



**CITY OF DETROIT
FINANCE DEPARTMENT – PURCHASING DIVISION**

**REQUEST FOR PROPOSALS
CLASSROOM TRAINING
FILE NO. 29111**

ADVERTISE DATE:	FEBRUARY 20, 2009
QUESTION DEADLINE	MARCH 3, 2009 Submitted in writing via mail or fax to the attention of ENNA A. BACHELOR as per the instructions of the RFP.
PRE-PROPOSAL MEETING	MARCH 9, 2009 2:00 P.M. A pre-proposal conference will be held in the Finance-Purchasing Department 2 Woodward Ave, Suite 1008 Coleman A. Young Municipal Center Detroit, MI 48226
PROPOSAL DUE DATE	MARCH 20, 2009 2:00 P.M.local time Finance Department – Purchasing Division Suite 1008, Coleman A. Young Municipal Center Two Woodward Avenue Detroit, Michigan 48226 <i>Note: Due to increased security measures at the Coleman A. Young Municipal Center all persons entering the building are subject to search. Please allow ample time to pass through security and submitted your sealed proposal in accordance with the proposal due date reference above.</i>
PUBLIC RECORDING	MARCH 20, 2009 AT 2:30 P.M., To be held in the Finance Department-Purchasing Division

Proposals must be in the actual possession of the Purchasing Division at the location indicated on, or prior to the exact date and time indicated above. Late proposals shall not be accepted.

Detroit Workforce Development Department Request for Proposal (RFP)/Quotation (RFQ)

Application Coversheet (Form A)
WIA Special Populations 2009

INTERNAL USE ONLY

Proposal No:

Received By:

Date Received:

Time:

APPLICANT INFORMATION

Legal Name:

Name and telephone number of person to be contacted on matters involving this application.

Federal ID Number:

Prefix:

First Name:

Address:

Middle Name:

City:

Last Name:

County:

Suffix:

State:

Zip Code:

Email:

Web site (if applicable):

Phone Number:

Fax Number:

Type of Application:

☐ New ☐ Continuation ☐ Revision

Type of Organization:

☐ Public ☐ Private, Non-profit
☐ Private For-Profit ☐ Community-Based
☐ Faith-Based ☐ Other:

Areas Affected By Project (Cities, Counties, States, etc.):

Name of Funding Source:

Descriptive Name of Applicant's Project:

Project Start Date:

Is the Applicant licensed by the State of Michigan's Department of Education for the proposed training program?

Project Ending Date:

☐ Yes ☐ No

Target Population:

Is the Applicant Incorporated?

☐ Yes ☐ No

ESTIMATED PROJECT FUNDING

Detroit Workforce
Development Department

\$

Applicant

\$

Other

\$

TOTAL

\$

Is the Applicant delinquent on any city of Detroit taxes?

☐ Yes ☐ No

Is the Applicant presently debarred, suspended, proposed for debarment, declared ineligible, or voluntary excluded from participation in this transaction by any Federal department or agency?

☐ Yes ☐ No

TO THE BEST OF MY KNOWLEDGE AND BELIEF, THE INFORMATION CONTAINED IN THIS PROPOSAL IS TRUE AND CORRECT. THE GOVERNING BODY OF THE APPLICANT HAS DULY AUTHORIZED THE DOCUMENT. IF THE PROJECT IS AWARDED, THE APPLICANT WILL COMPLY WITH ALL RULES AND REGULATIONS SET FORTH BY THE DETROIT WORKFORCE DEVELOPMENT DEPARTMENT.

AUTHORIZED REPRESENTATIVE (Signature in BLUE Ink Only)

Prefix:

First Name:

Middle Name:

Last Name:

Suffix:

Title:

Telephone Number (provide area code):

Signature of Authorized Representative:

Date Signed:

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I. INTRODUCTION

The City of Detroit Workforce Development through the City of Detroit Finance Department Purchasing Division is issuing a Request for Proposals (RFP) to solicit proposals from qualified organizations to provide classroom training in occupational skills or in literacy and remediation skills, such as basic education, pre-vocational training, and English as a Second Language (ESL) for designated special populations.

II. MINIMUM QUALIFICATIONS

Proposals will only be accepted from those firms demonstrating a minimum of three years of experience providing the services requested in the RFP for projects of similar scope and size.

III. ADHERENCE TO TERMS OF PROPOSALS

A proposal once accepted by the City of Detroit may become a binding contractual obligation of the vendor. The failure of a successful vendor to accept this obligation and to adhere to the terms of the vendor's proposal may result in rejection of the proposal and the cancellation of any provisional award to the vendor.

IV. REJECTION OF PROPOSALS

The City of Detroit expressly reserves the right to reject any and all proposals, waive any non-conformity, re-advertise for proposals, to withhold the award for any reason the City determines and/or to take any other appropriate action that is in the best interest of the City.

V. BACKGROUND/DESCRIPTION OF ENVIRONMENT

The Detroit Workforce Development Board (DWDB), in partnership with the local Chief Elected Official, the Mayor of the city of Detroit, is directly responsible and accountable to the Michigan Department of Labor and Economic Growth (MDLEG) for the planning and oversight of all workforce training and services in the workforce development area. DWDB and DWDD ensure effective outcomes consistent with statewide goals and objectives, which meet and exceed standards approved by the MDLEG.

The United States Department of Labor-Employment and Training Administration's Workforce Investment Act (WIA) of 1998 provides funding for adult and youth employment and training activities. The goal of WIA is to increase employment, retention, and earnings of participants, and in doing so, improve the quality of the workforce to sustain economic growth, enhance productivity and competitiveness, and reduce welfare dependency.

The bulk of WIA training dollars will be dispensed to eligible participants through Individual Training Accounts as defined in WIA paragraph 134(G)(i). However, WIA paragraph 134(G)(ii)(III) allows for a contract for training services when the WDB determines that there is a service program of demonstrated effectiveness that serves special participant populations that face multiple barriers to employment. Special populations participants are low-income individuals who fit at least one or more of the following categories: older individuals, ex-offenders (also called returning citizens), and individuals with substantial language or cultural barriers.

The proposed training projects will operate with funds from the Workforce Investment Act (WIA) and other funds that may become available. The initial project period for the WIA Special Populations Training Services will begin on July 1, 2009 and end on June 30, 2010. After this date, contracts may be extended for up to two additional years for Program Year 2010 (PY10) and Program Year 2011 (PY11), based on contract performance and the availability of funds.

Organizations eligible to apply to this RFP include non-profit, for profit, and public organizations that have demonstrated the expertise, capability, and capacity to provide training to the target population. This includes units of government, faith-based and community organizations, and educational institutions (including community colleges and universities).

Vendors selected through this procurement process must support the following principles:

- Agree and adhere to DWDD's Mission, Value System, and Operating Principles;
- Have the ability to provide services that establish and maintain a connection to the workforce while developing opportunities for participants to increase their ability to gain economic independence and self-sufficiency;
- Have the ability to implement WIA Special Populations Training Services and provide services that are easily accessible to adults (including adults with disabilities);
- Provide WIA Special Populations Training activities and curriculum that lead to employment;
- Provide case management, supportive services, education and training and follow-up services that encourage continuous attendance, goal achievement and economic self-sufficiency;

- Demonstrate collaborative working partnerships with faith-based and community organizations that provide service to the target populations;
- Have the ability to provide administrative services for the program including a Management Information System (MIS) needed to track program data;
- Develop and implement a business services strategy that identifies and establishes relationships with employers who will hire program participants;
- Commit to continuously enhancing DWDD's ability to serve program participants; and,
- Demonstrate experience in achieving outcomes that are required by this RFP.

SUPPLEMENTAL INFORMATION

Detroit Workforce Development Department's Mission:

The mission of the Detroit Workforce Development Department, a Michigan Works! Agency, is to promote the economic self-sufficiency of Detroit residents, and to provide qualified workers to local employers through the delivery of cost-effective, high quality employment, training, and education services in partnership with businesses, community-based organizations, educational institutions, and governmental agencies.

Detroit Workforce Development Department's Value System:

EXCELLENCE: By striving to provide high quality services to all customers, staff, partners, vendors, and other community stakeholders.

RESPECT: For our fellow customers, employees, stakeholders, business partners, and vendors while showing willingness to solicit their opinions and value their feedback.

COMPASSION: In our relationship with our customers, employees, and the communities affected by our business.

HONESTY: In communication within the organization and with our business partners, customers, while at the same time protecting the company's confidential information.

CUSTOMER-FOCUS: By treating customers with dignity and respect.

QUALITY-DRIVEN: Assures effective outcomes and strategies based on proven results.

TEAMWORK: By developing our workforce at all levels through collaborative partnerships.

INNOVATION: By maximizing creativity and the use of all resources.

DWDD is an equal employment opportunity employer and program operator and does not discriminate on the grounds of race, color, sex, sexual orientation, religion, national origin, height, marital status, arrest record, disability, political affiliation, or belief, and for beneficiaries only, citizenship or participation in programs funded under the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA), in admission or access to, opportunity or treatment in, or employment in the administration of or in connection with, any PRWORA-funded and non-PRWORA-funded program or activity.

Auxiliary aids and services are available upon request to individuals with disabilities.

FUNDING OPPORTUNITY DESCRIPTION

Overview:

On behalf of the Detroit Workforce Development Board (DWDB), the Detroit Workforce Development Department (DWDD) expects to receive funds under the Workforce Investment Act (WIA) of 1998 to provide training to eligible individuals in preparation for employment that will lead to self-sufficiency. |

The Workforce Investment Act of 1998 establishes a training and employment system that offers core, intensive, and training services. Core and intensive services encompass a wide array of services that assist individuals in such areas as career counseling, acquiring job readiness skills, writing resumes, conducting interviews, and job search and job placement activities. To be eligible for training services an individual (1) must be unable to obtain or retain a job through WIA core and intensive services; (2) must be determined by a one-stop operator, by means of an interview, evaluation, or assessment, to be in need of training services and to have the skills and qualifications necessary to successfully participate in the selected program of training; and (3) must have selected a program of training that is directly linked to employment opportunities in the metropolitan Detroit area.

WIA Special Populations Training Services will include classroom training in occupational skills or in literacy and remediation skills, such as basic education, pre-vocational training, and English as a Second Language (ESL) for designated special populations. Classroom training in occupational skills must

be directly linked to high growth/high demand occupations and industries for the metropolitan Detroit area.

WIA Special Populations are defined as low-income adults who are in one or more of the following subpopulations:

Older adults – defined as individuals who are at least 55 years old.

Ex-offenders (also called “returning citizens”) - defined as an individual who is, or has been, subject to any stage of the criminal justice process, for who services under WIA may be beneficial or who requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.

Individuals with substantial language or cultural barriers – defined as individuals who have such difficulty with the English language or the cultural norms of the United States to the degree that these deficiencies impede their ability to obtain or retain a job leading to self-sufficiency.

A “low-income” individual is defined as an individual who:

receives, or is a member of a family that receives, cash payments under a federal, state, or local income-based assistance program; or,

receives an income, or is a member of a family which has received a total family income, for the six-month period prior to application for the program involved (exclusive of unemployment compensation, child support payments, welfare payments and old age and survivors insurance benefits received under Section 202 of the Social Security Act), that, in relation to family size, does not exceed the higher of (i) the poverty level, for an equivalent period, or (ii) 70 percent Lower Living Standard Income Level, for an equivalent period; or

is a member of a household that receives (or has been determined within the six-month period prior to application for the program involved to be eligible to receive) food stamps pursuant to the Food Stamp Act; or,

qualifies as a homeless individual, as defined in Subsections (a) and (c) of Section 103 of the Stewart B. McKinney Homeless Assistance Act; or,

is a foster child on behalf of whom state or local government payments are made; or,

is an individual with a disability whose own income meets the requirement of paragraph (A) or (B), but who is a member of a family whose income does not meet such requirements.

