

Macomb/St. Clair Workforce Development Board

REQUEST FOR PROPOSAL (RFP)

**Diversity, Equity, Inclusion and Accessibility (DEIA)
Consultation services**

Proposal Due: 5 p.m. August 25, 2023

Administrative Office

21885 Dunham Road, Ste.11
Clinton Twp., MI 48036
(586) 469-5220
Fax (586) 469-7488

Career Centers

100 McMorran 6th Floor
Port Huron, MI 48060
(810) 966-3300
Fax (810) 966-3337

43630 Hayes, Suite 100
Clinton Twp, MI 48038
(586) 263-1501
Fax (586) 286-9517

75 N. River Road
Mt. Clemens, MI 48043
(586) 783-8700
Fax (586) 469-5082

15950 Twelve Mile Road
Roseville, MI 48066
(586) 447- 9200
Fax (586) 447-9238

30500 Van Dyke, Ste# 401
Warren, MI 48093
(586) 574-2170
Fax: (586) 576-0576

I. GENERAL INFORMATION

A. Purpose

This Request for Proposal (RFP) is to contract for the provision of DEIA consulting services for Macomb/St. Clair Michigan Works!. This RFP is released by the Macomb/St. Clair Workforce Development Board (WDB).

It is the intention of the Macomb/St. Clair WDB to award a contract for approximately 12 months. It is estimated that total costs for the length of the contract will be \$10,000. Depending on need, two, one-year extension options may be exercised by the WDB. Price for any extensions will be separately negotiated.

B. Who May Respond

Any organization or individual with demonstrated expertise in DEIA consulting and legally authorized to conduct business in the State of Michigan.

C. Bidder's Conference/ Technical Assistance

No bidder's conference will be held. For technical assistance/questions please email questions to Christina Seibert at christina.seibert@msc-mw.org

D. Instructions on Proposal Submission

1. Closing Submission Date

Proposals must be submitted no later than 5:00 p.m. on August 25, 2023

Conditions of Proposal- All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Offeror and will not be reimbursed by the Macomb/St. Clair Workforce WDB.

This RFP does not commit the Macomb/St. Clair WDB to award a contract, to pay any cost incurred in the preparation of a proposal or to enter into negotiations. The Macomb/St. Clair WDB has the right to reject or accept any or all proposals or part of any or all proposals, to cancel this RFP in whole or in part and has the right to require additional information from one or more bidders, to negotiate with one or more bidders, and/or to accept any proposal or proposals without negotiations. The Macomb/St. Clair WDB has the right, at its sole discretion, to waive minor discrepancies

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in proposals and minor deviations from RFP requirements. The successful bidder(s), if any, shall be selected based on the Macomb/St. Clair WDB sole discretion in its determination of best value in terms of services provided, qualifications, and cost.

The need for additional related services may become apparent during the period covered by this RFP. In that event, the Macomb/St. Clair WDB reserves the right to review and award the contract for those services based on this RFP process provided the proposals submitted encompass the type of services needed. In its discretion, the Macomb/St. Clair WDB may also determine that another RFP should be issued regarding the additional services.

2. Instructions to Prospective Contractors

Email your proposal response to:

Christina Seibert
christina.seibert@msc-mw.org

In order to be considered, your proposal must be no more than 5 single-sided pages in total.

3. Small Business, Women and/or Minority-Owned Businesses

The Macomb St./Clair Workforce Development Board operates an equal opportunity procurement process. Upon request, the Macomb/St. Clair Workforce Development Board shall make this RFP available in large print or alternative format to individuals with disabilities. Proposals from minority and female owned organizations are encouraged. An Offeror qualifies as a small business firm, if it meets the definition of "small business" as established by the Small Business Administration.

II. SCOPE OF WORK

A. Initial assessment

Meet with Administrative and Service Center staff in small groups for an initial review of the agency regarding knowledge and understanding of bias, empathy, sensitivity and other DEIA-related concepts.

B. Strategic Plan

Working mostly with the Agency's DEI Committee, develop a strategic plan to further develop the awareness, understanding and customer

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service skills of the Agency.

C. DEIA training

When strategic plan is developed, present to administrative management team. Additionally, one topic from the strategic plan will be coordinated/delivered at an all staff training.

D. Senior Management/Coordinator training

Train management on how to show support for and implement changes based on the DEIA strategic plan.

III. PROPOSAL REQUIREMENTS

The Offeror, in its proposal, shall, as a minimum, include the following:

A. Prior consultation experience

The Offeror should describe its prior experience providing DEIA consulting services and support. Work with public service agencies should be highlighted.

B. Organization capacity/Staff qualifications

The Offeror should describe its organization and staff that will be part of the project. Resumes should be provided.

C. Implementation plan

Describe the "stages" of the project (and activities in the "Scope of Work") and estimated time frame. Provide a brief description of activities and action in each stage.

D. Price

Please list the price to provide the described services.

F. A signed copy of Section VI "CERTIFICATIONS" of this RFP

IV. PROPOSAL EVALUATION

A. Evaluation

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

1. Prior consultation experience
 - a. up to 20 pts.
2. Organizational Capacity/Staff Qualifications
 - a. up to 20 pts.
3. Implementation Plan
 - a. up to 40 pts.
4. Price
 - a. Up to 20 points

V. REVIEW PROCESS

The Macomb/St. Clair Workforce Development Board, may, at its discretion, request presentations by or meetings with any or all Offerors, to clarify or negotiate modifications to the Offerors' proposals.

However, the Macomb/St. Clair Workforce Development Board reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, which the Offeror can propose. The Macomb/St. Clair Workforce Development Board contemplates award of the contract to the responsible Offeror with the highest total points.

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VI. CERTIFICATIONS

- A. The individual signing certifies that they are authorized to sign a contract on behalf of the Offeror.
- B. The individual signing certifies that the Offeror is not involved in any agreement to pay money or other consideration for the execution of this agreement, other than to an employee of the Offeror.
- C. The individual signing certifies that there has been no attempt by the Offeror to discourage any potential Offeror from submitting a proposal.
- D. The individual signing certifies that he/she has read and understands all of the information in this Request for Proposal.

Offeror's Firm Name _____

Signature of Offeror's Representative _____

Date _____

Printed Name and Title of Individual Signing _____

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