

Request for Proposal

Michigan Works! Association Annual Conference Year 2013

Inquiries and Proposals Should Be Directed To:

Anisa Mazuca
Executive Coordinator
Michigan Works! Association
mazucaa@michiganworks.org

BACKGROUND INFORMATION

Michigan Works! Association is a non-profit organization, incorporated as the Michigan Job Training Partnership Association in 1987. Michigan Works! Association is exempt from federal and state income taxes under Section 501(c)(3) of the Internal Revenue Code, and financial records are in accordance with generally accepted accounting principles as they apply to non-profit organizations.

The mission of Michigan Works! Association is to provide leadership and services, and promote quality and excellence for the advancement of Michigan's workforce development system and its customers and professionals.

The Michigan Works! Association serves as a statewide association providing support to Michigan's twenty-five (25) Michigan Works! regions and to over one-hundred (100) Michigan Works! service centers statewide.

THE MICHIGAN WORKFORCE DEVELOPMENT SYSTEM

The Michigan Workforce Development System is a customer-focused system that prepares job seekers for employment. Also, the system ensures that job seekers are provided with an opportunity to advance knowledge and skills to achieve financial independence. Similarly, assistance is available to all employers seeking a skilled workforce. This system is open to everyone – employers seeking employees, and job seekers searching for employment opportunities or obtaining career information. Last year, over three million customers were served through the Michigan Works! System.

At the heart of the system are the more than one-hundred (100) Michigan Works! service centers. The service center is a repository of agencies providing services including employment, training, and career education in a central location. Michigan Works! service centers physically house multiple agencies that provide services.

The state is divided into twenty-five (25) geographic Michigan Works! regions. The system in each of these regions is governed by a private/public partnership. This partnership sets the philosophy of the system for the region, within federal guidelines, based on local conditions and economies.

PROPOSAL PROCESS

Statement of Need

The Michigan Works! Association invites you to submit a proposal for consideration to host the Michigan Works! for People Annual Conference for year 2013. Specifications for this event are described on the following pages. Criteria for selection will include dates available, travel accessibility to location, competitive pricing, adequate function space and sleeping rooms.

INSTRUCTIONS ON PROPOSAL SUBMISSION

Cost of Proposal Preparation

All costs incurred in the preparation of the proposal will be the responsibility of the Offeror and will not be reimbursed by Michigan Works! Association.

Instructions to Prospective Contractor

Hardcopy proposals must be received by Michigan Works! Association **no later than 4PM EDT on Tuesday, July 6th, 2010**. Late proposals will not be considered.

Mail hardcopy proposals to: Request for Proposal: Annual Conference
ATTN: Anisa Mazuca
Executive Coordinator
Michigan Works! Association
2500 Kerry Street, Suite 210
Lansing, Michigan, 48906

Proposals must be:

- Complete, typewritten or computer-generated, and technically accurate.
- **Double-spaced** and **prepared using a font size of 12 or larger.**
- Signed by an official authorized to bind the agency. Complete attachment A & B. The proposal will be considered a firm offer for a 90-day period from the submittal date.

When mailing a hard copy, bidders must submit one (1) original, three (3) copies, and one (1) CD of the completed proposal. Any differences between the original, copies, or the disk/CD are at the liability of the bidder. All proposals will be considered firm bids. No changes will be made after submission.

Inquiries

If you have specific questions regarding the goods and services requested in this RFP, submit them via e-mail to Anisa Mazuca at mazucaa@michiganworks.org. **Verbal Q&A will not be permitted.** To ensure an equitable dissemination of information, responses to e-mailed questions will be forwarded to all proposal offerors who identify themselves as interested bidders. **Proposers must file an Intent-To-Bid form with Michigan Works! before submitting questions regarding this RFP.**

Intent to Bid Application Process

If you intend to bid on this project please e-mail Anisa Mazuca prior to **June 29th** at mazucaa@michiganworks.org to receive all pertinent information regarding this process.