General Requirement of Service Providers

- Proposing service providers of employment and training services must adhere to the following stipulations and requirements:

- Assist with outreach and recruiting suitable applicants for training;
- Assist the Detroit One-Stop Career Service Centers in initially determining whether applicants will benefit from training;
- Refer applicants to Detroit One-Stop Service Career Centers for assessment, and refer any applicant whom the provider assesses to be in need of WIA services whether or not the provider is the most appropriate program for that applicant;
- Ensure that each applicant has been determined eligible by the Detroit One-Stop Career Service Center staff prior to the start of training;
- Ensure, where feasible, that participants are provided with structured workplace context-based training, including training in nontraditional occupations for women, designed to enhance their employability;
- Provide participants with counseling and supportive services necessary for the completion of their training;
- Document and review participants' attendance and progress during training;
- Have primary responsibility in collaboration with Detroit One-Stop Career Service Centers to provide job search and placement assistance to transition participants into unsubsidized employment or additional training;
- Meet the requirements of the state of Michigan 's Proprietary School Law which states that providers of occupational training must be licensed per State Statue (Public Act 148);
- Meet all participant reporting requirements for maintaining records and entering information into the Michigan Department of Labor and Economic Growth's Management Information System (MIS);
- Exceed the performance standards established by the Detroit Workforce Development Department as described in this RFP; and
- Provide participants with post-employment counseling and supportive services necessary for the participant to retain unsubsidized employment for up to twelve months after placement.

VI. AWARD CLAUSE INCLUDING RENEWAL OPTIONS

If a contract is awarded as a result of this RFP it will be a City of Detroit Professional Services Contract.

The term of the contract will be for one year with two, one-year renewal options. Any renewal option exercised under this contract is effective only after the approval of the Detroit City Council.

The City anticipates multiple awards as a result of the RFP.

VII. OPERATIONAL INFORMATION

Contribute to workforce development efforts in the Detroit area;

Provide training services to individuals from one or more of the three target populations: older individuals; ex-offenders “returning citizens”; and individuals with substantial language or cultural barriers.

Provide classroom learning in occupational skills or in literacy or remediation skills; and,

Design, implement, and administer complex service delivery systems, and facilities.

No more than one bid will be accepted from any one proposer.

Organizations are ineligible if they are currently barred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by a federal department/agency, or if they are not in compliance with the state of Michigan Department of Revenue or Internal Revenue Service requirements.

Prospective Bidders are expected to possess the following credentials:

Must, at the time of the proposal submission, or prior to that time if required by law, have all required licenses, bonding, facilities, equipment, and trained personnel necessary to perform the work as required in the RFP.

Must be able to comply with all state of Michigan regulations as well as any other county, local or federal laws or regulations as required to lawfully provide this service.

If relevant, Certificate of Incorporation as a not-for-profit organization;

If a firm, organizations must be able to provide the following documents:

Organization chart;

Auditor’s report for the most recent fiscal year; and

Personnel policies and procedures demonstrating compliance with Equal Employment Opportunity requirement, Americans with Disabilities Act, Drug Free Workplace, etc, and, Corporation Papers.

If subcontracting will be necessary to complete all the requirements of the bid, the subcontractor(s) and their qualifications should be identified in the bid. All professional qualifications required of the primary bidder will hold for subcontractors.

Demonstrated Partnerships: Applicants are encouraged to think broadly and to collaborate with entities that possess a sound grasp of the workforce needs of employers in the metropolitan Detroit regions and the employment, training, and support services needs of the target population.

Applicants’ Share of Resources: Applicants are required to commit non-federal resources equivalent of least 10 percent of the grant award amount. Cash or

in-kind contribution to support allowable activities may be considered as the applicant's match resources. Federal resources of any kind may not be counted to meet these requirements. DWDD prefers that the in-kind match directly advance participant outcomes.

Please note: The cash or in-kind contribution requirement must be an allowable charge or cost for federal grant funds. If the cost is not an allowable grant-funded charge, then it cannot be counted toward the selected applicant's share. Match resources are subject to the Uniform Administrative Requirements at 29 CFR 97.24 and 29 CFR 95.23 (depending on the applicant's type of organization).

The vendor is expected to provide service in accordance with the terms of the executed contract and under the rules, regulations, and supervision of the City.

ACTIVITIES ELIGIBLE FOR FUNDING

Occupational Skills Training

Occupational Skills Training will be restricted to occupations experiencing labor shortages and have reasonable expectations of full-time, permanent employment opportunities at acceptable wage rates. Occupational training may be for specific profiled skills sets or subsets of skills identified through the use of Work Keys®, the Comprehensive Adult Student Assessment System (CASAS), or other work profiling system. Training in other occupational areas, especially in higher wage nontraditional occupations for women, may be submitted for consideration. Adequate labor market demand and placement documentation for the proposed occupations must be included as part of the proposal.

Where job placement can be guaranteed, either with an employer providing customized training or with another specified employer, training in other skills may be proposed. Customized training is preferred by the Detroit Workforce Development Department. Under the Workforce Investment Act, customized training requires a 50 percent training employer match of funds or in-kind contributions of the cost of training.

In general, priority will be given to training in occupations with higher wage rates and good prospects for long-term employment. However, in order to serve a greater number of eligible participants, occupations with less demanding entry-level skills may be proposed.

Employer review of training should be obtained from one or more private sector employers attesting that the curriculum being proposed, the hands-on materials and equipment to be used, and the instructor's qualifications are up to industry standards and are relevant to the skills needed by employers in the occupational area. If it is not feasible to obtain this review in time for

submission with this proposal, the proposer should document its efforts to date to obtain such a review.

Proposers of computer training must certify that the proposed training is based on the most recent software available, or the proposer must receive approval from the Detroit Workforce Development Department for other software to be used.

Please Note: According to the MDLEG Labor Market Information, by 2014, jobs with an above average growth rates will be in the following four occupational categories: health care, professional, services, and management. Moderate growth will be seen in construction, sales, and transportation. Additional information regarding economic trends for the Detroit region may be obtained from the Michigan Department of Labor and Economic Growth (MDLEG) Labor Market Information website at <http://www.milmi.org>.

Classroom Training - Occupational Skills is instructional training that provides an individual with skills required to enter a specific occupation or related group of occupations in the local labor market. This type of training is conducted in a work-based or non-work-based institutional setting. It may combine classroom instruction with laboratory hands-on training. Instruction methods may include workplace context-based group instruction combined with individualized instruction, tutoring, or hands-on instruction related to the workplace requirements. Skills taught must be occupationally relevant, marketable, and required for entry into full-time, permanent, unsubsidized employment. Full-time employment is defined as 30 or more hours per week for adults. All participants placed in employment must earn a wage rate of at least \$8.33 or more per hour.

Specifications for Classroom Training - Occupational Skills

Class Size will be 15-25 participants.

Instructional Staff-Participant Ratio will be no less than one qualified instructor per class. If the ratio of participants to staff increases, justification must be provided to the Detroit Workforce Development Department. For "hands-on" activities, the ratio should be appropriate for the available equipment and need for direct supervision. Instructor qualifications must include certification and licensing where appropriate. Instructors must possess sufficient subject matter expertise and teaching ability in order for the participants to meet their education-related goals.

Start Dates of training may be staggered. If the proposed training program can accommodate open entry/exit of participants, such may be proposed, but must be clearly addressed in the proposal. The Detroit Workforce Development Department prefers the open entry/exit of participants into and out of WIA-funded programs. The proposed start and end dates of the training program should be specified.

Class schedules must be developed and adhered to throughout the contract implementation period. Any changes to class schedules must be approved by DWDD.

Length of Training will be a minimum of 30 hours per week and must be long enough to provide the occupational skills necessary to enter employment in the specified occupational area. The total number of weeks/months may vary according to skill level and target population needs, but training must not exceed 12 months, including placement activity.

Job Readiness/Work Maturity Skills is a shared responsibility with a Detroit One-Stop Career Service Centers. However, the proposer has primary responsibility for job readiness/work maturity skills training. Such training shall include labor market trends, career awareness, job seeking skills (including communication and interviewing skills), resume writing, professional conduct, etc. to assist participants in obtaining employment leading to self-sufficiency.

Supportive Service Payments to Participants will be allowed for classroom training. The Detroit One-Stop Career Service Centers will provide minimal supportive service payments based on individually assessed need for transportation and lunch assistance, subject to the availability of funds. To facilitate such payments, contractors are expected to maintain daily records documenting participant attendance. Daily records, i.e., time sheets or punch card records, etc. should be maintained with arrival time, lunch time, and departure times signed each day by the classroom instructor and initialed by the Project Director. **All timesheets must be signed by staff which certifies that the information stated is true and accurate. Any discrepancies will result in disallowed costs that must be reimbursed to the Detroit Workforce Development Department with non-federal funds.**

Placement of participants is a shared responsibility with the Detroit One-Stop Career Service Centers. However, the proposer has primary responsibility for placing participants into permanent, full-time, unsubsidized employment. The proposed program should prepare adults for placement in occupations that pay an hourly rate of at least \$8.33 per hour at placement, or for placement in occupational training, if applicable. Full-time is no less than 30 hours per week for adults. Participants must be retained on the job for at least 12 months.

Follow-up services shall be a shared responsibility with Detroit One-Stop Career Service Center, with the primary responsibility being with the proposer. Follow-up services are for 12 months after the participant starts unsubsidized employment. They are intended to assist the participant in dealing with problems on the job and other job retention issues, including assistance with an additional job placement if that is necessary and career ladder advancement. At a minimum, the proposer should contact the participant at

least once a month for the first six months and quarterly thereafter. The proposer should have a staff member available provide guidance and counseling to the participant whenever the need arises.

Classroom Training in Literacy and Remediation Skills

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Literacy and Remediation Skills is instructional training conducted in an institutional setting that provides an individual with basic education skills required to enter full-time, unsubsidized employment, or specific occupational classroom training. This type of training is provided in a setting that simulates, as closely as possible, a workplace environment and, where appropriate, may it combine class-room instruction with laboratory, hands-on training. Instruction methods may include a combination of group instruction with individualized instruction, tutorial, computer-assisted, or other training methods that relate class-room learning to typical workplace environments. Skills taught are expected to enhance the employability of participants by upgrading their basic skills.

Types of training that may be proposed for Literacy and Remediation Skills Training include Basic Education, pre-vocational training, and English as a Second Language (ESL).

Such training is restricted to participants who have been out of school for at least six months at the time of program entry.

Adult Basic Education Training, including remedial education and literacy training, is for participants whose reading grade level is between fifth and eighth grade and whose math grade level is between fourth and eighth grade. The Detroit Workforce Development Department requires that remedial education be geared to improve the reading and math skills of participants to at least the ninth grade level.

English as a Second Language is training available for an individual who has limited ability in speaking, reading, writing, or understanding the English language and (a) whose native language is a language other than English or (b) who lives in a family or community environment where a language other than English is the dominant language.

Specifications for Classroom Training -Literacy and Remediation Skills

Class Size will be 15-25 participants.

Instructional Staff-Participant Ratio will be no less than one qualified instructor per class. If the ratio of participants to staff increases, written justification must be provided to the Detroit Workforce Development. For "hands-on" activities, the ratio must be appropriate for the available equipment and need for direct supervision.

Length of Training will be a minimum of 30 hours per week, must be long enough to provide the skills necessary to meet educational goals, and must include no less than 30 hours of Job Readiness/Work Maturity Skills instruction. The total number of weeks/months may vary according to the skill level of the target population. Programs are not expected to exceed six months, including transition to unsubsidized employment or occupational skills training.

