Demand Driven Workforce Development System**

The purpose of a demand-driven workforce development system is to contribute to the state's economic vitality through the provision of workforce training and services that



meet the needs of targeted business sectors and employers. While the scope and type of services are limited by the funding that supports them, the overriding imperative remains to foster talent development and connections between employers and employees that meet demand. Bidders should be mindful of our emphasis on being a demand driven workforce system in their proposal development.

A demand driven workforce development system identifies the employer as the primary customer. It recognizes that ultimately the employer is the “end user” of the workforce development system, and that the extent to which we meet employers’ needs is the extent to which we provide the best assistance to job seekers. Job seeker services will be guided according to employer demand and feedback and resources will be allocated accordingly. Through this and the contracts that are executed from this process, SEMCA Michigan Works! is implementing a unified approach and philosophy for better assisting job seekers in obtaining employment. This is consistent with the expectations of the State of Michigan’s Talent Investment Agency (TIA) and USDOL’s Employment and Training Administration (ETA).

# Section V – Minimum Requirements

Proposals will be accepted from any educational institution, government agency, private non-profit entity, or private for-profit entity that can demonstrate the capacity to successfully provide the services identified in the RFP. Proposals from sole-proprietors will not be accepted. Proposals from a collaborative, partnership or other combinations of organizations are acceptable, but must identify one organization as the lead agency, prime contractor and must specify the assignment of subcontracting relationships.

Contractors must:

- Have no record of fraud, default while under contract, or unresponsiveness to performance and contract improvement measures. Contractors who are or have been seriously deficient in current or recent contract performance, in the absence of circumstances properly beyond the control of the contractor, shall be presumed to be unable to meet this requirement.
- Have the ability to fulfill contract requirements, including the indemnification and insurance requirements.
- Have the ability to maintain adequate files and records and meet reporting requirements.
- Have the administrative and fiscal capability to provide and manage the proposed services and to ensure an adequate audit trail.
- Have the ability to maintain internal written and electronic budget reporting that is updated monthly and is provided to internal program management to assure that they are aware of all resources and funding available to achieve program goals.
- Meet other presentation and participation requirements listed in this RFP.

## **Organizational Capabilities**

In operating as a partner in developing the state's workforce, the Michigan Works! system is mandated to follow a model of collaboration and cooperation. At SEMCA Michigan Works!, this mandate is taken very seriously. Characteristics of effective collaboration and cooperation include:

- The organization will ensure that management and staff align their activities with the direction provided by SEMCA Michigan Works! and will cooperate and collaborate with administrative staff, other organizations and outside agencies to achieve the goal of "One System" which delivers exceptional results.
- The organization has established partnerships (beyond referrals and information sharing), with other community, educational, and governmental organizations and institutions, and is committed to leverage these partnerships to further the efficacy of the Michigan Works! system in the SEMCA Michigan Works! region.
- The organization will respond to communications and requests in timeframes given and coordinate appropriately with SEMCA Michigan Works! staff and other organizations and partners to support direction from SEMCA Michigan Works!
- Questions, issues, or concerns relating to program design, program implementation, policies or procedures will be reported to SEMCA Michigan Works! administrative office as soon as they are known.

- Questions or concerns about financial administration and accounting procedures related to funding stream allocations will be directed to SEMCA Michigan Works! administrative financial office as soon as they are known.
- All data regarding the organization's operations in fulfilling the contract(s) are to be provided on request to SEMCA Michigan Works! for the purpose of understanding organization's operations and working toward seamless delivery of exceptional service. With the exclusion of certain confidential information sources (e.g., individual employee personnel records), all operational data will be promptly provided to SEMCA Michigan Works! administrative office upon request.

### **Innovative Program Design Elements**

A successful program will include the following program design elements:

- Develop innovative and creative outreach strategies including program design maintaining an online presence.
- Collaborate with SEMCA Michigan Works! initiatives and partners. SEMCA Michigan Works! is seeking innovative ideas for connecting program participants to meaningful employment, based in partnership with local and statewide economic development agencies, educational institutions and others.
- Measurement of success should come from an accurate and transparent data base that is maintained by potential contractors. To ensure success, a quality assurance and improvement process should be maintained and enforced by the successful bidder.

### **Doing Business with SEMCA Michigan Works!**

In order to better promote a seamless, customer-friendly service delivery system, all selected contractor(s) staff located at the AJC must identify themselves as Michigan Works! Each contract must use the common Michigan Works! identifier on all products, programs, activities, services, electronic resources, facilities, and related property and new materials. Any deviation from this must receive prior approval from SEMCA Michigan Works! Administration. (WDA Policy Issuances 19-03).

The Michigan Works! brand, AJCs must use either the "American Job Center" common identifier, or use the tagline phrase "a proud partner of the American Job Center network." Either plain text or a logo may be used. If a logo is used, it must be used in accordance with the guidelines available at [American Job Center - Graphics Style Guide for Partners](#).

All SEMCA Michigan Works! selected contractors are required to abide by the Equal Opportunity (EO) standards. The EO tagline is to be included in all printed material, including but not limited to agency letterhead, newspaper advertisements, brochures and pamphlets, meeting notices, customer program application forms, employment application forms, participant/employee recruitment materials, locally developed training materials, PowerPoint presentations used for public presentations, public service announcements/advertising/press releases/media messages/broadcasts, and other routine agency communications ordinarily released to the general public. All phone lines used for AJC business must use "Michigan Works!" as their outgoing caller ID text.