Notification of Award and Disclaimer

A decision of selecting the successful bidder will be made within thirty days of the due date. This request for proposal does not commit Michigan Works! Association to award a contract, to pay any costs incurred in the preparation of an application to this request, or to procure or contract for services or supplies. Michigan Works! Association reserve the right to accept or reject any or all applications received as a result of this request, or negotiate with all qualified sources, to waive any informalities or minor irregularities in applications/proposals, or to cancel in part or in its entirety the RFP if it is in the best interest of Michigan Works! Association. Michigan Works! Association is not required to award bids to the lowest bidder or to the best score, but must make award decisions based on the best overall proposal considering all relevant factors, including price, technical qualifications, demonstrated experience, etc. Michigan Works! Association reserves the right to negotiate a renewal of contract award for up to two additional years, or to negate the renewal due to funding availability.

INSTRUCTIONS ON PROPOSAL NARRATIVE REQUIREMENTS

The Offeror shall respond to each of the following in the proposal:

PLEASE ENCLOSE THE FOLLOWING INFORMATION WITH YOUR PROPOSAL:

1. Map **to** Facility
2. Map **of** Facility
3. Menus *with* prices

Qualifications

I. DATES REQUESTED

September 8, 9, 10 – **2013**

SPACE REQUIREMENTS KEY BELOW:

- Indicates an item that must be present and mentioned
- ✓ Indicates an item you should clarify and address in your proposal

II. SPACE REQUIREMENTS [from Sunday (noon) to Tuesday (noon)]

A. Workshop Rooms:

- ✓ **Seven** breakout rooms set theatre style for 60-100 people **each** (Sunday noon to Tuesday noon)
- ✓ One extra meeting room for 50 people, board to theater styles for miscellaneous activity
- ✓ Breakout rooms must be separate from the general session space and accommodate trainers, AV equipment and water service

Proposal:

- List the name of each room in the proposed block, the room size and maximum number the room will hold for workshop rooms
- Is there a room rental charge for the breakout/meeting space? If so, what is the charge?

B. General Session Space:

- ✓ Space for 650 – 700 people in rounds with a head table, on a riser, for 16 people

Proposal:

- Is there a room rental charge for this space? If so, what is the charge?
- List the name of the room and the room capacity

C. Reception Space:

- ✓ Space for 550 people with hors d'oeuvres and cash bar
- ✓ Receptions are held Sunday night

Proposal:

- Is there a room rental charge for this space? If so, what is the charge?
- Identify the space designated for the reception

D. Exhibitor Space: (setup beginning Sunday morning)

- ✓ Space for 35 – 55 Exhibitors (tables and/or booths, approximately 8' x 8', near the general session room)

Proposal:

- Is there a room rental charge for this space? If so, what is the charge?
- Where is this space located within your facility?

III. SLEEPING ROOMS

Requirements:

- ✓ Saturday night: 20 rooms
- ✓ Sunday night: 400 rooms
- ✓ Monday night: 400 rooms
- ✓ Conference participants will be responsible for their own reservations and room charges

Proposal:

- List the single and double room rates you are prepared to offer for 2013 and the total number of sleeping rooms in your facility
- Will any complimentary rooms be offered? How many?
- How many handicapped rooms does your facility have?
- List any facilities nearby that could provide additional sleeping rooms

IV. FOOD & BEVERAGE REQUIREMENTS

Requirements:

- ✓ Two Continental Breakfasts – (400-600 people) coffee, juice, bagels and pastries
- ✓ One Lunch – (625 people) hot, plated, chicken
- ✓ One Break – (550 people) coffee, sodas, water, snacks
- ✓ One Reception – (450 people) - possibly two, if we do not go off site for the second reception, Hors d'oeuvres (hot and cold), sodas, coffee, cash bar

Proposal:

- List an average cost per person for each meal/break function listed
- Indicate how many months out you will guarantee food prices
- Specify your Gratuity/Service Charge: _____
- Does your facility have an on-site restaurant?

