



REQUEST FOR PROPOSALS

One Workforce/Industry Infinity Project Participant Data Tracking and Reporting System

RFP Release Date: Wednesday, June 30, 2021

Proposal Due Date: Friday, July 16, 2021 by 5:00PM EDT

Prepared By:

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Workforce Intelligence Network (WIN), A Division of Southeast Michigan Community Alliance
(SEMCA)

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SECTION 1: CONTACTS AND IMPORTANT DATES

Contact

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517-902-1066
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Timetable

- a. **Request for proposals release date:** Wednesday, June 30, 2021
- b. **Deadline for submitting proposals:** Friday, July 16, 2021 by 5:00PM EDT
- c. **Delivery Method for submitting proposals:** E-mail proposals to infinity@WINintelligence.org. In the email subject line, please include: "Proposal for One Workforce/Industry Infinity Project Participant Data Tracking and Reporting System"
- d. **Deadline for questions:** Thursday, July 8, 2021
- e. **Method for submitting questions:** E-mail questions to infinity@WINintelligence.org by 5:00PM EDT on Thursday, July 8, 2021. In the email subject line, please include: "One Workforce/Industry Infinity Project Participant Data Tracking and Reporting System RFP Question Submission"
- f. All questions about the RFP that are received by the date specified will be answered on the RFP website (<https://www.semca.org/rfp-rfq/>) by Monday, July 12, 2021 by 12:00PM EDT.
- g. **Consultation/partnership timeline:**
The One Workforce Grant Period of Performance began February 1, 2021 and runs through January 31, 2021. SEMCA is seeking a four-year partnership with the option to extend beyond the period of performance on a month-to-month basis.
- h. **Contract and payment schedule**
Upon receipt of competitive quotes, SEMCA and the project partners will select a vendor, develop a contract proposal, and set contract terms, including a payment schedule. An annual invoiced payment schedule is anticipated.

SECTION 2: STATEMENT OF PURPOSE AND BACKGROUND

Statement of Purpose:

SEMCA is issuing this request for proposals to seek bids for a web based data system to manage the participants records for its One Workforce Grant that uses a Federal Information Processing Standard (FIPS) 140-3 compliant cryptographic standard and is compatible with the Workforce Investment and Opportunity Act (WIOA) Participant Individual Record Layout (PIRL) H1-B Data element and reporting standards, including the [WIPS system](#).

Background:

Building an Industry Infinity Supply Chain is a \$10 million, four-year grant from the U.S. Department of Labor's Employment and Training Division that was recently awarded to SEMCA and its partners to train 875 individuals throughout southeast Michigan in middle and high-skill occupations related to advanced manufacturing, transportation, and information technology/cybersecurity. The **Building an Industry Infinity Supply Chain** partner goals are to: 1) to increase the number of un/underemployed, non-traditional, incumbent and other workers receiving certification training in advanced manufacturing, IT and transportation occupations in the region; 2) provide funding to support targeted outreach and case management of hard-to-serve populations; 3) establish and expand the availability of training programs to improve access for program participants and ensure high quality materials, facilities and curriculums for training providers; 4) increase the number of trained workers with access to middle and high-wage earning opportunities through demonstrated employer commitments to new hire and incumbent workers; 5) develop clear and achievable career pathway strategies in manufacturing, IT, and transportation; 6) establish, sustain, or expand employer collaboratives to engage industry leaders into an expanded role of providing work-based learning opportunities; updating curriculum; creating certification training programs; and training jobseekers and incumbent workers for upskilling into middle-to high skill occupations; and 7) provide resources to help workforce development partners, training partners and employers braid, leverage and ultimately maximize all available funding in order to minimize cost to program participants and place workers in middle-skill and high-skill occupations.

Overview of the Workforce Intelligence Network for Southeast Michigan (WIN): The Workforce Intelligence Network for Southeast Michigan (WIN) is a division of the Southeast Michigan Community Alliance (SEMCA) that helps cultivate a cohesive talent system by facilitating data-driven workforce solutions to ensure responsiveness to changing labor market demands.

WIN is a partnership of **10 community colleges and 7 Michigan Works! Agencies** in southeast Michigan. WIN specializes in fostering collaboration among talent partners, including workforce development, community colleges, four-year post-secondary institutions, K-12 schools, economic development organizations, government, community-based organizations, employers, and others.

WIN's served population and scope of services is primarily offered in a 19-county region, which includes Clinton, Eaton, Genesee, Hillsdale, Huron, Ingham, Jackson, Lapeer, Lenawee, Livingston, Macomb, Monroe, Oakland, Saint Clair, Sanilac, Shiawassee, Tuscola, Washtenaw, and Wayne, and the City of Detroit.