In addition,

- SEMCA Michigan Works! currently conducts regular best practices meetings. At these meetings information regarding new policies is disseminated, project committees are formed, management information/data collection and data entry issues are discussed, best practices are shared, and ideas are generated to benefit the system. Mandatory attendance to these meetings is required of all appropriate staff.
- Selected contractor(s) staff providing customer case management must have a minimum of a Career Development Facilitator (CDF) certificate within one year of hire as a CDF.
- As new programs arise, program issues or specialized knowledge is required for the system, SEMCA Michigan Works! will offer (at no cost to the selected contractor) training in these areas.
- Selected contractor(s) must join the Michigan Works! Association and are expected to participate in appropriate trainings offered by the Association. Selected contractor(s) must participate in - and provide staff for - any activities that SEMCA Michigan Works! is involved with that will attract job seekers and business owners and/or enhance the image of our workforce service system.
- Selected contractor(s) in all programs must have all developed job leads posted to the Pure Michigan Talent Connect (PMTTC) website within two (2) working days of the position's development. Job leads posted to the PMTC website will automatically be suppressed for 24 hours to allow for veteran preference.
- Selected contractor(s) performance, for all programs, will be reviewed on a scheduled basis, in accordance with SEMCA Michigan Works! policy. Funding adjustments may be made as a result of the performance review.
- If a new contractor is selected to operate a program location previously operated by another contractor, they must service all registered participants carried-in from the previous program year. At contract award time, the new contractor will be required to submit a budget and allocation to serve enrolled participants that they inherit.
- Returning selected contractor(s) must accommodate services for their existing participants (i.e., training, supportive services, etc.) as well as for new participants in their budget.
- All SEMCA Michigan Works! selected contractors are required to submit newsworthy Success Stories based on submission calendar provided by SEMCA Michigan Works!

### **Service Delivery Site(s)**

The service area for SEMCA Michigan Works! includes all of Monroe and Wayne County (excluding the City of Detroit). SEMCA Michigan Works! has established AJCs in locations based upon geographic, demographic and other relevant criteria.

SEMCA Michigan Works! currently has AJCs at the following seven (7) locations:

- Dearborn, 6451 Schaefer Road, Dearborn, MI 48126
- Grosse Pointe, 17888 Mack Avenue, Grosse Pointe, MI 48230
- Highland Park, 144 E. Manchester Street, Highland Park, MI 48203
- Livonia, 30246 Plymouth Road, Livonia, MI 48150

- Monroe, 1531 North Telegraph Road, Monroe, MI 48162
- Southgate, 15100 Northline Road, Southgate, MI 48195
- Wayne, 35731 West Michigan Avenue, Wayne, MI 48184

Bidders should specify the particular geographic area within the SEMCA Michigan Works! service area that they are proposing to serve and/or state that they are willing to be placed at any location based upon the discretion of SEMCA Michigan Works! Grosse Pointe, Highland Park, Livonia and Wayne are SEMCA Michigan Works! leased facilities. Successful bidders for those locations will be physically located within the existing One-Stop Center. All other locations are independently leased facilities and will be required to establish a facility in the same city within reasonable proximity to the existing AJC.

### **Service Delivery Hours/Closings**

Services at the AJC must be available at all times the State of Michigan is open for business, unless sites are closed by SEMCA Michigan Works! for public safety (e.g. inclement weather). Minimum hours of operation are 8:00am-5:00pm, Monday through Friday, though some extended hours are encouraged.

Services should reach out to other physical locations and into the community, but much of the outreach will be defined by the service providers responding to this RFP. This system is structured to allow service providers to have significant input on the design and building of an effective workforce delivery system for the SEMCA Michigan Works! region.

### **Workforce Development Professional Staff Qualifications**

Management and staff must abide by the following: Workforce Development Professional Staff Qualifications Code of Ethics and Professional Practices from the National Association of Workforce Development Professionals (NAWDP). Expectations for all workforce development professionals include the following:

- Staff are outcome driven, adherent to the highest standards of customer service, and demonstrate respect and positive regard at all times.
- Staff will focus on and adopt the values of:
  - Innovative, visionary practice;
  - empowered teams and individuals;
  - universal access through meaningful partnerships;
  - clear, accurate and timely communication.
- Staff must possess minimum key knowledge, skills, abilities and attributes to operate effectively and efficiently. Things such as:
  - Ability to plan, organize and effectively present the entire portfolio of services available through Michigan Works! to businesses, job seekers and the community;
  - Ability to establish credibility by showing support for and understanding of SEMCA Michigan Works! 's mission and priorities;

- Demonstrated ability to establish and maintain effective working relationships with community leaders, school systems, business organizations and the general public;
- Able to see the “big picture” and transform vision into reality;
- Ability to multi-task and establish priorities in a rapidly changing environment;
- Knowledge, understanding and total continuous process improvement;
- Understanding of quality customer service philosophy and customer expectations;
- Comprehensive knowledge of Michigan Works! services and demonstrated knowledge of workforce and economic development principles; and

Staff will be skilled as communicators, problem-solvers, record-keepers with a strong working knowledge of funding stream eligibility documentation, procedures and policies. Skills in computer technology will be sufficient to enter and retrieve data required for recordkeeping and reporting. Education and training of staff will be derived from performance requirements, and will be sufficient to justify the designation “professional.”

### **Code of Ethics and Professional Practices**

Management and staff must abide by the Code of Ethics and Professional Practices from the National Association of Workforce Development Professionals (NAWDP).