Job Readiness/Work Maturity Skills is a shared responsibility with Detroit One-Stop Career Service Centers. However, the proposer has primary responsibility for job readiness/work maturity skills training. Such training shall include labor market trends, career awareness, job seeking skills, including communication and interviewing skills, resume writing, professional conduct, etc. to assist participants in obtaining employment leading to self-sufficiency.

Supportive Service Payments to Participants will be allowed for classroom training. Detroit One-Stop Career Service Centers will provide minimal supportive service payments based on individually assessed need for transportation and lunch assistance, subject to the availability of funds. To facilitate such payments, contractors are expected to maintain daily records documenting participant attendance. Daily records, i.e., time sheets or punch card records, etc. should be maintained with arrival time, lunch time, and departure times signed each day by the classroom instructor and initialed by the Project Director. **All timesheets must be signed by staff which certifies that the information stated is true and accurate. Any discrepancies will result in disallowed costs that must be reimbursed to the Detroit Workforce Development Department with non-federal funds.**

Placement of participants is a shared responsibility with Detroit One-Stop Career Service Centers. However, the proposer has primary responsibility for placement in permanent, full-time, unsubsidized employment. The proposed program should prepare adults for placement in occupations that pay an hourly rate of at least \$8.33 per hour at placement, or for placement in occupational training, if applicable. Full-time is no less than 30 hours per week for adults. Participants must be retained on the job for at least 12 months. (Note: Lower proposed placement wage rates will be considered if the proposer can provide adequate justification, such as targeting hard-to-serve populations.)

Follow-up services are the primary responsibility of the proposer. The Detroit One-Stop Career Service Centers will assist with follow-up services as needed. Follow-up services are for 12 months after the participant starts unsubsidized employment. They are intended to assist the participant in dealing with problems on the job and other job retention issues, including assistance with an additional job placement (if necessary) and career ladder advancement. At a minimum, the proposer should contact the participant at least once a month

for the first six months and quarterly thereafter. The proposer should have a staff member available to counsel the participant whenever the need arises.

VIII. SCOPE OF WORK

A scope of work is required with your proposal response. The scope of work shall include:

Summary

Timeline

Project Narrative

1. Program Management
2. Program Design Strategies and Solutions
3. Performance Standards and System Outcomes

A. Summary: The applicant must provide a two-page summary of its vision of the WIA Special Populations Training Services it proposes to operate. The vendor must include in the summary the applicant's qualifications to operate the training program, including its customer base, primary goals and objectives, range of services, and projected budgeted costs for a twelve-month period.

B. Timeline: The applicant should include a timeline outlining project activities, including expected start-up, implementation, participant follow-up, project close-out and other activities.

C. Project Narrative:

1) Program Management

Several key factors must be contained in the proposals to establish and operate a WIA Special Populations Training Program in order for the proposals to be competitive. These key factors are as follows:

Staff Responsibilities and Qualifications - Briefly describe the proposed project's staffing requirements including only those positions to be funded in whole or in part by the WIA Special Populations Training Program. For each position, include the number of staff, description of duties and minimum qualifications. Provide an organizational chart and staff resumes for the proposed project as an attachment to this proposal.

Continuous Quality Improvement - The proposal must describe service delivery quality improvement policies and procedures used by the proposer. Be specific in describing the methods used to collect information on services and how the agency responds to areas needing improvement. Provide examples of

recent transformations or innovations introduced into the organization to promote quality.

Integrity - The proposal should describe how the proposer has and will continue to provide commitment to the development of the city of Detroit's workforce.

Other Official Documents - Identify any other documents submitted as attachments which may include applicable items: incorporation papers, 501 (c)(3) papers, organization chart (indicating where and how the program fits into the larger organization), most recent copy of school catalogue; documentation of current tuition rate; published refund policy for private tuition students; State license(s) for training area proposed (if applicable); and most recent audit.

2) Program Design Strategies and Solutions

WIA Special Populations Training Services Program Design - The WIA Special Populations Training Program design must be prepared according to the guidelines in this section. Respond to all of the following sections, where applicable, to describe the applicant's proposed design for WIA Special Populations Training Service Program.

1. Program Overview

Provide an overall description of the proposed occupational skills and/or literacy and remediation skills training, including a description of proposed workplace context-based group instruction. Specify appropriate training-related job titles in which participants will be placed upon completion of training. Also, specify expected hourly wage at placement, group(s) to be served, total number of participants to be served, and the location of the training site.

2. Program Design (Describe the proposed training program)

Occupational Training Information - Identify the specific occupational title(s), Occupational Information Network (O*Net) code number, and a brief job description of the training occupation specifying the skill proficiency requirements. Justify the need for such training by providing local labor market statistics, potential employers, and the number of expected job openings in the metropolitan Detroit area. Proposals that include training for women in nontraditional occupations should provide labor market statistics, potential employers, and the number of expected jobs for women.

Applicant Recruitment, Outreach, and Referral Process - Describe the recruitment and outreach methods and techniques that will be used to find suitable applicants to meet the proposed program goals. Describe the procedures for referring applicants to the Detroit One-Stop Career Service

Centers for eligibility determination, certification, and receiving applicants from the Detroit One-Stop Career Service Centers for training. Include a statement of assurance that participants will not begin training until notification of eligibility is received from a Detroit One-Stop Career Service Center. Describe the procedures for accepting participant referral from the Detroit One-Stop Career Service Centers. Describe the agency's capabilities and prior experience in working with the proposed target population.

Minimum and Maximum Entrance Criteria and Applicant Assessment -

State the minimum and maximum entry criteria for selecting participants. Identify any assessment tools that will be used to determine suitability of training, job-readiness of applicant, occupational interests, and potential capabilities in order to pre-screen eligible applicant. If assessment tools are other than standardized instruments, provide a copy of each as an attachment to the proposal.

Class Size and Instructor - Participant Ratio - State the number of participants per class and the ratio of qualified instructors to participants.

Start and End Dates of Training - Specify the start and end dates of the training program. When possible, open entry/exit of participants into and out of WIA-funded programs is preferred. If proposed, describe its impact on the curriculum and instructional methods used.

Length of Training - Specify the daily hours of training, including time for lunch, weekly training schedule, and number of weeks. Include a list of official holidays and other days training classes will not be held.

Curriculum - Provide a detailed outline of each unit of training, specific skills to be acquired per unit, and total number of hours required for completion per unit. Indicate the minimum number of hours required for completion of the program. Specify how work profiling systems such as Work Keys© will be used to train for exact work skills required by a specific job, as measured by assessed incumbent worker subject matter experts in the designated jobs.

Job Readiness - Describe the curriculum content and course of training that will be provided to improve the employment prospects of participants. Since this is a shared responsibility with the Detroit One-Stop Career Service Centers, with the primary responsibility being with the proposer, describe how the curriculum content will differ from, and add to, what is offered under WIA intensive service by the Detroit One-Stop Career Service Centers.

Instructional Methods - Describe the method(s) and technique(s) of instruction, including innovative combinations and rationale for use. Describe the instructional methods, procedures, equipment, and materials that will be used to simulate a workplace context.

Instructional Tools, Equipment, and Supplies - Describe the tools, equipment, and supplies to be used and specify whether such items are on hand or need to be procured. Include any items to be purchased. As an attachment, provide an itemized list of the following, including number to be provided: textbooks; workbooks; instructional aids; equipment; instructional supplies; and packaged learning systems (if appropriate).

Participant Orientation - Describe the method for informing participants of their responsibilities, rights, and orientation to the purpose of the program.

Testing and Competency Measurements - Describe how participant progress will be measured during training. Include the type of tests and/or measurement system that will be used, frequency of testing, and monthly or other progress reports, and assistance that will be provided to participants who are not making satisfactory progress.

Employment-Related Counseling - This is a shared responsibility with the Detroit One-Stop Career Service Centers, with the primary responsibility being with the proposer. Describe the differences and similarities between the proposer and the Detroit One-Stop Career Service Centers in the techniques, methods, and topics of counseling sessions, their frequency, if group or one-on-one counseling, and how counseling will assist participants to successfully complete training and obtain subsequent employment. Indicate the counseling methods that will assist women participants to enhance their employment opportunities in nontraditional occupations.

Supportive Services Counseling - Describe any other counseling or supportive services available through the proposing agency or other agencies which will benefit participants. If the proposing agency does not provide supportive services directly, describe how such services will be provided when they are required. Specify the licensed child care facilities that are available at the training facility for participants for whom child care is a barrier to participation. If child care is not available, indicate what other child care arrangements may be made for participants. Indicate what steps are being taken, if any, to establish a child care facility at the training location.

Completion Criteria - Describe criteria for successful training completion, including the minimum training hours required. Include the specific skills and proficiency levels to be achieved. Identify equipment that participants will know how to operate. If participants will be required to obtain a license or special certification at the conclusion of training, specify the date and place of the qualifying examination and outline license or certification requirements. Describe how the number of training hours will be tracked and documented. Describe any credential, license or preparatory process that the training will provide.

Job Search and Placement - This is a shared responsibility with the Detroit One-Stop Career Service Centers, with the primary responsibility being with the proposer. Describe how the job search and placement services provided by the proposer will be similar to, different from, and more than those provided by the Detroit One-Stop Career Service Centers. Specify the methodology to be used to identify unsubsidized employment opportunities that meet the average wage at placement standard. Indicate how unsubsidized employment opportunities for women in nontraditional occupations will be developed. Describe the number and frequency of employer contacts that will be required to identify sufficient job openings to meet program placement goals. Describe the procedures to be used to match participants with job openings and to prepare participants for referrals and follow up services. Describe the procedures that will be used to identify and match women with jobs in nontraditional occupations. If a job club will be part of the job search and placement component, specify how many hours will be spent in job club activities and the content and expected results of such training.

Placement Verification and Follow-Up - This is a shared responsibility with the Detroit One-Stop Career Service Centers, with the primary responsibility being with the proposer. Describe similarities, differences, and additional efforts that will be made by the proposer. Describe the procedure for verifying unsubsidized, full-time employment of participants. Describe the follow-up services that will be done with participants over a 12-month period, starting when they begin unsubsidized employment to assist them in dealing with problems on the job and other job retention issues.

System Promotion and Customer Recruitment - The proposal should demonstrate how the WIA Special Populations Training Services Program would meet its responsibility for upgrading the occupational and literacy and remediation skills of participants and preparing them for the workforce.

Service Quality - The proposal should clearly state its quality standards and how it intends to achieve them. It should demonstrate how it will qualitatively and quantitatively measure these standards, using internal evaluation mechanisms, customer surveys, etc. and it should describe how it would make adjustments as needed.

Feasibility - The proposal should demonstrate a logical and realistic operational plan with an allotted time frame. The proposed organizational structure, staffing plan, and facility should correspond in size, scope, and capacity to the services and programs the WIA Special Populations Training Services Program will provide. The operational plan should also have the flexibility to allow for growth and adjustments in the programs offered and service delivered.

Hours – Opening hours for the program should be listed and should include regular weekdays. Also include holiday closing dates.

Internal Attendance Control - Describe workplace-based procedures for recording and verifying participant attendance at training, e.g., time sheets, punch time clocks, pay stubs and other methods, as well as the system for control and follow up for participant interviews with potential employers

Referral Policy - The proposal should describe its comprehensive policy and experience for providing referrals to customers, based upon their vocational training, education, or support service needs. The applicant should demonstrate knowledge of human services available in the Detroit area.

Employer Recruitment and Outreach - Describe the methods and techniques to be utilized to publicize the WIA Special Populations Training Program in the local employer community, any industries and occupations of concentration, numbers and examples of potential employers already identified. Indicate how the job development process will result in the matching of participating women with job openings in nontraditional occupations. Specify that, wherever feasible, job openings will be developed with employers that have on-site childcare facilities available to dependent children of participants. Describe the procedures that will be used to match participants with job openings. Describe the number and frequency of employer contacts that will be required to identify sufficient job openings to meet program placement goals. Describe any software database packages or products that will be used to help match participants with job openings. Specify how unfilled job openings identified will be transmitted to the Detroit One-Stop Career Service Centers for further placement efforts.