Overview of the Southeast Michigan Community Alliance: The Southeast Michigan Community Alliance (SEMCA) is a Michigan Works! Agency (MWA) whose service area encompasses all of Monroe County and Wayne County, excluding the City of Detroit. SEMCA procures employment, education, and training services from public and private organizations throughout the region. SEMCA administers programs delivered by SEMCA contractors who provide services for all residents of our designated service area including welfare recipients, economically disadvantaged, unemployed and underemployed persons and youth. WIN is a division of SEMCA.

SECTION 3: SCOPE OF WORK AND PRODUCT FEATURES

Scope of Work:

Under the supervision of SEMCA (with support from WIN staff representing the **Industry Infinity** grant project), the selected contractor will work to provide and maintain a web-based data system with the ability to collect and report the data elements necessary for the One Workforce grant project, branded locally as the **Building an Industry Infinity Supply Chain** project (**Industry Infinity** in short).

Product features:

- Web-based platform
- FIPS 3.0 compatible
- Collect all data elements related to the H-1B section of the WIOA PIRL
- Ability to track participants in an apprenticeship program
- Ability to track participant outcome data (enrollments, completions, credentials, employment status, incumbent worker status, wages, etc.)
- Ability to track participant outcome data at a provider level
- Ability to produce an output file in a format that can be uploaded to the [WIPS system](#)
- Ability to allow an end user to retrieve any and all data entered into the system
- Ability to track fiscal data at a provider level (actual vs budget)
- Secure off-site backup of data
- Ad-hoc reporting tool
- Ability to customize reports
- Administrator and user training

Agreement/Contract features:

- Data ownership and data retention
- Secure off-site backup

- Early termination for convenience with 60 -90 days' notice
- Compliance with the following orders, laws, standards, and acts:
 - a) Equal Employment Opportunity
 - b) Davis-Bacon Act
 - c) Contract Work Hours and Safety Standards
 - d) Rights to Inventions Made Under a Contract or Agreement
 - e) Clean Air Act and the Federal Water Pollution Control Act
 - f) Debarment and Suspension
 - g) Byrd Anti-Lobbying Amendment
 - h) Solid Waste Disposal Act
 - i) Buy American Act
 - j) Salary and Bonus Limitations Act

The contractor will explain their policies data ownership and retention of the data during the contract and beyond life of the grant. The supplier will address whether or not the data can be transferred to SEMCA and how will that be done.

The preferred contractor will provide training options both for the daily end user and also administrators of the software.

Pricing:

The contractor shall provide, in narrative form, an explanation of the comprehensive cost proposal for this project as well as any assumptions being made.

SECTION 4: PROPOSAL REQUIREMENTS

Proposal Format:

In order for a proposal to receive funding consideration, the application included in this packet must be answered completely. Bidders should take care in following the format of the application. Use narrative and/or include attachments where requested. Adherence to this format is essential since evaluation criteria is based on the structure of the RFP. Failure to follow the requested format could result in the disqualification of your proposal.

Proposals should be prepared as simply as possible and provide a concise description of the bidder's capabilities to produce aforementioned deliverables. The proposal should be no longer than twenty (20) pages total and include the following:

1. Cover page (form included in RFP)
2. Executive summary
3. Feature summary
 - 3.1 Describe the user licensing model (cost per user)
 - 3.2 Describe the training included
4. Past performance
5. Staffing

6. Proposed timeline with milestones
7. Total project costs
 - 7.1 Initial setup
 - 7.2 Initial training
 - 7.3 Annual or monthly cost (per user)
 - 7.4 Fee schedule for system changes
 - 7.5 Fee schedule for additional training
8. Completed bidders signature sheet (form included in RFP)
9. Completed risk assessment questionnaire (form included in RFP)
10. Feature checklist (form included in RFP)

Bid Review Process

The application is a preliminary mechanism used to determine the suitability of a vendor for funding. The review process involves:

1. **Preliminary Screening:** To be considered for funding you must complete the entire application. Based on your response, an evaluation team will determine whether further consideration of the application is warranted.
2. **Follow-up / Fact Finding Documentation:** Upon analysis of your completed application and budget, you may be asked by SEMCA to submit additional information or details to the evaluation team. You may also be asked to provide a presentation or demonstration of your organization's product to successfully fulfill the proposal requirements.
3. **Evaluation Process:** Proposals will be scored using a pre-determined scoring matrix by a formal evaluation committee. Vendors with the top proposals may be asked to participate in an interview or asked to provide further information/clarification. Recommendations from SEMCA will be made for final approval.