Members of NAWDP pledge to:

- Exhibit and uphold the highest standards of professional and ethical conduct in order to ensure the integrity and advancement of the workforce development profession.
- Advance programs and services that are consistent with the public trust and responsive to the public interest.
- Demonstrate commitment to maintaining professional competencies through ongoing professional development.
- Exercise maximum effort in the workplace to ensure optimal benefit to my customers and to my organization and community.
- Promote cooperation and collaboration with partner organizations in order to maximize our customers' opportunities for success.
- Respect the integrity, promote the welfare and maximize the freedom of choice and informed consent of my customers.
- Respect and protect the privacy of my customers when gathering, recording, storing and sharing confidential information.
- Recognize and respect the unique challenges faced by culturally or ethnically diverse and individuals with disabilities.
- Abstain from using my official position to secure personal or political privilege, advantage, gain, or benefit.
- Adopt innovative practices when appropriate and adapt to changes in the industry to create new opportunities.
- Offer the most effective services available in their community.

# Section VI – Fiscal Management

## Financial Information

- All organizations that receive SEMCA funding must comply with the Uniform Guidance issued by the Office of Management and Budget on December 26, 2013 and December 19, 2014 along with DOL's exceptions also published on December 19, 2014. The Uniform Guidance is published at 2 CFR Part 200 and DOL's exceptions at 2 CFR Part 2900. The Uniform Guidance consolidates and updates guidance and requirements applicable to Federal awards from earlier documents including OMB circulars A-21, A-50, A-87, A-102, A-110, and A-122. Michigan's Talent Investment Agencies Policy Issuance 15-12.
- All SEMCA funded contracts between Southeast Michigan Community Alliance Michigan Works! and Service Providers will be conducted on a cost reimbursement basis only. However, related to for-profit organizations, profit is paid based on pay-for performance criteria.
- All SEMCA Service Providers/Contractors are required to conduct internal financial management reviews. The purpose is to provide adequate internal controls and ensure compliance with the following areas related to SEMCA funds and services:
  - Provisions of the SEMCA and its regulations;
  - Provisions of the SEMCA Contract;
  - Applicable State and Workforce Development Board Policies;
  - Accepted financial management and accounting practices; and
  - Compliance with OMB Uniform Guidance (2 CFR Part 200) and others as appropriate.

Internal financial management procedures shall be sufficient to prevent fraud and abuse. All reports of information creating suspicion or instances of criminal misconduct must be reported immediately to SEMCA Michigan Works! Internal financial management procedures must also ensure that auditable and otherwise adequate records are maintained which support all expenditures of SEMCA funds and confirm adherence to policies regarding allowable costs and allocations of cost to proper cost categories. The SEMCA Service Provider/Contractor shall document all internal financial compliance reviews.

- Service Providers/Contractors are required to establish internal program management procedures to assure compliance with contract requirements, delivery of high quality services to eligible individuals and achievement of planned outcomes.
- It is the objective of SEMCA Michigan Works! to place the maximum amount of resources at points in the system where customers are directly served. All funds we contract for administrative and management activities of service providers will be spent in support of direct service delivery.

- The service provider's maximum administrative cost, either direct cost or as part of a cost allocation plan, may not exceed 15% without prior approval by SEMCA.
- All service providers must demonstrate familiarity with and the ability to abide by the terms of SEMCA Michigan Works! contracts, including the requirements for financial management.
- As a recipient of SEMCA funds, service providers must have an annual financial and compliance audit performed. The audits must be conducted in accordance with auditing standards set forth under the OMB Uniform Guidance (2 CFR Part 200). This requirement will be met by providing SEMCA Michigan Works! a copy of the annual audit according to OMB Uniform Guidance. For-profit WIOA contractors must have an annual financial and compliance audit performed under Generally Accepted Accounting Standards by an independent auditor. A copy of the audit will be forwarded to SEMCA Michigan Works! The audit should be submitted within 30 days after the completion of the audit, but not later than six months after the end of the audit period.
- Contracted Service Providers must cooperate with any monitoring, inspection, audit, or investigation of activities related to SEMCA contracts. These activities may be conducted by the Michigan Talent Investment Agency, the U.S. Department of Labor, and SEMCA Michigan Works! or their designated representatives. This cooperation includes access to, examination of, and/or photocopying of books, records, files, documents, property or equipment related to all aspects of SEMCA funded activities under this contractual agreement.
- The following financial records and documents, not limited to, must be maintained for SEMCA-funded participants and employees. They must be available for monitoring and review by SEMCA Michigan Works! and must be retained, subject to audit, for three years following the final audit of the contract. If any aspect of the program is under investigation or in the process of audit resolution and/or debt collection, the Service Provider is required to retain records after the three year period and until the final audit resolution of all disallowed and/or questioned costs are paid or accepted as allowable. Please see below:
  - General ledger or equivalent;
  - Cash receipts and cash disbursements journals/reports or equivalent;
  - Bank statement, reconciliation, deposit slips and canceled checks for each bank account through which SEMCA funds were received or disbursed;
  - All contracts with SEMCA Michigan Works! including all amendments;
  - All financial reports and documentation supporting requests for reimbursement;
  - Payroll records including Individual Earnings Record, Employee Withholding Authorization (W-4), FICA reporting forms, Federal and State withholding, Unemployment taxes, Employee Personnel Files, Time Records an Employee Time/Salary Allocation plans;
  - Invoices and/or supporting data for non-payroll disbursements; and