3. Performance Standards and System Outcomes

The proposal must describe the applicant's numerical goals as well as method to demonstrate the following:

Verification of all participants' individual service plans;

The percentage of increase in academic grade-level achievement, certification, and other appropriate academic attainment measures (if applicable);

The percentage of participants that will accomplished one or more goals from a career ladder plan (if applicable);

The entered employment rate for participants;

The average wage gain in earnings for participants;

Retention employment rate for participants;

Average hourly earnings at retention; and,

Weeks worked in follow-up period.

WIA PERFORMANCE STANDARDS

The Detroit Workforce Development Department has adopted the following standards for proposals for funding under WIA PY 2008.

Adult Entered Employment Rate	78%
Adult Employment Retention Rate	80%
Adult Average Earnings Change	\$3,100
Adult Employment Credential Rate	81%
Dislocated Worker Entered Employment Rate	90%
Dislocated Worker Employment Retention Rate	88%
Dislocated Worker Average Earnings Change	-\$1,200
Dislocated Worker Employment Credential Rate	81%
Customer Satisfaction with Training and Placement Services	90%

IX TECHNICAL INFORMATION

AWARD INFORMATION

A. Funding: Funding includes Workforce Investment Act funding, state of Michigan General Fund/General Purpose funding and other available funding.

B. Length of Performance: Applicants should submit a budget reflecting all anticipated costs associated with operating a WIA Special Populations Training Services Program for a 12-month period. The performance period for this contract will not be earlier than July 1, 2009 or later than June 30, 2010. Based on service provider performance during Program Year (PY) 2009, and contingent upon availability of funds, contracts may be extended for service during PY 2010 and PY 2011 at the discretion of DWDD.

C. Bonding: Applicants must identify the individuals in their organizations who will be responsible for handling all WIA Special Populations Training Services Program funding. Evidence that these individuals are bonded will be required prior to finalization of the contract with the city of Detroit.

D. Possible Modification: Any organization applying under this RFP must be willing to adapt its proposal to specific funding guidelines or changes in city, state, or federal regulations or policies.

Applicants may be required to submit cost, technical, or other revisions of their proposal that may result from negotiations.

E. Pre-Award Conditions: The City of Detroit Finance Department – Purchasing on behalf of DWDD reserves the right to request additional information necessary to amplify, clarify, or support proposals. The City DWDD also reserves the right to conduct an on-site pre-award survey of the proposal's facilities. In addition, the applicant's administrative and programmatic delivery systems will be reviewed. The applicant will be expected to have at least one knowledgeable staff member available to respond to questions. Performance data from other jurisdictions and funding sources regarding the applicant's ability to meet planned goals and funding requirements will be verified, and the award is contingent upon the verification of information.

Findings from the pre-award survey will be used in determining the potential vendor's capability and will be taken into consideration when the proposal is scored using the evaluation criteria specified in the RFP. These findings will take precedence over any written statements in the proposal that cannot be verified onsite.

DWDD may include, as part of an on-site pre-award survey, an assessment of the reasonable accommodations needed for facilities, furniture, materials, and equipment in order to satisfactorily serve persons with disabilities, including those with hidden disabilities.

DWDD may request a copy of the applicant's personnel policy.

F. Cost Allocation Plan: DWDD requires vendors, prior to the start of the program, or at the beginning of contract negotiations to produce a letter from a CPA firm that acknowledges the review and approval of the vendor's cost allocation plan. The cost allocation plan must identify WIA Special Populations Training Program staff and other staff, operational, and other related costs whether or not they are related to other funding sources

G. City Contracting Procedures: The proposing agency must accept DWDD's contract boilerplate language or have a negotiated revision to said language on file with the City of Detroit Law Department.

No monies can be released to selected agencies until (a) a City of Detroit contract has been signed with the proposing agency; (b) the agency meets all City of Detroit specifications; and, (c) City Council approves the proposed contract.

The City reserves the right to decrease or increase contract amounts during the life of the contract, based on utilization of funds, agency performance, and the availability of funding. Changes to the contract if required must be approved by Detroit City Council before they can take affect.

DWDD requires each vendor, prior to the start of the program, to have one of the following:

1) A Certified Public Accountant (CPA) on staff or on retainer

or

2) An accountant on staff or on retainer with at least seven years of grant accounting experience.

DWDD requires all vendors that are providing direct customer services to acquire and use a case management software system as directed by DWDD. This system should include, at a minimum, the ability to enter and update information pertaining to customers and to track changes by the users. This provision may be amended from time to time through advanced written notice.

DWDD requires that vendors meet all participant reporting requirements for maintaining records and entering information into the MDLEG's Management Information System (MIS).

DWDD will conduct periodic monitoring of all vendors to determine contractual compliance relative to performance outcomes, quality of operation, and customer service.

Please note: DWDD may terminate contracts with service providers at any time at its sole discretion.

H. Qualifying Statement: DWDD in conjunction with the DWDB, reserves the right to accept or reject any or all proposals received. DWDD also reserves the right to negotiate with all qualified sources. DWDD may cancel this RFP in part or in its entirety, if it is in its best interest to do so. A hearing will be provided to any bidder who requests in writing, an opportunity to appeal the decision of DWDD: Service of the request for appeal to DWDD shall be by certified mail, return receipt required.

This RFP does not commit the C-ity of Detroit, DWDB or DWDD to award a contract, to pay any costs incurred in the preparation of a proposal under this request, or to procure or contract for services.

I. City Additional Insured Requirement: The City of Detroit requires that all vendors, as a condition of contract approval by the city, obtain liability

insurance coverage, including theft, dishonesty, negligence, and failure to perform, from their own insurance carriers, which names the City of Detroit as “also insured” for the proposed funded program, project, or activity. At the time of contract negotiations, all vendors will be required to present evidence of liability insurance coverage that conforms to this requirement.

J. Additional Vendor Clearances: In order to be awarded a contract with the City of Detroit vendors must have the following City of Detroit issued clearances: To qualify for a contract with the City of Detroit, applicant organizations must qualify for the following clearances from the City of Detroit:

City of Detroit Income Tax Clearance;
City of Detroit Personal Property Tax Clearance;
City of Detroit Real Estate Tax Clearance;
City of Detroit Human Rights Clearance; and,
City of Detroit Buildings and Safety Department Clearance (Agencies will be responsible for fees charged for this service.)

Vendors do not have to have these clearance in order to bid on projects but they must be in place in order to be awarded a contract. Failure to obtain said clearances in a timely manner may result in rejection of your proposal. DWDD will not begin negotiations until these clearances are on file.

K. Americans with Disabilities Act: The Americans with Disabilities Act (ADA) requires all employers and agencies receiving federal funds to have their workplaces and program facilities accessible to persons with disabilities.

DWDD has designed an initiative dedicated to expanding the capacity of WIA programs to increase and improve services to persons with disabilities, including hidden disabilities.

The DWDD workforce staff and System Navigators may provide all WIA-funded agencies with ADA-related training, guidance, and support in all program areas. Some of the program areas include the following: outreach, recruitment, assessment, staff development, curriculum and materials development, career development, planning, partnership building and collaboration, employer training, and parent/family support and training.

Agencies that are funded under this RFP should anticipate including among its participants with disabilities those who have hidden disabilities such as psychiatric disabilities, substance addiction, mental retardation, and learning disabilities. For the purposes of this RFP, an individual with disabilities is defined as an individual having a physical or mental impairment that substantially limits one or more of his or her major life activities, or, has a record of such impairment, or is regarded as having such impairment.

L. Nondiscrimination: Projects funded in response to this RFP are considered projects receiving federal or state financial assistance and, as such, are subject to prohibitions against discrimination. Specifically, no individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of, or in connection with, any such program because of race, color, religion, sex, sexual orientation, national origin, age, disability, political affiliation or belief, and for beneficiaries only, citizenship or participation in programs funded under the JET program.

M. Conflict of Interest: DWDD has adopted appropriate procedures and practices to ensure that conflict of interest is avoided in the procurement and authorization of all WIA-related goods and services. Proposing organizations must have on record procedures and practices to avoid conflict of interest in the procurement of goods and services and the utilization of JET funds.

N. Maintenance of Effort: DWDD requires that all programs and services proposed pursuant to this RFP are in addition to programs and services already being provided by the proposing organization. Programs and services funded by the WIA program may not be used to defray the costs of, or to supplant existing programs or program service levels available through the proposing organization. Proposing organizations must be able to demonstrate that existing service levels, e.g., the percentage of participants served by existing funded programs, does not decline because of WIA funding.

O. Continuous Quality Improvement: The City of Detroit has begun a continuous quality improvement initiative whereby all services and practices of the city will become the focus of scrutiny and continuing improvement efforts. The City of Detroit's goal is to become the best-managed city in the nation. The City has adopted a Continuous Quality Improvement strategic plan of action for all city departments to achieve this goal. Program service provider organizations must also be part of this effort toward continuous quality improvement in serving our customers. Customer satisfaction with the services provided by a participating organization will ensure favorable employer response to referrals and better recognition from grant makers. DWDD therefore is requiring that all vendors develop, keep on record, and follow a plan for continuous quality improvement of internal operations and customer services that will improve employee, employer, and participant satisfaction. All vendors are expected to engage in continuous internal performance management and take proactive corrective action if performance falls below target levels.

P. Vendor Acknowledgement: Vendors must display DWDD's logo, MDLEG's logo, and the Michigan Works! logo on all published documents, including brochures, letterhead stationery, and marketing materials including television ads, newspaper ads, and all signs on buildings and vehicles as a means of establishing brand recognition and community awareness of DWDD and its many services. The Department's logo, MDLEG's logo, and the Michigan Works!

logo in all visual materials must be equal in size to the vendor's logo and must be accompanied somewhere in the document by the statement, in at least 10-pitch type, that states: "Funding provided by the City of Detroit." Proposing organizations must stipulate that they will conform to this requirement in their proposals.

Q. Freedom of Information Act: Public documents may be requested under the Freedom of Information Act (FOIA) by an individual, corporation, Limited Liability Company, partnership, firm, organization, association, governmental entity, or other legal entity. DWDD, a Michigan Works! Agency, is regulated by the city of Detroit and state of Michigan governments and is mandated by FOIA.

R. Organizational Design and Information: The DWDD requires that all organizations affirm that the information contained in their proposal is entirely their own product or program design and is based on their organization's operational capacity. The proposing organization must attest that the information contained in their proposal was not removed or copied without permission from another source or entity not affiliated with their organization.

S. Additional Provisions: DWDD reserves the right to decline payment for any line item for which services were not performed in an acceptable manner. Failure to produce documentation shall constitute a basis for charge-back to the vendor for a period not to exceed seven years after the termination of the contract. The City is not required and does not agree to adhere to the personnel policies of the vendor. The City shall not be liable for any employee costs in excess of the annual salary for an individual employee and shall not pay for accrued vacation, sick or personal time.

X. VENDOR PERFORMANCE HISTORY

The vendor shall provide the following information:

- Identify the organization's mission, service philosophy, and basic services;
- Identify in detail at least three similar projects by name, subject matter, location, vendor's services provided and the length of time vendor's service were provided on each and the time period during which the services were provided. Included in this information shall be the description of services provided, number and type of participant contacts, participant profile (i.e. does the applicant organization specialize in serving disadvantaged individuals, individuals with disabilities, or other special populations, or does it operate a multi-constituent service delivery system;
- Identify vendor's key personnel working on the projects identified in Section 1 above;

- Identify any projects in which the vendors contract was terminated for any reason;
- Identify any claims or lawsuits that have been brought against your organization as a result of any services provided within the last three years;
- Provide copies of your organization's financial statements (CPA Certified) for the previous three years; and
- Provide an organization chart indicating the key personnel who will provide services resulting from this RFP. Also provide a resume for each of the key personnel.