Proposal Content and Evaluation

Based on information submitted, your suitability to deliver service will be rated in the following manner:

Product Features: 35 points maximum

Thirty-five points maximum is awarded for product features that meet or exceed the required product features listed in the proposal. Proposals should demonstrate how vendor's product will perform all of the services outlined in Section 3, "Scope of Work and Product Features."

Does the vendor product meet the minimums? Does the vendor propose metrics to determine success? Does the solution proposed address the entire scope of work and product features for the items identified for bid? Is the collected data secured? Please also include any subcontractors or partners you will be utilizing to support your proposal.

Past Performance: 20 points maximum

Please provide an organizational overview of experience, links to relevant products (past and present) and otherwise demonstrate credentials and capacity to perform the desired work and achieve identified goals. Provide 3 references from past contracts of similar work.

Staffing: 10 points maximum

SEMCA expects the vendor to have professional staff presently in their employ who have credentials (education and/or experience) and capacity to perform the required services.

Provide a description of the firm, including professional qualifications of the principals involved in administering the project. Do not include the resumes and professional qualifications for individuals who will not be assigned to the project.

1. Provide a list of staff members who will be assigned to the project, including names, titles, phone number, email address, role in the project and their specific experience.
2. Provide a description of completed projects that demonstrate the firm’s ability to complete projects of similar scope, size, and purpose. Include information about the firm’s ability to complete projects in a timely fashion and within budget.

Timeline: 15 points maximum

Does the proposal meet the timelines specified? Is the time estimated to provide all deliverables reasonable? Are there specific target dates and/or an implementation schedule? Are specific milestones identified in order to evaluate progress? Provide a list of any assumptions made regarding the timeline.

Total Cost: 20 points maximum

Since the basis of the award to a vendor is a competitive process, SEMCA expects to fund the bidder who delivers the best quality of service at the most cost-effective price. Does the cost align with the proposed objectives?

Bidders must submit a quote that includes the total cost for the entire term of the agreement including the cost for any resources, tools, professional development, software subscription, or other expenses.

Evaluation Scoring

Product Features	35
Past Performance	20
Staffing	10
Timeline	15
Total Cost	20
Total Points	100

Please do not add any additional attachments.

SECTION 5: REQUIRED FORMS

The four following forms must be completed and submitted with proposals. These forms will not count towards the total page limit.

Southeast Michigan Community Alliance
Cover Page
Response to Request for Proposal

One Workforce/Industry Infinity Project Participant Data Tracking
and Reporting System

E-mail this cover page and proposal to
infinity@WINintelligence.org

Identifying Information

A. _____
Name of Organization

Street Address

City	State/Zip	County
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B. _____

Contact Representative and Title

C. _____

Phone Number

SEMCA is seeking the services of an organization that is qualified and experienced in providing the desired services. SEMCA will contract with one vendor to provide the deliverables as outlined in this Request for Proposal.

BIDDER'S SIGNATURE SHEET

Please complete this form and return as part of the Request for Proposal.

Bidding under the name of:

Federal Employer Identification Number:

which is (check one of the following):

- Corporation, incorporated under the laws of the State of

- List all officers and stockholders:

- Assumed Name (Register No.)

- Individual

- Partnership

Is any owner, partner, stockholder or employee of the company or institution completing this Request for Proposal associated with or have a family member serving on the SEMCA Board, or an administrative employee of the SEMCA?

Yes

No

If yes, name of company member:

I certify that this proposal is a firm offer to begin Calendar Year 2021 and that complete and accurate records justifying all expenditures, leaving a clear audit trail to point of origin will be maintained, subject to periodic audit by the Southeast Michigan Community Alliance. I further certify that I have read and understand the specifications preceding this application.

NOTE: This document must be signed by the individual who has signatory authority for the organization under whose sponsorship this proposal has been submitted.

Authorized Signature: _____

Title: _____

Address: _____

Date: _____

If another individual is authorized to sign contracts as a result of this proposal, indicate:

Name of Authorized Individual (type): _____

Signature of Authorized Individual: _____

When payment on such contract is to be directed to the same company at an address different from above, fill in that address:

RISK ASSESSMENT QUESTIONNAIRE

<p>In accordance with Office of Management and Budget (OMB) Title 2 CFR Part 200.331 SEMCA is responsible for evaluating its contractors for risk.</p> <p>Please provide responses to the questions that follow:</p>	Contractor Representative Completing this questionnaire:	(This column will be completed by SEMCA staff)			
	Name of Contractor	FEDERAL AWARDING AGENCY			
		GRANT			
		CFDA#			
		RISK ASSESSMENT			
	Comment	Low 1	Medium 2	High 6	
<p>1. Prior to receiving funding from the SEMCA had your organization received a federal grant (directly or indirectly) within the past five years?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, when? _____</p> <p>Description of grant:</p>					
<p>2. Has your organization previously been required to submit to a compliance audit or Single Audit as required by OMB A-133, Title 2 CFR Part 200 or the cognizant agency?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, provide the single audit. This attachment does not apply to maximum page count.</p> <p>Was the award determined to be a major federal program in the audit?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>					
<p>3. Were there any findings resulting from the single audit?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>					
<p>4. Does the individual (or team of individuals) with primary responsibility for grant-related financial activities have prior experience with federal grants?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, describe.</p>					
<p>5. Does your organization have written policies and procedures related to internal controls and oversight?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>					
<p>6. Has your organization had new or substantial changes to its operating structure/systems or has new personnel?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>					

