

**REQUEST FOR QUOTES (RFQ)
FOR
CONSULTING AND FACILITATION SERVICES**

RFQ Release Date: December 29, 2016

Quote Due Date: January 5, 2017

Southeast Michigan Community Alliance (SEMCA)
25363 Eureka Rd.
Taylor, MI 48180

Federal Contractor
Equal Opportunity Employer & Programs – Minorities/Women/Disabled/Veterans
Reasonable accommodations will be made upon request.

Southeast Michigan Community Alliance (SEMCA)
25363 Eureka Rd.
Taylor, Michigan 48180
Contact: Heather Beseler
heather.beseler@semca.org

Request for Quote for Consulting and Facilitation Services-Southeast Michigan Works! Agencies Council (SEMWAC)

Quote Submission Instructions:

Questions regarding this RFQ should be directed to Heather Beseler, Administrative Assistant, at heather.beseler@semca.org.

All quotes must be submitted via email. Quotes may also be submitted by hand delivery or certified mail, return receipt requested, addressed to:

Southeast Michigan Community Alliance
RFQ – Consulting & Facilitation Services
Attention: Heather Beseler
25363 Eureka Rd.
Taylor, MI 48180

The **deadline for submission is 5 pm on January 5, 2017**. SEMCA/SEMWAC will not be responsible for delays caused by the method of submittal chosen by the bidder.

Quote Submission

Quotes must include:

1. General Business Information Sheet (see page 5 of this RFQ): A brief summary of individual and/or organization's background and experience on similar projects.
2. Signature Page (see page 6 of this RFQ): Name, phone number and address of at least three references from similar contracts.

Quotes must be submitted in the legal name of the organization. Quotes should not be submitted in the name of a project. SEMCA, on behalf of SEMWAC, will only contract with the legal entity named in the quote.

Contractor will maintain, at its own expense during the term of the contract, the following insurance:

1. Workers Compensation Insurance with Michigan statutory limits and Employers Liability Insurance with a minimum limit of \$500,000 each accident for any employee.
2. Comprehensive/Commercial General Liability Insurance with a combined single limit of \$1,000,000 each occurrence for bodily injury and property damage. SEMCA and SEMWAC shall be added as "additional insured" on general liability policy with respect to the services provided under any contract.

The contractor will comply with all federal, state, and local regulations, including but not limited to all applicable OSHA/MIOSHA requirements and the Americans with Disabilities Act.

This contractor and subcontractor shall abide by the requirements of 41 CFR §§ 60-1.4 (a), 60-300.5 (a) and 60-741.5 (a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability. This contractor and subcontractor shall also abide by 29 CFR Part 471, Appendix A to Subpart A, if applicable.

Background

The Southeast Michigan Community Alliance (SEMCA), as fiduciary for the Southeast Michigan Works! Agencies Council (SEMWAC), is seeking quotes from licensed contractors for the provision of consulting and facilitation services. SEMWAC consists of six Michigan Works! Agencies (MWAs) that include the Detroit Employment Services Corporation (DESC), GST (Genesee Shiawassee and Thumb) Michigan Works!, Macomb-St. Clair Michigan Works!, Oakland County Michigan Works!, Michigan Works! Southeast (MWSE) and SEMCA.

SEMWAC was created to provide a forum where MWAs in the Southeast Michigan region can share information and best practices, partner on regional workforce initiatives, identify opportunities for alignment and coordinate efforts to best serve the needs of this broad and diverse region.

It is SEMWAC's intent to enter into a one year contract beginning January 2017 through December 30, 2017. Bids will be evaluated and one contract will be awarded to the successful bidder.

This RFQ does not commit SEMCA or SEMWAC to pay any costs incurred in the preparation of the bidder's quote. This RFQ does not commit to award a contract for any of the services identified in the RFQ. SEMCA/SEMWAC reserves the right to accept or reject any or all quotes received as a result of this RFQ, or to cancel or amend in part or in its entirety, if it is in the best interest of SEMWAC to do so.

Mission

SEMWAC brings MWAs and their business, economic and educational partners together to secure resources and collaborate on projects to successfully address critical workforce issues as a region.

SEMWAC Goals

- Develop strong partnerships with the new administration and other partners.
- Explore ways to improve service delivery at the regional level.
- Increase the amount of Workforce Development funds coming into the region.
- Increase awareness of Michigan Works and its services.
- Focus on business services, job placement and performance measures.
- Develop and implement the New Economy Initiative Workforce Intelligence Network Project.

Consulting and Facilitation Activities

1. SEMWAC and workgroup meeting planning and facilitation.
2. Strategic planning, including needs assessment and planning activities.
3. Project management of SEMWAC-related projects.
4. Grant research and proposal writing.
5. Represent SEMWAC at meetings with partners.

Price Quote Information

It is anticipated that we need one facilitator to assist with managing this group and the completion of necessary projects. Additionally, the financial limitations will work out to about 20 hours a month for 12 months. Beginning date is January, 2017 and the completion date is December 30, 2017.

Price Quote \$_____ \$_____/hr_____

Contract extensions are discretionary as determined by SEMWAC, and must be mutually agreed to, and will be predicated upon, among other factors, the Contractor's performance as well as SEMWAC's future service level requirements.

Signature Page for Consulting and Facilitation Services

(Legal Name of Bidding Company)

Address: _____
(Street)

(City) *(Zip Code)*

Telephone: (_____) _____ Fax: (_____) _____

Signed Statement of Authority

I, _____, the _____
(Name of Official) *(Title of Official)*

of _____, am authorized to make the
(Name of Company)

enclosed quote on behalf of _____.
(Legal Name of Bidding Company)

I hereby certify:

That I understand and will comply with the specific assurances and certifications contained in this quote. All responses to this Request for Quotes concerning the respondent, its operation, and proposed services are true and accurate.

That I understand this RFQ does not commit SEMCA or SEMWAC to award a contract(s) for any of the services identified in this RFQ. SEMCA/SEMWAC reserves the right to accept or reject any or all quotes received as a result of this RFQ, or to cancel or amend in part or in its entirety, if it is in the best interest of SEMWAC to do so.

That if selected, the bidding organization will be bound by the information contained herein as well as by the terms and conditions of the resultant contract.

Signed: _____ Date: _____

Typed Name: _____ Title: _____

Email: _____ Phone: (_____) _____