V. AV EQUIPMENT

Requirements:

The following is a list of AV equipment (most likely) needed:

- ✓ Podiums
- ✓ Microphones (hand held and Lavalieres)
- ✓ Screens
- ✓ Overhead Projectors
- ✓ Flipchart w/markers
- ✓ TV/VCR
- ✓ High-speed internet access in meeting spaces and exhibit area

Proposal:

- Please list the rental fees per each item
- Which rooms in this proposal have High-speed internet access?
- Does the exhibit area have High-speed internet access? How many lines?
- Do sleeping rooms within the hotel facility have internet, what kind?
- Is there a charge for this High-speed internet access? If so, what is the charge?

VI. OFF SITE RECEPTION OPTIONS

Requirements:

- ✓ Must be conveniently located (less than a 10 minute drive) to at least one local site of interest which could accommodate a catered 450 person off-site reception (e.g. historical sites, museums, places with a view, etc.)

Proposal:

- List of eligible sites/facilities
- Include name of site, address, phone number and contact person (if known)
- Please include any extra information you may have on the site(s) you have suggested.

VII. DISABLED ACCESS AND PARKING

Requirements:

- ✓ Must be in full compliance with the Americans with Disabilities Act of 1990 (ADA) and the Michigan Handicapper's Civil Rights Act (MHCRA)

Proposal:

- Is your facility in full compliance with ADA/MHCRA?

VIII. PARKING

Requirements:

- ✓ Must have adequate and easily accessible parking for attendees

Proposal:

- How many parking spaces are available?
- Is there a charge for parking?

Attachments

Please limit organizational attachments to one or two succinct pieces of information such as brochures that help to provide background and context for the organization.

Delivery Schedule

If the Offeror fails to produce within specified time frames, Michigan Works! Association may, by written notice of default to the Offeror, terminate the whole or any part of this contract.

Payment

Michigan Works! Association will pay quoted costs to the successful bidder, provided all commitments are met according to the contract.

PROPOSAL EVALUATION

A. Non-responsive Proposals

Proposals may be judged non-responsive and removed from further consideration if any of the following occur:

1. The proposal is not received timely in accordance with the terms of this RFP.
2. The proposal does not follow the specified format.
3. The proposal is not adequate to form a judgment by the reviewers.

B. **Evaluation**

Evaluation of each proposal will be based on the following criteria:

<u>Factors</u>	<u>Point Range</u>
1. Experience	0-30
3. Bid Completeness	0-20
4. Capacity to provide service	0-10
5. Qualifications	0-10
6. Cost	0-30
<u>Maximum Points</u>	<u>100</u>

C. **Review Process**

Michigan Works! Association reserves the right to make an award without further discussion of the proposals submitted.

ATTACHMENT A

Proposal Cover Sheet

Applicant:

Contact Person:

Mailing Address:

Telephone:

FAX:

E-Mail Address:

Federal Tax ID #: _____

Attachment B

If awarded funding, the applicant hereby certifies and assures that it will fully comply with the following federal regulations (if applicable to your organization):

Certification and Other Terms/Conditions

1. The signing individual certifies that he/she is authorized to contract on behalf of the organization offering this proposal.
2. The signing individual certifies that the prices in this proposal have been arrived at independently, without consultation, communication, or agreements made for the purpose of restricting competition.
3. When delivering services under an approved contract, the contractor shall work under the broad supervision of Michigan Works! Association Chief Operating Officer.
4. The signing individual certifies that there has been no attempt by him/her or anyone in their organization to discourage any potential applicant from submitting a proposal.
5. The signing individual certifies that he/she has read and understands all of the information in this Request for Proposals.
6. The signing individual certifies that his/her organization, and any individuals to be assigned to the project, does not have a record of substandard work and has not been debarred or suspended from doing work with any federal, state, or local government.
7. Michigan Works! Association reserves the right to negotiate a best and final offer with applicant selected.
8. Payments shall be made on a cost reimbursement basis (no advances). Invoices shall detail expenses based on the line items in the proposal budget. Generally, Michigan Works! Association will pay invoices within 30 days of receipt, unless questions arise as to the appropriateness of an expense.
9. All information received by the contractor during the course of the contract period is considered confidential, and shall be protected to the utmost ability of the contractor.
10. The contract awarded under this RFP shall be subject to and interpreted under the laws and jurisdiction of the State of Michigan.

Signature

Date

(Signed certification/conditions to be returned with the proposal)