- Participants' records including participant data forms, verification/documentation items, assessments tests and results, the Individualized Employment Plan, Individualized Service Strategy and documentation of outcomes.
- Proof of insurance is not a requirement for the submission of a proposal; however, successful respondents will be required to obtain all insurances specified/required by SEMCA Michigan Works! and provide same with proper Certificates of Insurance prior to commencing work under a contract resulting from this RFP.
- The U.S. Department of Labor requires that all income generated under any SEMCA contract shall be reported and used to further program objectives.
- All non-expendable property/equipment with a life expectancy of one year or more or a unit cost of \$1,000.00 or more, which is purchased or leased with SEMCA funds must be approved in writing by SEMCA Michigan Works! prior to purchase or lease. The Service Provider agrees to comply with the Uniform Guidance (2 CFR Part 200), and all applicable SEMCA Michigan Works! property policies.
- The Service Provider(s) agrees not to dispose of or transfer property/equipment purchased with SEMCA funds until written authorization is received from SEMCA Michigan Works! The Service Provider(s) will be responsible for maintaining an accurate inventory of all SEMCA property/equipment in their possession.
- The respondent assures, with respect to operation of the SEMCA-funded services or activities and all agreements or arrangements to carry out the SEMCA-funded project or activity, that it will comply fully with the nondiscrimination and equal opportunity provisions of the Workforce Innovation and Opportunity Act, the Nontraditional Employment for Women Act of 1991; Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; Title IX of the Education Amendments of 1972, as amended; and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including but not limited to 29 CFR Part 34. The United States has the right to seek judicial enforcement of this assurance.
- To ensure compliance with the E-Verify requirements of the General Statutes of Michigan, all contractors, including any subcontractors employed by the contract(s), by submitting a bid, proposal or any other response, or by providing any material, equipment, supplies, services, etc., attest and affirm that they are aware and in full compliance with Article 2 of Chapter 64, (NCGS 64-26(a)) relating to the E-Verify requirements.
- Individuals employed in work-related activities under SEMCA must be compensated in accordance with applicable law, but not less than the higher of the rate specified in the Fair Labor Standards Act of 1938 or the applicable state minimum wage law.

- Health and safety standards under federal and state law otherwise applicable to working conditions of employees are equally applicable to working conditions of SEMCA participants engaged in work experience activities under WIOA. Workers' compensation insurance coverage must be secured for SEMCA participants in work experience jobs.
- We encourage service providers to consider implementing salary incentive programs for their staff, linked to the SEMCA Michigan Works!' performance requirements. Service providers must develop cost allocation plans that properly allocate costs between management/administrative functions and operations, as well as among the various federal revenue sources that fund SEMCA Michigan Works! contracts.

# Section VII – Additional Requirements

## **Configuration Standards for Public Access Computers Located in One-Stop Centers**

One of the primary resources made available to customers in the AJC is a computer with Internet access. Technology can enable information, as well as many services, to be accessed wherever a computer and internet service is available. In recognition of this reality, SEMCA Michigan Works! is encouraging selected contractors to assist with the development and deployment of a more robust web presence, including website and menu of online resources. These online resources are not expected to replace more traditional brick and mortar sites for service, virtual services should be offered to employers and job seekers to every extent possible. While there is no way to guarantee the safety of confidential information, the following items must be implemented to show that the best effort is being made. Due to the number of choices available to address the different items listed, specific product or brands will not be defined. It is a local decision of your technical support staff to determine what will address the need listed.

### **Workstation Security**

- Operating system configured to automatically download and install critical updates. Deployment of a central update server is recommended for large numbers of workstations.
- Centrally managed anti-virus / anti-malware software installed and configured to regularly update at least once daily.
- Workstation applications regularly updated via centrally managed software updates or individual applications configured to automatically download and update (where possible).
- Public access user account on Workstation configured for non-administrative or limited access to prevent installation of software, modification of system configuration, and unapproved device or driver installation.
- Regular or automated removal of personal information from public access workstations.

### **Internet Security**

- Firewall with anti-virus, anti-malware, intrusion prevention, and content filtering services.

### **Network Information Security**

- Isolated network for public access computers

### **Routine Maintenance**

- Firewall log / report analysis
- Inspection of systems

### **Operating System and Applications**

Each workstation must be regularly reviewed to check for, and correct, outdated OS and software that can pose security risks. Use of auditing software is highly recommended to partially, if not fully, automate this process.

## **Managed Virus and Malware Protection**

A centrally managed anti-virus / anti-malware protection suite must be utilized and regularly reviewed. With the ever-increasing threat viruses' pose to networks, it is unacceptable to operate without it.

The purpose of the centrally managed component is to automate tasks associated with maintaining a healthy defense perimeter. Some of these tasks include obtaining regular updates (both signature and application), pushing these updates to endpoints, performing endpoint compliance checks and version audits, generation of alerts when problems are identified, and generation of reports for audit purposes.

Typically this type of software is licensed per endpoint and requires a dedicated server or workstation for the management & reporting component. There are numerous application vendors to select from.

It is vital to have internet checks and balances system in place to prevent unsolicited traffic, malicious activities, and misuse of Internet service. Examples of misuse include, but are not limited to, the following:

- Browsing sites that are unrelated to services provided at the One-stop location. (Pornographic, on-line dating, on-line ordering, on-line gaming, entertainment-based movie or television viewing, etc.)
- Use of services other than web browsing. (FTP, IMAP, P2P, POP, SMTP, SSH, etc.)
- Network scanning, denial of service, or proxy.

A firewall is the essential tool which can provide this required protection. It can be configured to disallow unwanted services, deny traffic containing known threats, and block inappropriate web browsing content.