OVERALL RATING BASED ON SCORING (6 TO 8 = "LOW", 9 TO 13= "MEDIUM", OVER 14 ="HIGH")

FEATURE CHECKLIST

System Features	Feature Status		
	Full	Partial	Not Offered
Feature			
Web Based			
FIPS 2.0 compatible			
Collect all data elements related to the HIB section of the WIOA PIRL			
Ability to track participants in an apprenticeship program			
Ability to track participant outcome data (enrollments / completions / credentials / employment / incumbents / median wage)			
Ability to track participant outcome data at a provider level			
Ability to produce an output file in a format that can be uploaded to the WIPS system			
Ability to allow an end user to retrieve any and all data entered into the system			
Ability to track fiscal data on a provider level (actual vs budget)			
Secure off-site backup of data			
Ad-hoc reporting tool			

Agreement Characteristics			
	Yes	No	Not Offered
Feature			
Data ownership / Retention			
Early termination for convenience with 60 -90 days' notice			
Compliance with the following laws, standards and acts <ul style="list-style-type: none"> i. Equal Employment Opportunity ii. Davis-Bacon Act iii. Contract Work Hours and Safety Standards iv. Clean Air Act v. Byrd Anti-Lobbying Amendment vi. Solid Waste Disposal Act vii. Buy American Act viii. Salary and Bonus Limitations Act 			

SECTION 6: GENERAL TERMS AND CONDITIONS

Selection of Vendor

SEMCA will comply with all federal and state mandates governing vendor selection including federal guidelines 2 CFR 200. Due to the funding source for this project (federal grant from the Department of Labor), contractors are required to abide by the same standards and regulations (2 CFR 200).

To be considered for funding, vendor must have:

1. Adequate financial resources or the ability to obtain them;
2. The ability to meet program design specifications at a reasonable cost;
3. The ability to meet performance goals;
4. A satisfactory record of past performance;
5. The ability to provide services that can lead to the achievement of competency standards for customers; and
6. A satisfactory record of integrity, business ethics, and fiscal accountability.

Grievance Policy

SEMCA subscribes to the policy of equal opportunity and as such, maintains a formal grievance procedure to handle complaints of customers and service deliverers. Adherence to same is acknowledged by acceptance of a contract from the SEMCA.

Right to Refusal and Proposal Preparation Costs

This preliminary application does not commit SEMCA to award a contract, or to pay any costs incurred in the preparation of a proposal submitted in response to this request or to procure or contract services or supplies. This includes any demonstration and/or interviews that are part of the proposal process. The SEMCA reserves the right to accept or reject any or all proposals in part or in their entirety if it is in the best interest of the SEMCA to do so.

Right to Negotiate

SEMCA's contracting officer will require the proposer selected to participate in negotiations and to submit any price, technical, or other revisions of their proposals as may result from negotiation.

Right to Request Additional Information

SEMCA reserves the right to request any additional information that might be deemed necessary after the completion of this document.

System Design Costs

The successful vendor shall be responsible for all design, information gathering, and required programming to achieve a successful implementation. This cost must be included in the base bid.

Pricing Eligibility Period

All vendor proposal bids are required to be offered for a term not less than **120** calendar days in duration.

Additional Charges

No additional charges, other than those listed in the proposed cost breakdown, shall be made. Prices quoted will include verification/coordination of order, all costs for shipping, delivery to all sites, unpacking, setup, installation, operation, testing, travel, cleanup and training.

Federal or State Sales, Excise, or Use Taxes

Owner does not pay sales use tax. All other taxes, fees, permits and shipping costs, etc. shall be included.

Contract Requirements

SEMCA considers this RFP legally binding and will require that this Request for Proposal and the resulting awarded vendor Proposal and any amendments be included as addenda to any subsequent contracts between the Vendor(s) and the SEMCA. It should be understood by the Vendor(s) that this means that the Owner expects the Vendor(s) to satisfy substantially all requirements and reports listed herein. Exceptions should be explicitly noted in the Vendor Proposals. Lack of exceptions will be considered acceptance of all of the specifications as presented in this RFP.