XI. EVALUATION CRITERIA

PHASE ONE CRITERIA – NON-ECONOMIC DEVELOPMENT

Summary	5 Points
Timeline	5 Points
Project Narrative	30 Points
Budget	20 Points
Leveraged Resources	5 Points

Maximum Points for Phase One Criteria not to exceed Sixty-Five (65) Points.

PHASE TWO CRITERIA – PRIME CONTRACTOR ECONOMIC DEVELOPMENT

Detroit headquartered business	15 Points
Detroit based business	5 Points

Maximum Points for Phase Two not to exceed Fifteen (15) Points.

PHASE THREE CRITERIA ECONOMIC DEVELOPMENT & CONTRACT PERFORMANCE OF PRIME AND SUBCONTRACTOR(S)

Detroit headquartered business	20 points
Detroit based business	10 points

Maximum Points for Phase Three not to exceed Twenty (20) Points

XII. EVALUATION PROCEDURE

After evaluating the proposal, oral presentations may be scheduled with the vendors. A final determination will be made after the oral presentations are complete.

Following the receipt of the vendor(s)'s proposal, a City designated Evaluation Committee will evaluate each response. All proposals, which

meet the required format of this RFP, as will be evaluated. Any proposal determined to be non-responsive to the specifications or other requirements of the RFP, including instructions governing submission and format, will be disqualified unless the City determines, in its sole discretion, that non-compliance is not substantial or that an alternative proposed by the vendor is acceptable. The City may also at its discretion, make site visits at vendor's facility and may request a demonstration of vendor's system and or products.

XIII. CONTRACT APPROVAL

Upon contract award, the City and the vendor shall execute a Professional Services Contract, which shall contain all contractual terms and conditions in a form provided by the City. No contract shall become effective until the contract has been approved by the required City Departments and Detroit City Council and signed by the City of Detroit Purchasing Director. Prior to the completion of this approval process, the vendor shall have no authority to begin work under the contract. The Chief Financial Officer shall not authorize any payments to the vendor prior to such approvals; nor shall the City incur any liability to reimburse the vendor regarding any expenditure for the purchase of materials or the payment of services.

XIV. REQUIRED SUBMITTAL INFORMATION

Documents to be submitted as attachments include cover sheet; incorporation papers (if applicable); 501 (c)(3) papers (if applicable), organization chart (indicating where and how the program fits into the larger organization); and organization chart that identifies program staff.

XV. SUBMITTAL INSTRUCTIONS

One original and four copies of your sealed proposal must be received by the City of Detroit Finance Department – Purchasing Division no later than **2:00 p.m., March 20, 2009 local time.** Each vendor is responsible for ensuring that its proposal is received by the City on a timely basis. The City shall not extend the due date for proposals on the basis that the U. S. Postal Service or another mail courier has lost or failed to deliver a proposal. The City is not responsible for proposals delivered to the wrong location. **Faxed proposals will not be accepted. Proposals received late will be returned unopened.** The outside of the sealed proposal submitted shall be clearly marked as follows:

- Title of Proposal
- Company Name and Address
- Due Date of Proposal

The City will not be responsible for unmarked or improperly marked proposals or for proposals delivered to the wrong location. Please mark

original as such for ease of identification. The proposal shall be submitted to the following address:

CITY OF DETROIT PURCHASING DIVISION
TWO WOODWARD AVENUE SUITE 1008
DETROIT MI 48226
ATTENTION: ENNA A. BACHELOR

Firms shall not distribute their proposals to any other City office or City employee. Proposals received become the property of the City. . All proposals submitted by **2:00 p.m. local time, March 20, 2009** will be publicly recorded at 2:30 P.M. on March 20,2009 at the address listed above. This will be the vendor's opportunity to be informed as to what firm's submitted responses to the RFP. Responses received **will not** be available for review. Proposals received will be subject to disclosure under applicable Freedom of Information Act. An officer of the company authorized to bind the company to a contractual obligation with the City must sign the proposals. The contact person regarding the proposal should also be specified by name, title, and phone number. All firms submitting a proposal in response to the WIA Special Populations Training Program will be notified in writing as to the City's recommendation for award.

XVI. PREPARATION OF PROPOSAL

The proposal shall be in the format and with attachments and completed forms as specified in these instructions. Each proposal shall show the full legal name and businesses address of the prospective vendor, including street address if different from mailing address, and shall be signed and dated by the person or persons authorized to bind the prospective vendor. Proposals by a partnership or joint venture shall list the full names and addresses of all parties to the joint venture. The state of incorporation shall be shown for each corporation that is a party to the proposed joint venture.

Please note that there is a 30-page limit for the summary, table of contents, timeline, and scope of work. The budget, required documentation, and supporting documentation may be attached. There are no page limits for the attachments. Proposals should be stapled or simply bound. Folders, intricate binding, DVDs, or other types of media should not be included with the proposal. The proposal should be double spaced using a 12-point font. Applications that do not meet these requirements will not be considered for funding.

The vendor shall provide written notice in its proposal of intent to take exception to any requirement of the RFP. Should a vendor be in doubt as to the true meaning of any portion of this RFP or find any patent ambiguity, inconsistency, or omission herein, the vendor must make a written request for an official interpretation or correction in accordance with the instructions for submitting questions as specified in this Request for Proposal.

Vendors are advised that no oral interpretation, information or instruction by an officer or employee of the City of Detroit shall be binding upon the City of Detroit.

XVII. REQUIRED CONTENT

Letter of Transmittal

The prospective vendor's proposal shall include a letter of transmittal signed by an individual or individuals authorized to bind the prospective vendor contractually. The letter must state that the proposal will remain firm for a period of one hundred twenty (120) days from its due date and thereafter until the prospective vendor withdraws it, or a contract is executed, or the procurement is terminated by the City of Detroit, whichever occurs first.

Accuracy and Completeness of Information

All information pertaining to the prospective vendor's approach in meeting the requirements of the RFP shall be organized and presented in the prospective vendor's proposal. The instructions contained in this RFP must be strictly followed.

Accuracy and completeness are essential. Omissions and ambiguous or equivocal statements will be viewed unfavorably and may be considered in the evaluation. Since all or a portion of the successful proposal may be incorporated into any ensuing contract, all prospective vendors are further cautioned not to make any claims or statements that cannot be subsequently included in a legally binding agreement.

In your introduction, please include, at a minimum, the following information and/or documentation:

- A statement to the effect that your proposal is in response to this RFP;
- A brief description of your firm;
- The location of the firm's principal place of business and, if different, the location of the place of performance of the contract;
- A commitment to perform the requested work in accordance with the requirements outlined in this RFP;
- The name and contact information of the of the firm's partner and or manager(s) that will be in charge of this project;
- The firm's financial solvency, fiscal responsibility and financial capability;
- The age of the firm's business and the average number of employees during each of the last three (3) years;
- The firm's current tax status and Federal Employer Identification Number; and

Evidence of any licenses or registrations required to provide the services under this contract.

XVIII. REQUIRED FORMAT

To be considered responsive, each proposal must, at a minimum, respond to the following RFP sections in their entirety:

Overall Scope of Work and Operational Responsibilities

Vendors Performance History

Required Cost Proposal

Proposal Submission Procedure

Certificate of Good Corporate Standing, if a corporation

Evaluation of the vendor's proposal will be made in accordance with Section XII of this RFP.

XIX. REQUIRED COST PROPOSAL

Vendors are requested to make a firm cost proposal to the City of Detroit. If a contract is entered into as a result of this RFP, it will be a contract for fees as related to providing all requested services, with a price not to exceed the total price quoted in the proposal. The City of Detroit reserves the right to select proposals from the most responsible vendors with the most reasonable costs. The City reserves the right to select one or more firms to perform all or separate parts of this function

Indicate the fees you will charge to perform the services. Attach a schedule of fees or hourly rates broken out for each type of staff member that will work on the project (i.e., Sr. Partner, Partner, Associate Paralegal Typist, etc.)

Budget - The WIA Special Populations budget should provide a detailed budget for a twelve-month period. Where applicable, the benchmarks must include participant carry-ins from the previous year.

Leveraged Resources - The applicant should specify the required cash and in-kind contributions that will be used to develop the WIA Special Populations program.

Cash and In-Kind - Applicants should provide an overview of the cash and in-kind contribution that the vendor will provide to the WIA Special Populations Training Program operation. Applicants must indicate the cash or in-kind resources from non-federal sources available to augment federal dollars in the development and implementation of the project. Non-federal resources may include those provided by private entities, foundations, and state and local tax revenue funds, among others. The vendor is expected to contribute resources, either through cash or in-kind contributions, totaling at least 10 percent of the amount of funding requested from DWDD. Preference will be given to in-kind services that directly impact the program outcomes.

The cash or in-kind contribution requirement must be an allowable charge or cost for federal grant funds. If the cost is not an allowable grant funded

charge, then it cannot be counted toward the selected applicant's share. Match resources are subject to the Uniform Administrative Requirements at 29 CFR 97.24 and 29 CFR 95.23 (depending on the applicant's type of organization).

XX. TECHNICAL APPROACH

Present a brief description of procedures to be followed, presented in a form which will best assist the City is evaluating your firm's ability to identify, evaluate and communicate while providing the requested services.

XXI. QUESTION DEADLINE AND BIDDERS' CONFERENCE

All questions regarding this RFP shall be submitted in writing by email or fax no later than March 3, 2009, local time, to the attention of:

Enna A Bachelor
City of Detroit Purchasing Division
Two Woodward Avenue Suite 1008
Detroit MI 48226
Fax No. 313.224.4374

NO TELEPHONE CALLS WILL BE ACCEPTED.
ALL QUESTIONS/INQUIRIES MUST BE IN WRITING

All questions received by the question deadline will be addressed at the preproposal conference. The City of Detroit does not guarantee a response to questions not submitted after the question deadline.

The preproposal Conference will be held on **March 9, 2009 at 2:00 p.m.** at the address referenced above. Please fill out and fax back the attached RSVP form to the fax number listed above no later than March 3, 2009

XXII. ECONOMY OF PREPARATION

Proposals should be prepared simply and economically providing a straight forward, concise description of the vendor's ability to meet the requirements of the RFP. Emphasis should be on the completeness and clarity of content.

XXIII. PAYMENT

All properly executed invoices submitted by the successful vendor will be paid in accordance with the City of Detroit Prompt Payment Ordinance.

XXV. ORAL PRESENTATION/DEMONSTRATION

The City reserves the right, at its own discretion, to request oral presentations regarding proposals submitted in response to the RFP. Failure to make an oral presentation will be grounds for rejection of your proposal. Proponents will be notified by the Detroit Workforce Development Department of the date, time and location for oral presentations.

XXVI. ASSIGNMENT

The services to be performed by the Vendor shall not be assigned, sublet, or transferred, nor shall the Vendor assign any monies due or to become due to him under any contract entered into with the City pursuant to these specifications, without prior written approval of the City.

XXVII. MISCELLANEOUS

It shall be the responsibility of the Vendor to thoroughly familiarize themselves with the provisions of these specifications. After executing the contract, no consideration will be given to any claim of misunderstanding.

The Vendor agrees to abide by the rules and regulations as prescribed herein by the City as the same now exists or may hereafter from time-to-time be changed in writing.

XXVIII. MODIFICATION OF SERVICES AFTER CONTRACT APPROVAL

The City reserves the right to modify the services provided by the Vendor awarded a contract. Any modification and resulting changes in pricing shall be made by amendment to the contract by the Vendor and the City.