It is important the firewall have the following integrated features in order to be fully effective:

- Gateway anti-virus and anti-malware scanner
- Intrusion prevention
- Content filtering

Some of the above functions could be provided by an external provider in the form of a service, removing the requirement from the firewall device. It is also recommended that the firewall anti-virus and network anti-virus be from different vendors / providers.

The firewall needs to be configured so log files can be collected. Some firewall manufacturers provide a reporting component that can collect and parse the log files generated by the firewall.

## **Public Access User Restrictions**

The user account that the general public logs in with, must have the necessary restrictions enforced to prevent installation of software, modification of system

configuration, and unapproved device or driver installation. Under no circumstances should the public access account have administrative privilege.

### **Removal of Personal Information**

It is necessary to regularly remove personal information from public access computers. As these systems are used by the public, personal information may collect and be left behind when the individual concludes their use. This information could be in the form of web history, documents, auto-fill forms, etc.

It is recommended to configure the OS and applications to prohibit the collection of this type of information. Additionally it is recommended to implement a procedure of policy to protect such settings from modification. There are software solutions available to assist in this effort.

### **Separate Network for Public Access Computers**

Public access computers within the One-stop Centers must have their own isolated network and printer(s). This eliminates the possibility of interaction with confidential information stored on staff computers and server(s).

### **Firewall Log Analysis**

The log files generated by the firewall must be reviewed weekly at a minimum to ensure no problems exist. By regularly reviewing the firewall logs, a pattern of normal daily activity can be identified. This way unusual traffic or activities become more easily recognizable. Through the course of analyzing and tracking down anomalies, problems may be discovered and corrected.

It is highly recommended to parse the firewall log files into reports to simplify review and make detection of anomalies easier. Some firewall manufacturers provide a reporting component to automate this process including the generation of reports.

### **Inspection of Systems**

Within 60 days of contract award, local technical staff must complete and forward to SEMCA Michigan Works! 's Information Technology department the "Network Site Information" and "Workstation Information" documents. Yearly updates and submission of this this information is also required.

Local technical staff must record system reviews on the "Network Maintenance" and "Workstation Update Log" documents. One copy of the "Workstation Maintenance" document is required per workstation. This review process should be done monthly. All the above information must be kept at the local site in Excel spreadsheet format and made available upon request of SEMCA Michigan Works! staff.

## **Notice to Prospective Vendors/Subcontractors**

SEMCA Michigan Works! is a federal contractor obligated to take affirmative action to employ women, minorities, disabled individuals, and veterans. SEMCA Michigan Works! is also required to inform those with whom it conducts business that they, too, may have such obligations.

You should know that, by operation of law, as well as by this notification, the Equal Employment Opportunity Clause required under Executive Order 11246, (41 C.F.R. 60-1.4), the affirmative action commitment for special disabled veterans and veterans of the Vietnam Era set forth in 41 [C.F.R. 60-300.44(f)(1)(ii)], the Affirmative Action Clause for Section 503 of The Rehabilitation Act of 1973 set forth 41[C.F.R. 60-741.44(f)(1)(ii)], and the related regulations of Secretary of Labor, (41 C.F.R.), Chapter 60, are incorporated in all of our contractual relationships.

This notification does not necessarily mean that your business has any or all of the affirmative action obligations referenced above. This will depend upon a number of factors, including the dollar amount of our transaction(s) and the size of your workforce. This provides that if the laws' jurisdictional requirements are met, you will abide by any and all of your affirmative action responsibilities. The governing agency on affirmative action requires that we maintain this type of documentation to show that SEMCA Michigan Works! is in compliance with the law itself.

Upon submission of this proposal, the financial institution agrees that it will comply with the Federal Civil Rights Act of 1964, as amended; the Federal Civil Rights Act of 1991, as amended; the Americans with Disabilities Act of 1990, as amended; the Elliot-Larson Civil Rights Act, Article 2, Act No. 453, Public Act of 1976, as amended; the Michigan Handicapper's Civil Rights Act, Article 2, Act No. 220; Public Act of 1976, as amended; and all other applicable Federal, State, and Local laws and regulations. Specifically, contractors and service providers are required not to discriminate against any employee or applicant for employment with respect to such person's hire, tenure, terms, conditions, or privileges of employment, or any other matter directly or indirectly related to employment because of such person's race, color, religion, national origin, ancestry, age, sex, or disability as defined by law. Breach of this covenant may be regarded as material breach of the contract or purchase agreement and may be processed as provided under the State of Michigan laws.

Questions regarding this section should be referred to Leah Wright, EEO Coordinator at [hrd@semca.org](mailto:hrd@semca.org)

# Section VIII – Required Forms

**Complete the following additional forms and submit with RFP packet:**

- Assurance and Proposal Certification
- Signature Page *\*This will be completed for each individual RFP that Bidder submits proposal*
- “Certification Regarding Lobbying” certification
- “Certification Regarding Debarment and Suspension” certification
- “Certification of Merit Based Identity” *\*This is only needed for notated applicable proposals*
- EEO Is The Law

## **Assurances and Proposal Certification**

### **General Assurances**

The bidder assures that, if awarded workforce development funding based on this proposal, all programs and activities will comply with:

- a. The Workforce Innovation and Opportunity Act, all applicable State and Federal rules and regulations governing programs under the Act
- b. The Age Discrimination Act of 1975, as amended
- c. Section 504 of the Rehabilitation Act of 1978, as amended
- d. Title IX of the Education Amendments of 1972, as amended
- e. Title VI of the Civil Rights Act of 1964, as amended
- f. Section 3 of the Military Selective Service Act
- g. The Michigan Occupational Safety and Health Act (MIOSHA) #154, of 1974 as amended
- h. Public Act 278 of 1980, as amended
- i. The Michigan Civil Rights Act, P.A. 453 of 1976, as amended
- j. Grove City Civil Rights Bill, S557-PL-100-259, as amended
- k. The Michigan Handicappers Civil Rights Act, P.A. 220 of 1976 as amended.
- l. Equal Employment Opportunity requirements expressed in
  - i. Executive Directive 1975-3 (signed 6/20/75)
  - ii. Executive Directive 1975-6 (signed 12/2/75)
  - iii. Executive Directive 1979-4 (signed 9/7/79)

- m. The Michigan Youth Employment Standards Act, PA 90, as amended, or the federal Child Labor Regulations, Part 570, as amended, whichever is more stringent
- n. Executive Order 1259, Debarment and Suspension, 29 CFR Part 98, Section 98.510
- o. Michigan Minimum Wage Law of 1964, Act 154, as amended.
- p. Michigan Department of Labor, Employment Standards, Overtime Compensation Rules R 408.721-408.735.
- q. Michigan Payment of Wages and Fringe Benefits Act 390 of 1978, as amended
- r. Michigan Workers Disability Compensation Act of 1968, and Administrative Rules, as amended
- s. Michigan Open Meetings Act 15.261 et. seq., as amended
- t. Michigan Contracts with Employers Engaging in Unfair Practices Public Act 1989 No. 278, as amended
- u. The Americans with Disabilities Act.
- v. 2 CFR 200 and other applicable OMB circulars

All other applicable Federal and State legislation

- w. Any other laws, regulations and stipulations listed in the Michigan Works! System Plan and in effect between the Workforce Development Agency, State of Michigan and Counties (System Plan available upon request) of the Consortium.

Further, the bidder, if awarded the contract, assures that:

- y. With respect to terms and conditions affecting, or rights provided to, individuals who are participants in activities supported by funds provided under this Act, such individuals shall not be discriminated against solely because of their status as participants.
- z. Participation in programs and activities financially assisted in whole or in part under this Act shall be open to citizens and nationals of the United States, lawfully admitted permanent resident aliens, lawfully admitted refugees and parolees, and other individuals authorized by the Attorney General to work in the United States.
- aa. Programs funded under the Act will be administered in full compliance with safeguards against fraud and abuse as set forth in WIOA and WIOA Regulations.
- ab. Full compliance with the SEMCA Michigan Works! Equal Employment Opportunity (EEO) and Affirmative Action (AA) policy as stated below is assured if funding is awarded based upon this proposal



## **Prevention of Fraud and Program Abuse**

To ensure the integrity of the Workforce Development Agency programs, special efforts are necessary to prevent fraud and other program abuses. Fraud includes deceitful practices and intentional misconduct, such as willful misrepresentation in accounting for the use of program funds. "Abuse" is a general term which encompasses improper conduct which may or may not be fraudulent in nature. While the Workforce Development Agency law and regulations are specific, possible problem areas could include the following: conflict of interest, kickbacks, commingling of funds, charging fees to participants and employers, nepotism and child labor, political patronage, political activities, sectarian activities, unionization and anti-unionization activities/work stoppages and maintenance of effort. Proposals which are found to violate the abuse standards will not be funded. Bidders who receive contracts will be required to report immediately any violations in these areas or in problem areas which may later be defined.

## **Monitoring**

SEMCA Michigan Works! and its funding organizations will be monitoring, auditing, and evaluating services provided under this Request for Proposals throughout the contract period. Selected contractors must allow agency staff or its agent full access to all files and records relating directly to agency funds, participant case files, accounting files and records, and to any related files and records associated with proper accounting of such funds and participants.

## **Audit Provisions**

Selected contractors receiving federal/state funds must, under certain circumstances, arrange to pay for audits of their organizations and programs. Therefore, it is important that each contractor (1) determine it must audit its organizations and programs, and (2) provide sufficient funds in its budget if it must conduct audits. The guidelines described below should enable each contractor to determine its audit responsibilities and provide for audit costs in its budget if necessary. Contractors who are non-profit corporations are required to have an audit completed in accordance with 2 CFR 200. Single audits will be required for review by SEMCA Michigan Works! staff. TIA interprets this new section of the regulations to require that such organizations have an annual financial and compliance audit with an internal control review either: (1) performed on a program-specific basis in accordance with generally accepted government auditing standards, or (2) which includes federal funds within the scope of their organization-wide audit. Private-for-profit commercial organizations shall review federal 2 CFR 200 for guidance on how the audit may be structured.

## **Administrative Entity/SEGA Held Harmless**

Bidders submitting a response to this RFP must be willing and legally able to sign a contract that will provide a full indemnification and hold harmless to any liability of SEGA or its governing bodies for any activities conducted by the contractor agency. The contractor will be solely responsible for activities and services performed under the contract.

The bidder, if awarded a contract, shall maintain at its expense during the term of the contract the following insurance:

- Workers' Compensation Insurance with the Michigan statutory limits and employer's liability insurance with a minimum limit of \$500,000 each accident.
- Comprehensive General Liability Insurance with a combined single limit of \$1,000,000 each occurrence for bodily injury and property damage. Policy shall include contractual liability coverage, and personal injury coverage

### **Certification Regarding Debarment and Suspension**

A prospective recipient of federal assistance funds, in accordance with Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, and Executive Order 12689, 2 CFR 215 Appendix A8, page 26297 is required to certify with an official signature on the Debarment and Suspension form that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in a transaction with any federal department or agency.

### **Certification Regarding Lobbying**

Prospective recipients of federal assistance funds must certify with an official signature on the Certification Regarding Lobbying form that no federally appropriated funds have been used or will be used by the prospective recipient for the purpose of lobbying.

### **Records, Reporting, and Review**

Contract(s) awarded as a result of this RFP will be required to comply with records and reporting systems established by SEMCA Michigan Works! for the purpose of documenting and evaluating program operations. In addition, program records and operations are subject to on-site review and/or transcription, in whole or in part, by representatives of SEMCA Michigan Works! the WDB, TIA and USDOL.

### **Supplemental Nepotism Clause**

The bidder must assure that during the time period of the proposed program, no individuals who are members of the immediate family of the bidder's staff or governing board will be enrolled as program participants in the offered program. Immediate family member is defined as: father, mother, sister, brother, child, aunt, uncle, nephew, niece, grandmother or grandfather.

### **Independent Broker of Training Services**

The successful bidder must act as an "independent broker" of training programs and services. That is, case managers should have no vested interests in promoting or advocating enrollment or participation in any particular training program or service. While agencies delivering other training programs and services are not precluded from bidding for delivery of case management services, they must be able to demonstrate conclusively that they can act as an independent brokers within the Michigan Works! "One Stop" system.

1. Identify all workforce training, assessment, and support services, which your agency currently provides.
2. If you currently deliver other workforce training, assessment, other participant support services, or other business services, describe the how you will structure your proposed services to act as an independent broker and avoid the appearance of conflict of interest.

**Proposal Certifications**

These certifications must be signed by a representative of the applicant organization who is authorized to do so. Persons in an administrative, monitoring or oversight policy-making capacity with workforce programs should not appear as signatory to this RFP.

I hereby certify:

- a. that the applicant organization understands and assures compliance with specific assurances and certifications contained in this RFP if awarded funding on the basis of this proposal;
- b. that all information contained in this proposal in response to questions concerning the applicant organization, its operation, and its proposed program, is true and accurate;
- c. that completion of this proposal is an application for funding and does not ensure that the proposed program will be funded;
- d. that if selected for funding, the applicant organization will be bound by the information contained herein as well as by the terms and conditions of the resultant contract or agreement;
- e. that to the best of its knowledge and belief, the cost data are accurate, complete, and current at the time of agreement on price. This price shall be valid for a minimum of six months after submission.

Signature:	Date:
Name:	Title:
Organization:	

## Signature Page

General Template (specific signature page for each service in program RFP's)

<b>Legal Name of Bidding Organization:</b>		<b>Date Organization was Established:</b>	
<b>Address:</b>			
<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>	
<b>Phone:</b>		<b>DUNS or EIN:</b>	
<b>List Bidder d/b/a/ Name(s)</b>			
<b>Contact Person:</b>			<b>Phone:</b>
<b>Website Address:</b>			
<b>Type of Organization: (Check all that apply)</b>			
<input type="checkbox"/>	Government	<input type="checkbox"/>	Sole Proprietorship
<input type="checkbox"/>	Private Non-Profit	<input type="checkbox"/>	Partnership
<input type="checkbox"/>	School District	<input type="checkbox"/>	Private for Profit
<input type="checkbox"/>		<input type="checkbox"/>	Corporation
<input type="checkbox"/>		<input type="checkbox"/>	Other (Specify)

Bidders should specify the particular geographic area within the SEMCA Michigan Works! service area that they are proposing to serve and/or state that they are willing to be placed at any location based upon the discretion of SEMCA Michigan Works! **(Check all that apply)**

<input type="checkbox"/>	Dearborn, 6451 Schaefer Road, Dearborn, MI 48126	<input type="checkbox"/>	Southgate, 15100 Northline Road, Southgate, MI 48195
<input type="checkbox"/>	Livonia, 30246 Plymouth Road, Livonia, MI 48150	<input type="checkbox"/>	Wayne, 35731 West Michigan Avenue, Wayne, MI 48184
<input type="checkbox"/>	Monroe, 1531 North Telegraph Road, Monroe, MI 48162	<input type="checkbox"/>	Grosse Pointe, 17888 Mack Avenue, Grosse Pointe, MI 48230
<input type="checkbox"/>	Highland Park, 144 E. Manchester Street, Highland Park, MI 48203		
<input type="checkbox"/>	***Are willing to be placed at any location based upon the discretion of SEMCA Michigan Works!		

Proposed Budget	
Proposed Budget	\$
Proposed Budget	\$
Proposed Budget Total	\$

**Certification:**

That the bidding organization understands and will comply with the specific assurances and certifications contained in this proposal. The information contained in this proposal represents the organization and its proposed operating plans and budget necessary to conduct the proposed SEMCA Michigan Works! activities described herein. I acknowledge that I have read and understand the requirements of the Request for Proposal (RFP) and that the organization is prepared to implement the proposed activities as described. The bidding organization understands that this proposal is an application for funding and does not ensure subsequent funding. That if selected for funding, the bidding organization will be bound by the information contained herein as well as by the terms and conditions of the resultant contract. I certify that I am authorized to sign this proposal on behalf of the organization submitting the proposal, and further certify that the responding entity named above waives any right to claims against SEMCA Michigan Works! and the SEMCA Workforce Development Board members in their individual capacities.