XXIX. CHANGES IN FACTS

Vendors shall advise the City during the time the proposal is open for consideration of any changes in the principal officers, organization, financial ability of, or any other facts presented in the proposal with respect to the proposer or the proposal immediately upon occurrence.

XXX. CONFIDENTIALITY OF PROPOSALS

Proposals shall be opened with reasonable precautions to avoid disclosure of contents to competing offers during the process of evaluation. Once proposals have been publicly recorded they are subject disclosure as per the requirements of the Michigan Freedom of Information Act.

XXXI. NEWS RELEASE

News releases pertaining to these proposal specifications or the provisions to which they relate shall not be made without prior approval of the City and then only in coordination with the City.

XXXIII. CHANGES IN PROPOSAL REQUIREMENTS

The City may make changes to the requirements of this RFP, as it deems necessary. Such changes, if made, will be in writing, issued through the Detroit Workforce Development Department and will be sent to each Vendor who is on record as having requested a copy of the RFP. If changes are made, the City may, at its discretion, extend the time allowed for submission of proposals

XXXIV. DETROIT LIVING WAGE ORDINANCE

The vendor warrants that it shall comply with the Detroit Living Wage Ordinance and execute the Living Wage Certification. A copy of the Living wage Ordinance is attached. Please review the ordinance and sign the Living Wage Certification, which is also attached. This should be returned with your proposal.

For Personal or Delivery Service delivery of quotations:

The Coleman A. Young Municipal Center has increased its security measures at all points of entry and exit of the building. Please allow ample time to pass through the security checkpoints to allow for the timely submission of your bid. A list of items **not** allowed in the building is listed below for your information. For delivery by a service or individual other than the bidder, it is the responsibility of the bidder to inform the service or individual of the City of Detroit's security policy.

COLEMAN A. YOUNG MUNICIPAL CENTER
PROHIBITED ITEMS

Listed below are items that are **STRICTLY PROHIBITED** in the Coleman A. Young Municipal Center. Your cooperation in this matter is appreciated. Your non-cooperation may result in items being confiscated and possible criminal prosecution under applicable statutes or ordinances.

METAL OR RATTAIL COMBS	GUNS(incl. Models, replicas, or toys)
ALL KNIVES, INCL. PEN KNIVES	TWEEZERS
BULLETS (or anything similar)	BOX CUTTERS
RAZORS OR RAZOR BLADES	BRASS KNUCKLES
SPIKES	MASTER LOCKS
SCREWDRIVERS, TOOLS, ETC.	MACE OR PEPPER SPRAY
GLASS BOTTLES	SCISSORS
ALUMINUM CANS	PC37/P38 CAN OPENERS
KNIVES, FORKS, SPOONS	HAIR CLIPPERS
CAN OPENERS	FLAT IRONS
NAILS, SCREWS, BOLTS	NAIL FILES
FINGERNAIL POLISH	MANICURE SETS/NAIL CLIPPERS
CORDS	CURLING IRONS
HEADPHONES WITH CORDS	HANDCUFFS
MEASURING TAPES	EXPLOSIVE OBJECTS/MATERIALS
PERFUME BOTTLES	HAIRSPRAY
CAMERAS	TAPE RECORDERS
VIDEO CAMERAS	HAIRPICKS WITH NO TIPS
SYRINGES	SPRAY CANS
NEEDLES OF ANY KIND	LARGE HANGING KEY STRAPS
COIL/NECK/PULL CORDS ON KEY CHAINS	DENTAL FLOSS
GLASS PICTURE FRAMES	MIRRORS OF ANY KIND
BODY SPRAYS	GLASS OF ANY KIND
CIGARETTE LIGHTERS	WIRES/LOOSE BATTERIES

OTHER ITEMS DEEMED TO BE DANGEROUS BY SECURITY PERSONNEL WILL BE EXCLUDED AND CONFISCATED WHEN NECESSARY.

*****UNSIGNED BIDS CANNOT BE CONSIDERED*****

IN THE FURTHER DESCRIPTION OF THIS PROPOSAL, WE SUBMIT INFORMATION IDENTIFIED AS FOLLOWS:

BIDDING UNDER THE NAME OF: _____

(PRINT FULL LEGAL NAME)

(PURCHASE ORDER WILL BE ISSUED AND PAYMENT WILL BE MADE ONLY IN THE NAME ABOVE. ALL PAYMENTS ARE TO BE MAILED. VENDOR PICK-UP OF PAYMENT IS NOT ACCEPTABLE)

MAILING ADDRESS: _____

(ZIP CODE)

PAYMENT MAILING ADDRESS: _____

(IF DIFFERENT FROM ABOVE) _____

(ZIP CODE)

BUSINESS ADDRESS: _____

(CHECK ONE):

LEASE _____ RENT _____ OWN _____

CODE)

(ZIP

FEDERAL EMPLOYER ID #: _____

CHECK ONE:

() CORPORATION, Incorporated Under The Laws Of The State Of _____

If Other Than Michigan Corporation, Licensed To Do Business In Michigan? _____ YES _____ NO

() PARTNERSHIP, Consisting of (List Partners)

() ASSUMED NAME (Register No.) _____

() INDIVIDUAL

IF NOT SIGNED BY OFFICER OF FIRM, THE PERSON SIGNING MUST HAVE AUTHORITY TO COMMIT THE FIRM TO THIS BID.

AUTHORIZED SIGNATURE:

DATE _____

SIGNED: _____

TELEPHONE NO. _____

PRINTED _____

FAX NO. _____

TITLE _____

CITY OF DETROIT FINANCE DEPARTMENT PURCHASING DIVISION

Reference Form

Client Name: _____

Contact Person: _____

Telephone # _____

Date engagement begin _____ date completed _____

Description of services rendered:

This image shows a full page of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

LOCAL ECONOMIC DEVELOPMENT SUMMARY

PERCENTAGE OF CONTRACT PERFORMED BY PRIME CONSULTANT

_____ %

PRIME CONSULTANT	DETROIT BASED YES/NO	TYPE OF VERIFICATION SUBMITTED*

PRIME CONSULTANT	DETROIT HEADQUARTERED YES/NO	TYPE OF VERIFICATION SUBMITTED*

Project Sub-consultant	DBB/DHB Status	Type of Verification Submitted*	Percentage of Contract

***Submit copy of your Detroit Based Business and Detroit Headquartered Business Certificates issued by the Human Rights Department of the City of Detroit. Firms must be certified prior to proposal submission.**

NOTICE OF ENACTMENT OF ORDINANCE

TO: THE PEOPLE OF DETROIT, MICHIGAN

(On June 23, 2004, the City of Detroit adopted the following Ordinance)

ORDINANCE NO. 20-04

**CHAPTER 18
ARTICLE V**

AN ORDINANCE TO AMEND CHAPTER 18, ARTICLE V, OF THE 1984 DETROIT CITY CODE, TITLED "PURCHASES AND SUPPLIES." BY ADDING DIVISION 7. TITLED "SLAVERY ERA RECORDS AND INSURANCE DISCLOSURE." WHICH SHALL CONSIST OF SECTIONS 18-5-91 THROUGH 18-5-93, TO REQUIRE, AS PART OF THE CONTRACTING PROCESS, THAT EACH CONTRACTOR WITH WHICH THE CITY ENTERS INTO A CONTRACT SEARCH ITS RECORDS AND THOSE OF ANY PREDECESSOR ENTITY, AND SUBMIT AN AFFIDAVIT DISCLOSING ANY RECORDS WITHIN ITS POSSESSION OR KNOWLEDGE RELATING TO INVESTMENTS OR PROFITS FROM THE SLAVE INDUSTRY, INCLUDING INSURANCE POLICIES ISSUED TO SLAVE HOLDERS THAT PROVIDED COVERAGE FOR INJURY, DEATH OR OTHER LOSS RELATED TO SLAVES WHO WERE HELD DURING THE SLAVERY ERA IN THE UNITED STATES.

AN ORDINANCE to amend Chapter 18, Article V, of the 1984 Detroit City Code, titled "Purchases and Supplies." by adding Division 7. titled "Slavery Era Records and Insurance Disclosure." which shall consist of Sections 18-5-91 through 18-5-93, to require, as part of the contracting process, that each contractor with which the City enters into a contract search its records and those of any predecessor entity, and submit an affidavit disclosing any records within its possession or knowledge relation to investments or profits from the slave industry, including insurance policies issued to slave holders that provided coverage for injury, death or other loss related slaves who were held during the slavery era in the United States.

IT IS HEREBY ORDAINED BY THE PEOPLE OF THE CITY OF DETROIT THAT:

Section 1. Chapter 18, Article V, of the 1984 Detroit City Code, titled "Purchases and Supplies." by adding Division 7. titled "Slavery Era Records and Insurance Disclosure." which shall consist of Sections 18-5-91 through 18-5-93, to read as follows:

DIVISION 7. SLAVERY ERA RECORDS AND INSURANCE DISCLOSURE.

Sec. 18-5-91. Scope.

- (a) This division shall apply to each contractor for goods or services with which the City enters into a contract, whether or not the contract is subject to competitive bid.
- (b) Each contractor shall be responsible for searching and disclosing records of the entity which proposes to enter into a contract with the City as well as all records of any predecessor entity that are within the possession or knowledge of the contractor regarding records of Investments or profits from the slave Industry, including records of any insurance policies issued to slave holders which provided coverage for injury, death, or other loss related to slaves who were held during the slavery era in the United States.

Sec. 18-5-92. Affidavit of disclosure required.

- (a) As part of its contract package, each contractor with which the City enters into a contract shall submit to the Finance Department Purchasing Division prior to the submission to City Council or approval of such contract, an affidavit that discloses the information indicated in Subsection (b) and (c) of this section. The affidavit shall be on a form provided by the Finance Department Purchasing Division.
- (b) The affidavit shall verify that the contractor has searched all records of the entity which proposes to enter into a contract with the City, as well as all records of any predecessor entity, that are within the possession or knowledge of the contractor regarding records of investments or profits from the slave industry, including records of any insurance policies issued to slave holders which provided coverage for injury, death, or other loss related to slaves who were held during the slavery era in the United states.
- (c) The affidavit shall disclose ay information discovered during the search regarding investments or profits from slavery or slave holder insurance policies which accrued to the current entity or to any predecessor entity, including the names of any slaves or slave holders that are described in such records or are otherwise within the knowledge of the contractor.

Sec 18-5-93. Voidability of contract.

- (a) Failure to comply with this division shall render the contract voidable by the City.
- (b) A determination to void the contract for failure to comply with this division shall be made by the Director of the Finance Department at any time after reviewing, or become aware of, information which indicates that a contractor has failed to comply with this division.

Sec 18-5-94—18-5-100. Reserved.

Section 2. All ordinances, or parts of ordinances, that conflict with this ordinance are repealed.

Section 3. This ordinance is declared necessary for the preservation of the public peace, health, safety, and welfare of the People of the City of Detroit.

Section 4. In the event that this ordinance is passed by a two-thirds majority of City Council Members serving, it shall be given immediate effect and shall become effective upon publication in accordance with Section 4-116 of the 1997 Detroit City Charter,. Where this ordinance is passed by less than a two-thirds (2/3) majority of City Council Members serving., it shall become effective no later that thirty (30) days after enactment, or on the first business day thereafter in accordance with Section 4-115 of the 1997 Detroit City Charter.

(J.C.C.p.) May 5, 2004
Passed: June 23, 2004
Published: July 19, 2004
Effective: July 19, 2004
JACKIE L. CURRIE
City Clerk

CITY OF DETROIT
SLAVERY ERA RECORDS AND INSURANCE DISCLOSURE AFFIDAVIT

1. Name of Contractor: _____

2. Address of Contractor: _____

3. Name of Predecessor Entities (if any): _____

4. Prior Affidavit submission? ____ No ____ Yes, on: _____
(Date of prior submission)

If "No", complete Items 5 and 6.