<b>Name of Signatory Official (printed):</b>	<b>Title:</b>
<b>Signature of Signatory Official:</b>	<b>Date:</b>

## Certification Regarding Lobbying for Contracts, Grants, Loans and Cooperative Agreements

Email:	Fax:
--------	------

The undersigned certifies to the best of his or her knowledge and belief that:

- (1) No federal appropriated funds have been paid or will be paid by, or on behalf of the undersigned, to any person for influencing, or attempting to influence, an officer or employee of an agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants and contracts under grants, loans, and cooperative agreements), and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, and U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000, and not more than \$100,000, for each such failure.

Applicant Organization:	
Typed Name of Authorized Representative/Certifying Official:	Title:
Signature of Authorized Representative/Certifying Official:	Date:

**Certification Regarding Debarment, Suspension, Ineligibility,  
Voluntary Exclusion Lower Tier Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 Code of Federal Regulation (CFR) Part 98.510, Participants' Responsibilities. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19211). 2 CFR 180 is also applicable.

This certification is also required by the regulations implementing Executive Order 12689, Debarment and Suspension, 3 CFR 1989 Compiled, p. 235.

- (1) The prospective recipient of federal assistance funds certifies, by submission of this proposal, that neither it, nor its principals, are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
- (2) Where the prospective recipient of federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Applicant Organization:	
Typed Name of Authorized Representative/Certifying Official:	Title:
Signature of Authorized Representative/Certifying Official:	Date:

## Certification of Merit-Based Entity

This certification is required of any Contractor who bids for workforce development services funded through Wagner-Peyser. Only entities meeting and certifying to be a merit-based entity will be considered for those funds.

**The undersigned certifies that the entity maintains a system of personnel administration in conformance with the following:**

In accordance with federal regulation 5 CFR 900.603, promulgated pursuant to Sections 4728 and 4763 of the federal intergovernmental Personnel Act of 1970, as amended, standards for merit staffing are defined as follows::

- (a) Recruiting, selecting, and advancing employees on the basis of their relative ability, knowledge, and skills, including open consideration of qualified applicants for initial appointment.
- (b) Providing equitable and adequate compensation.
- (c) Training employees, as needed, to assure high quality performance.
- (d) Retaining employees on the basis of the adequacy of their performance, and separating employees whose inadequate performance cannot be corrected.
- (e) Assuring fair treatment of applicants and employees in all aspects of personnel administration without regard to political affiliation, race, color, national origin, sex, religious creed, age or disability and with proper regard for their privacy and constitutional rights as citizens. This "fair treatment" principle includes compliance with the federal equal employment opportunity and nondiscrimination laws.
- (f) Assuring that employees are protected against coercion for partisan political purposes and are prohibited from using their official authority for the purpose of interfering with or affecting the result of an election or a nomination for office.
- (g) **Eligible entities:** Unit of State Government; Unit of Local Government; University or College; Community College; special unit of government; School District or Intermediate School District.

**Eligible entities:** Unit of State Government; Unit of Local Government; University or College; Community College; Special Unit of Government; School District or Intermediate School District.

Applicant Organization:	
Typed Name of Authorized Representative/Certifying Official:	Title:
Signature of Authorized Representative/Certifying Official:	Date:

## **EQUAL OPPORTUNITY IS THE LAW**

It is against the law for this recipient of Federal financial assistance to discriminate on the following bases: against any individual in the United States, on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or, against any beneficiary of, applicant to, or participant in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act, on the basis of the individual's citizenship status or participation in any WIOA Title I–financially assisted program or activity.

The recipient must not discriminate in any of the following areas: deciding who will be admitted, or have access, to any WIOA Title I–financially assisted program or activity; providing opportunities in, or treating any person with regard to, such a program or activity; or making employment decisions in the administration of, or in connection with, such a program or activity.

Recipients of federal financial assistance must take reasonable steps to ensure that communications with individuals with disabilities are as effective as communications with others. This means that, upon request and at no cost to the individual, recipients are required to provide appropriate auxiliary aids and services to qualified individuals with disabilities.

### **WHAT TO DO IF YOU BELIEVE YOU HAVE EXPERIENCED DISCRIMINATION**

If you think that you have been subjected to discrimination under a WIOA Title I–financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either:

**Ms. Leah Wright, Equal Opportunity Officer**  
**Southeast Michigan Community Alliance Michigan Works! (SEMCA)**  
**25363 Eureka Rd.**  
**Taylor, MI 48180**  
**Phone: (734) 229-3526**

-----or-----

**Ms. Naomi M. Barry Pèrez, Director**  
**Civil Rights Center (CRC)**  
**U.S. Department of Labor**  
**200 Constitution Avenue NW, Room N-4123**  
**Washington, DC 20210**

If you file your complaint with the recipient, you must wait either until the recipient issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner), before filing with the Civil Rights Center (see address above). If the recipient does not give you a written Notice of Final Action within 90 days of the day on which you filed your complaint, you may file a complaint with CRC before receiving that Notice. However, you must file your CRC complaint within 30 days of the 90-day deadline (in other words, within 120 days after the day on which you filed your complaint with the recipient). If the recipient does give you a written Notice of Final Action on your complaint, but you are dissatisfied with the decision or resolution, you may file a complaint with CRC. You must file your CRC complaint within 30 days of the date on which you received the Notice of Final Action.

<b>Federal Contractor:</b>
<b>Signature of Authorized Representative/Certifying Official:</b>