If "Yes", list date of prior submission above, go to Item 6 and execute this Affidavit.

5. ____ Contractor was established in _____ (year) and did not exist during the slavery era in the United States, is not a successor in interest to any entity that existed during such time, and therefore has no relevant records to search, or any pertinent information to disclose.

____ Contractor has searched their records and those of any predecessor entity, and has found no records that they or any predecessor(s) made any investments in, or derived profits from the slave industry or from slave holder insurance policies.

____ Contractor has found records that they or their predecessor(s) made investments in, or derived profits from, the slave industry or slave holder insurance policies. The nature of the investment, profits, or insurance policies, including the names of any slaves or slave holders, is disclosed in the attached document(s).

6. I declare that the representations made in this Affidavit are accurate to the best of my knowledge and are based upon a diligent search of records in the Contractor's possession or knowledge. All documentation attached to this Affidavit reflects full disclosure of all records that are required to be disclosed to the City of Detroit. I also acknowledge that any failure to conduct a diligent search, or to make a full and complete disclosure, shall render this contract voidable by the City of Detroit.

____ (Printed Name)

____ (Title)

____ (Signature)

____ (Date)

Subscribed and sworn to before me
this _____ day of _____

Notary Public, _____ County, Michigan

My Commission expires: _____

NOTICE OF DETROIT LIVING WAGE RATES

ADJUSTMENT EFFECTIVE JUNE 1, 2008

In accordance with Ordinance No. 45-98, being Sections 18-5-81 through 18-5-86 of the 1984 Detroit City Code, titled 'Detroit Living Wage Ordinance' (Ordinance), the Purchasing Division of the City Finance Department has determined that the following adjustments to the living wage rates are necessary to reflect changes in the federal poverty level:

- 1) Where health benefits as defined in the Ordinance are provided to the employee, the living wage rate is **\$10.60** per hour (100% of the federal poverty level income guideline for a family of four); and
- 2) Where health benefits as defined in the Ordinance are **not** provided to the employee, the living wage rate is **\$13.25** per hour (125% of the federal poverty level income guideline for a family of four).

These rates are based upon the 2008 federal poverty level income guideline of \$18,850.00 for a family of four in the contiguous 48 states and the District of Columbia, as published in the Federal Register: January 23, 2008. In order to provide the notice to employers required pursuant to Section 18-5-83 (d) of the Ordinance, these rates shall become effective **June 1, 2008**. These rates will be further adjusted periodically when the federal poverty level income guideline is adjusted by the U.S. Department of Health and Human Services.

The Ordinance applies to employers who are contractors' or grantees' as defined in the Ordinance, where the contract or grant is entered into or renewed after the effective date of the Ordinance, which is **December 16, 1998**. A copy of the ordinance may be obtained from:

Ms. Janice M. Winfrey, City Clerk
City Clerk's Office
2000 Coleman A. Young Municipal Center
Detroit, MI 48226
(313) 224-2083

DETROIT LIVING WAGE ORDINANCE

SEC. 18-5-81. PURPOSE.

The purpose of this ordinance is to improve the lives of working people and their families by

requiring employers that contract with the City or which receive financial assistance from the City for economic development or job growth to pay their employees a wage sufficient to meet basic subsistence needs, and that they utilize Detroit residents as employees to the extent possible.

SEC. 18-5-82. APPLICABILITY.

- (a)** This ordinance applies to any individual, proprietorship, partnership, corporation, trusts, association or other entity which is a contractor or a grantee, defined as following:
 - (i)** a contractor is a party to a contract with the City of Detroit primarily for the furnishing of services (as opposed to the purchasing or leasing of goods or property), where the total expenditure for such contract exceeds \$50,000.00, including any subcontractor of such contractor:
 - (ii)** a granted is the recipient of any financial assistance from the City in excess of \$50,000.00, including any federal grant program administered by the city, revenue bond financing, planning assistance, tax increment financing, tax credits or any other form of assistance, if the purpose of the assistance is economic development or job growth, including any contractors, subcontractors or leaseholders at the subsidized sites.
- (b)** The minimum wage requirements of this ordinance shall apply with respect to any employee of a contractor or grantee who is employed either part-time or full-time at a job site covered in whole or in part by the contract, or to any employee of a grantee who is employed either part-time or full-time at any job site covered or subsidized in whole or in part under the grant of financial assistance.

SEC. 18-5-83. MINIMUM REQUIREMENTS

- (a)** Each contractor and grantee shall pay its employees wages which are at least equal to a living wage as defined in this ordinance.
- (b)** A living wage means an hourly wage rate which on an annual basis (based on forty hours per week, fifty weeks per year) is equivalent to either of the following:
 - (i)** One hundred and twenty five percent (125%) of the federal poverty level; or
 - (ii)** One hundred percent (100%) of the federal poverty level; if health benefits are provided to the employee. Health benefits, for purposes of this ordinance mean fully paid, comprehensive family medical coverage.
- (c)** The federal poverty level means the United States poverty level income guideline for a family of four, as adjusted periodically.
- (d)** The City Purchasing Department shall adjust the living wage as necessary to incorporate changes in the federal poverty level. The Purchasing Department shall publish a bulletin announcing any changes in the amount of the living wage, and shall inform each contractor and grantee of such changes in writing, prior to such adjustment becoming effective.
- (e)** To the greatest extent feasible, a covered contractor or grantee shall attempt to fill all new positions created as a result of a contact or financial assistance with employees who are resident of the City of Detroit. The foregoing shall not be interpreted as [a] residency requirement; nor shall it cause any contractor or grantee to terminate, transfer, or lay off any employee who is on the payroll at the time coverage under this ordinance becomes effective for that contractor or grantee.

SEC. 18-5-84. ENFORCEMENT AND PENALTIES

- (a) Each City contract or grant or financial assistance shall require compliance with this ordinance. Each such contract or grant shall provide that willful or repeated violation of this ordinance will entitle the City to terminate the contract or grant.
- (b) Every contractor or grantee shall post in a conspicuous place or any job site subject to this ordinance a copy of the minimum living wage rate required under this ordinance. The City shall notify contractors and grantees of the minimum living wage rate, and adjustments thereto, within a reasonable period before they become effective.
- (c) A contractor or grantee who violates the living wage requirement shall pay to each Employee affected the amount of the deficiency, for each the violation continues. Willful violation of the ordinance will result in a penalty paid to the City in the amount of \$50.00 per violation for each day the violation continues. The City may withhold from payment, grants, or financial assistance to the employer such amounts as necessary to effectuate the payments provided in this paragraph.
- (d) A contractor or grantee who is assessed the \$50 penalty provided above based on more than three (3) incidents within a two (2) year period shall be barred from bidding on or entering into any contracts with the City or from receiving any financial assistance from the City (as defined in Section 2(b) [sic] [Section 18-5-72(b)1. for a period of ten (10) years from the date of the last violation. An incident for purposes of this paragraph means one payroll, payday, or date of payment, regardless of the number of employees affected by each incident.
- (e) A person affected by a violation of this ordinance may file a complaint with [sic] City Purchasing Department, which will have ninety (90) days to investigate and remedy the complaint. If the complaint is not resolved to the complainant's [sic] satisfaction within the ninety day period, the complainant [sic] or his or her representative may bring an action in the Wayne County Circuit Court to enforce this ordinance. The court shall award reasonable attorneys fees and costs to a person who prevails in an enforcement action. This ordinance shall not be constructed [sic] to limit an employee's right to bring legal action for violation of any other minimum compensation or wage and hour law.

SEC. 18-5-85. SEVERABILITY.

1Editor's Note: See Section 18-5-72(a)(ii).

If any portion or provision of this ordinance is declared invalid or unenforceable by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect.

SEC. 18-5-86. EFFECTIVE DATE.

This ordinance shall apply to any contract entered into and any financial assistance granted or renewed after the effective date of this ordinance. Entering into an agreement for extension of a contract for a period beyond its original term shall be considered entering into a contract for purposes of this paragraph.

DETROIT LIVING WAGES ORDINANCE CERTIFICATION

By signature in the space provided below, the *Contractor* acknowledges receipt of a copy of the Detroit Living Wage Ordinance (“Ordinance”), which copy is attached and made a part of this contract and affirms that it will comply with this ordinance in all respects.

Please note that a contractor is required to adjust the wage rate of employees in accordance with notices of adjustment in the Living Wage Rates issued by the City of Detroit Finance Department – Purchasing Division.

A *Contractor* who violates the ordinance shall pay to each employee affected the amount of the deficiency for each day the violation continues.

Willful or repeated violations of this ordinance will entitle the *City* to terminate the *Contract*.

Willful or repeated violation of the Ordinance will result in a penalty paid to the *City* in the amount of \$50.00 per violation for each day the violation continues. The *City* may withhold payments to the *Contractor* the amounts that are necessary to make these payments.

A *Contractor* who is assessed the \$50.00 penalty based on more than three (3) incidents within a two (2) year period shall be barred from entering into any contractors with the *City* for a period of ten (10) years from the last violation.

This Living Wage Ordinance Certification is for RFP NO. 29111

Company Name_____

Authorized Signature_____Date_____

Print Name_____

Title_____

CLEARANCE NOTIFICATION

Any bidder or vendor may apply for clearance certificates. Before the City can award a contract to a successful bidder, that bidder must obtain and provide clearance certificates to the City of Detroit Purchasing Division.

ALL BIDDERS AND POTENTIAL VENDORS ARE ADVISED TO OBTAIN PRE-APPROVALS UTILIZING THE ATTACHED CLEARANCE REQUEST FORMS SO AS NOT TO DELAY OR JEOPARDIZE CONTRACT AWARD.

Clearance certificates are statements of bidder compliance with applicable City of Detroit Ordinances and are required prior to award of contracts. The clearance certificates must be obtained from each of the following departments and divisions:

1. **Human Rights Department**
1026 Coleman A. Young Municipal Center
Detroit, MI 48226
Telephone: (313) 224-4950
2. **Income Tax Division**, Finance Department
512 Coleman A. Young Municipal Center
Detroit, MI 48226
Telephone: (313) 224-3329
3. **Revenue Collection Division**, Finance Department
1012 Coleman A. Young Municipal Center
Detroit, MI 48226
Telephone: (313) 224-4087

FAILURE TO PROVIDE ALL REQUIRED CLEARANCES WITHIN THE TIME ALLOWED MAY RESULT IN THE REJECTION OF QUOTES BIDS AND/OR PROPOSALS.

After the evaluation of quotes, bids or proposals the City will send (via First Class mail to the MAILING ADDRESS indicated on the signature page of the bid form) notifications to the two lowest responsive and responsible bidders that they must obtain and provide the Purchasing Division with clearance certificates within ten (10) business days after date of request.

The vendor and/or bidder shall be responsible for any mailing delays or failure of the U. S. Postal Service to deliver.

INCOME TAX CLEARANCE CERTIFICATE

INFORMATION AND INSTRUCTION FOR PURCHASING VENDORS

The vendor is responsible for completing Parts A, B and C of the Bidder's Income Tax Clearance. (The information required to complete Part B is enclosed in the Bidder's solicitation Packet.) The vendor must submit the Bidder's Income Tax Clearance request to Income Tax Clearance request to Income Tax at least seven (7) business days before the Tax Clearance is due in Purchasing. A drop off tray for Purchasing Vendors tax clearance requests will be located on the front counter of the Income Tax Division's reception area. **NO ONE WILL BE AVAILABLE TO ANSWER QUESTIONS AT THE TIME THE REQUEST IS DROPPED OFF.** Tax Clearances may be picked up at the same location one week from the day that the clearance was dropped off.

WHAT IS AN INCOME TAX CLEARANCE? An Income Tax Clearance, valid for ninety (90) days, states that an individual or business seeking employment or contracts with the City of Detroit has complied with all the provision of the City Income Tax Ordinance.

REQUIREMENTS FOR VENDORS. When requesting an Income Tax Clearance, complete the form carefully to avoid processing delays. We must have the full name of the individual or business, the complete address, including zip code and telephone number. Clearances without social security numbers or federal identification numbers **CANNOT** be processed, they will be denied. Individuals married or previously married who filed joint returns must include spouse's social security number. If business is a sole proprietorship, the owner's social security number must be provided.

REQUIREMENTS FOR INDIVIDUALS. Individuals must show compliance for five (5) years and have no unpaid assessments. Compliance is proven by filing returns or providing proof of non-residency (copy of lease, mortgage closing statement, driver's license, voter's registration card, etc.) during the period of assessment. If individuals seeking tax clearance resided within the City, but claimed dependent status on another person's tax return, or received public assistance, then proof may be required. Assessment balances must be paid or payment arrangements made before an approved tax clearance can be issued.

REQUIREMENTS FOR BUSINESSES. Businesses must show compliance for five (5) years and have no unpaid assessments. Compliance is proven by filing and paying withholding taxes and corporate income taxes. If a business seeking tax clearance was not required to file taxes because business location was outside of City, or because business had no employees subject to withhold, proof may be required. Contractors must supply list of sub-contractors with federal identification numbers or social security numbers. Assessment balances must be paid or payment arrangements made before an approved tax clearance can be issued.

INCOME TAX CLEARANCE DENIALS. Income Tax Clearances are usually denied because of one of the following reasons: (1) No City income tax filing history, (2) Unpaid assessments and (3) Missing tax returns. Taxpayers denied an income tax clearance will be notified by telephone, fax or mail. They must call (313) 224-3328 to schedule an appointment as soon as possible to resolve tax issues. Income tax returns and related data regarding taxpayers are confidential; therefore, reasons for denial are given only to the taxpayer. Our office is located in the Coleman A. Young Municipal Center, Room 512. Office hours are 8:00 A.M. - 4:00 P.M., Monday through Friday.

REQUEST FOR INCOME TAX CLEARANCE

REQUESTING DEPARTMENT/DIVISION: _____ CONTACT: _____ PHONE: _____

Type of Clearance: ☐ New ☐ Renewal (Please submit 30 days prior to submitting bid or expiration date)

A.	To: City of Detroit Income Tax Division	For: Individual or Company Name _____
	<i>Coleman A. Young Municipal Center</i>	
	2 Woodward Avenue, Ste. 512 Detroit, MI 48226	Address _____ _____
	Phone: (313) 224-3328 or 224-3329 Fax: (313) 224-4588	City _____ State _____ Zip Code _____ Telephone _____ Fax # _____

B. Name of Chief Financial Officer/Authorized Contact Person (include address if different from above)	Telephone # _____ Fax # _____
Employer Identification or Social Security Number	Spouse Social Security Number

Nature of Contract: _____	BID/CONTRACT AMOUNT (if known):
	Labor: \$ _____ Material: \$ _____
Contract # (if known) _____	

C. ALL QUESTIONS MUST BE ANSWERED TO EXPEDITE APPROVAL PROCESS. ANY QUESTION NOT ANSWERED MAY RESULT IN A DENIAL OF INCOME TAX CLEARANCE

Check One: ☐ Individual ☐ Corporation ☐ Partnership

INDIVIDUALS ANSWER QUESTIONS 1,2,3,4.

1. Have you filed joint returns with spouse during the last seven (7) years? (If yes, include spouse SSN above) ☐ Yes ☐ No
2. Are you a student, and/or claimed as a dependent on someone else's tax return? ☐ Yes ☐ No
3. Were you employed during the last seven (7) years? ☐ Yes ☐ No
4. Were you a resident of Detroit during the last seven (7) years? ☐ Yes ☐ No

CORPORATIONS AND PARTNERSHIPS ANSWER QUESTIONS 5,6,7.

5. Is the company a new business in Detroit? If yes, attach Employer Registration (Form DSS-4). ☐ Yes ☐ No
6. Will the company have employees working in Detroit? ☐ Yes ☐ No
7. Will the company use sub-contractors or independent contractors in Detroit? ☐ Yes ☐ No

D FOR INCOME TAX USE ONLY

Has the contractor complied with the provisions of the City Income Tax Ordinance?

☐ Yes	☐ No	Signature _____	Date _____	Expires _____
☐ Yes	☐ No	Signature _____	Date _____	Expires _____
☐ Yes	☐ No	Signature _____	Date _____	Expires _____

VISIT OUR WEBSITE FOR INFORMATION AND TAX FORMS AT www.ci.detroit.mi.us

PURCHASING DIVISION
VENDOR CLEARANCE REQUEST

SUBMIT TO: Human Rights Department
Affirmative Action Division
1026 Coleman A. Young Municipal Center
Detroit, MI 48226
(313) 224-4973 (Telephone)
(313) 224-3434 (Fax)

PLEASE REVIEW THE CONTRACT COMPLIANCE STATUS OF:

COMPANY NAME: _____

ADDRESS: _____

CITY, STATE, ZIP CODE: _____

CONTACT PERSON: _____

TELEPHONE NUMBER: _____

CONTRACT NUMBER: _____ **CONTRACT AMOUNT:** _____

DESCRIPTION OF SERVICE/PRODUCTS:

PLEASE MAIL, FAX OR DROP OFF THIS VENDOR REQUEST FORM TO THE HUMAN RIGHTS DEPARTMENT AT THE ADDRESS INDICATED ABOVE. YOU WILL BE RESPONSIBLE FOR KEEPING THE CLEARANCE CERTIFICATE AND SUBMITTING A PHOTOCOPY OF THE CLEARANCE CERTIFICATE TO THE PURCHASING DIVISION WITH YOUR BID PACKAGE.

- **IF YOU HAVE BEEN CLEARED IN THE PAST SIX MONTHS, BUT HAVE NOT RECEIVED A CLEARANCE CERTIFICATE, AN AFFIRMATIVE ACTION CLEARANCE CERTIFICATE WILL BE ISSUED VIA U.S. MAIL WITHIN 48 HOURS OF RECEIPT OF THIS REQUEST.**
- **IF YOU HAVE NOT BEEN CLEARED IN THE PAST SIX MONTHS, YOU WILL BE ISSUED, VIA U.S. MAIL, AN:**
 - (1) EEO-1 FORM
 - (2) EEO-2 FORM

The following must be returned with your completed EE0-1 and EE0-2 Forms:

- (3) **A COPY OF YOUR FIRM'S EQUAL EMPLOYMENT OPPORTUNITY POLICY.**
- (4) **A SUBCONTRACTOR'S STATEMENT INDICATING THAT YOU WILL NOT HIRE ANY SUBCONTRACTORS ON ANY CITY OF DETROIT CONTRACTS BEFORE THEY HAVE BEEN CLEARED BY THE HUMAN RIGHTS DEPARTMENT.**
- **IF YOU ARE CURRENTLY IN PROCESSION OF A VALID CLEARANCE CERTIFICATE, MAKE A PHOTOCOPY OF YOUR CLEARANCE CERTIFICATE AND SUBMIT THE PHOTOCOPY WITH YOUR BID PACKAGE TO THE PURCHASING DIVISION.**

VENDOR: NO ONE WILL BE AVAILABLE TO ANSWER QUESTIONS AT THE TIME YOUR REQUEST IS DROPPED OFF IN HUMAN RIGHTS.

PURCHASING DIVISION**VENDOR CLEARANCE REQUEST****REVENUE COLLECTION CLEARANCE**

All Purchasing Division vendors in compliance with Ordinance 52-H (No outstanding obligations to the City of Detroit) requirements will receive an approved Revenue Collection Clearance. Copies of the approved clearance may be submitted with bid packages until the clearance expiration date. Revenue Collection Unit clearances may have various validity dates--usually within the same fiscal year.

VENDOR CLEARANCE REQUESTS

Purchasing Division clearance requests will be called Purchasing Division Vendor Clearance Request.

The vendor request provides for submission of all pertinent data relating to the business or individual seeking the contract. It must be filled out in its entirety and submitted along with any additional documentation, such as:

- (1) Copies of lease and/or rental agreements, if the real property does not belong to the applicant
- (2) Federal I.D. number or SS#, if a sole proprietor.
- (3) Personal Property tax I.D. number, if applicable. If you do not know your number or need to apply for one, you must go to Room 607 for this information.

Missing and/or inaccurate information may result in processing delays.

INTERNAL PROCESSING

DOCUMENT REVIEW TAKES FIVE (5) WORKING DAYS. IT IS THE VENDOR'S RESPONSIBILITY TO PROVIDE REQUIRED DOCUMENTATION IN TIME FOR A REVIEW AND RECOMMENDATION PRIOR TO THE BID ENDING DATE.

CLEARANCE REQUESTS MAY BE DROPPED OFF ON ALL NORMAL WORK DAYS BETWEEN 8:30 A.M. AND 4:30 P.M. IN ROOM 1012 OF THE COLEMAN A. YOUNG MUNICIPAL CENTER. A TRAY LABELED VENDOR CLEARANCES WILL BE AVAILABLE ON THE FRONT COUNTER. PICKUP OF COMPLETED FORMS CAN BE MADE AFTER 8:30 A.M. THE FIFTH WORKING DAY (NO SATURDAYS OR SUNDAYS) AFTER SUBMISSION

NO ONE WILL BE AVAILABLE TO ANSWER QUESTIONS AT THE TIME OF SUBMISSION.

DENIED REQUESTS WILL INCLUDE THE REASON FOR DENIAL.

VENDORS IN POSSESSION OF AN EXPIRED APPROVED CLEARANCE SHOULD SUBMIT THE EXPIRED CLEARANCE WITH THEIR REQUEST.

Submit to: Revenue Collections
Purchasing Vendor
1012 Coleman A. Young Municipal Center
Detroit, MI 48226
(313) 224 – 4087 (Telephone)
(313) 224 – 4238 (Fax)

Nature of Contract _____
Contract Amount _____

Business Type: ☐ Corp ☐ Partnership ☐ Sole Proprietorship ☐ Personal Services

Business Name _____

Business Address _____

Ward/Item # _____

F.I.D. NO. _____

City Personal Property I.D. # _____

Owner(s) Name _____

Owner(s) SS# _____

Contact Person _____

Phone Number _____

Owner(s) Home Address _____ ☐ Lease ☐ Own

Please do not write below this line for department use only.

<u>Real Property</u>	<u>Special Assessment</u>	<u>Personal Property</u>	<u>Other Receivable</u>
☐ Denied	☐ Denied	☐ Denied	☐ Denied
☐ Approved	☐ Approved	☐ Approved	☐ Approved

Comments: _____

Please mail, fax or drop off this Vendor Request Form to the Revenue Collection Unit at the address indicated above.
You will responsible for keeping the clearance and submitting a photocopy to Purchasing with your bid package.

Signature (City of Detroit)

Date

Expiration Date



**CITY OF DETROIT
FINANCE DEPARTMENT – PURCHASING DIVISION
RSVP FORM**

**FILE NO. 29111
CLASSROOM TRAINING
COMPANY NAME:**

MAILING ADDRESS:

CONTACT PERSON:

NAME	TITLE
PHONE	
#	FAX#

Number of persons attending: _____

Please return RSVP form via fax or mail to:

Enna A. Bachelor, Business System Support Specialist
Finance Department – Purchasing Division
Two Woodward Avenue
Rm 1008 Coleman A. Young Municipal Center
Detroit, MI 48226
Fax No. 313.224.4374

RSVP no later than MARCH 3, 2009, *only if you plan on attending* the pre-proposal conference to be held MARCH 9, 2009 at 2:00 P.M. AT THE ADDRESS REFERENCED ABOVE.