

BIDDERS COMPANY NAME

# REQUEST FOR PROPOSAL

## #6501

### Welfare Reform JET (Jobs Education and Training) For Washtenaw County Area

Prepared By:

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**WASHTENAW COUNTY  
Finance Department**

Purchasing Division

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**REQUEST FOR PROPOSAL #6501**

October 15, 2009

Washtenaw County Purchasing Division on behalf of Washtenaw County Employment Training and Community Services (ETCS) is seeking proposals for for the Welfare Reform JET (Jobs, Education and Training) in the Washtenaw County area.

**Sealed Proposals:** Vendor will deliver one **(1) original** and **(5) five copies** which is clearly marked as such and must contain original signature(s) to the following address:

**Washtenaw County  
Administration Building  
Purchasing Division  
220 N. Main St. Room B-35  
Ann Arbor, MI. 48104**

**by 4:00 pm on Friday, October 30, 2009**

A **voluntary pre-bidders conference** will be scheduled for Friday, October 23, 2009 at 10:30 am at ETCS Administrative Office, Alpha Level, Key Bank Building, 301 W. Michigan Avenue, Ypsilanti, MI 48197.

This submission shall include the entire Request for Proposal document and any amendments if issued.

**Proposals received after the above cited time will be considered a late quote and are not acceptable unless waived by the Purchasing Manager.**

- Please use the attached self-addressed label or the envelope must be clearly marked "SEALED RFP # 6501".
- Please direct purchasing and procedural questions regarding this RFP to Anne Strieter at (734) 222-6749 or email [strietera@ewashtenaw.org](mailto:strietera@ewashtenaw.org)
- Please direct specific technical questions regarding this RFP to Rana Al Igoe at (734) 544-2953 or email [aligoer@ewashtenaw.org](mailto:aligoer@ewashtenaw.org)

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## Section I General Information

### Definitions

"Bidder"	an individual or business submitting a bid to Washtenaw County
"Contractor"	One who contracts to perform work in accordance with a contract
"County"	is Washtenaw County in Michigan
"JET"	Jobs, Education and Training
"MWA"	Michigan Works! Agency

### RFP Timeline

October 16, 2009	Release of Requests for Proposals
October 23, 2009 10:30 AM	Pre-bidders' Conference Washtenaw County MWA/ETCS Administrative Offices Key Bank Building, 301 West Michigan Avenue, Ypsilanti, MI 48197 Alpha Level Conference Room
October 30, 2009 3:00 PM	Proposals due to the Washtenaw County Purchasing Department P.O. Box 8645, 220 North Main Street, Ann Arbor, MI 48107-8645

### Purpose

Washtenaw County ETCS is releasing this Request for Proposals (RFP) for the provision of Welfare Reform/JET (Jobs, Education and Training) services in the Washtenaw County area. JET funds are authorized by the United States Department of Labor (USDOL) and distributed through the State of Michigan's Department of Energy, Labor, and Economic Growth (DELEG). JET funds are allocated to local Michigan Works! Agencies (MWAs) including the Washtenaw County MWA/ETCS. ETCS administers JET programs in Washtenaw County through a partnership of the Washtenaw County Board of Commissioners (BOC) and the Workforce Development Board (WDB).

The administrative entity of the Washtenaw County MWA/ETCS reviews proposals submitted in accordance with the Evaluation Criteria Specifications included in this RFP. Service provider(s) will be selected in accordance with the DELEG directive on procurement and local policies. Selected service provider(s) must comply with all JET programmatic requirements including federal, state and local regulations and policies. With approval of the Washtenaw County WDB, qualifying bidders will proceed to the negotiation process. Upon completion of successful negotiations, Washtenaw County will enter into a contract with the approved bidder(s).

The Washtenaw County MWA/ETCS reserves the right to make necessary changes or adjustments on any statements made in this RFP upon receiving guidance from the USDOL or DELEG. If any additional information is received by the MWA/ETCS that fundamentally alters the description provided in this RFP, the MWA/ETCS will provide written notification to each agency that has expressed interest in receiving updates regarding this RFP.

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In the TANF Final Rules, the United States (US) Department of Health and Human Services (DHHS) issued strict standards for TANF participation. Selected JET contractor(s) will be responsible for ensuring that federal participation rates are met.

Organizations may bid on all or some of the activities described in this RFP unless otherwise stated. However, in the interest of maximizing available funds, the WDB will be interested in proposals that reduce levels of overhead/management systems which will result in a more streamlined and efficient structure aimed at increasing services. Contracted services or activities will be expected to produce a qualified labor pool allowing job seekers to transition to employment as quickly as possible, yet have the opportunity to access services to improve income and/or advance in their careers.

Bidders are encouraged to collaborate in the delivery and coordination of services in order to maximize efficiency and create the greatest possible community impact. If your proposal involves a partnership, you should provide a letter of agreement generally outlining the partnership and the activities or services of each of the partners. Before funding, partnerships will have to be firmly established by means of formal Memorandum of Understanding (MOU). The MOU, whether developed as an umbrella agreement with a variety of agencies, or independently with a particular partner must contain, at a minimum, the following information:

- A description of what customer services will be provided by each partner
- How the costs of services and operating costs of the partnership will be funded
- Method of referral between partners
- Duration of the Memorandum and procedures for amending the Memorandum
- Other provisions as agreed upon by the parties to the MOU

### **Introduction**

The Washtenaw County Michigan Works! Agency (MWA)/ETCS is responsible for the development of the Washtenaw County workforce. A key component of this is the operation of the Washtenaw County Michigan Works! Service Center (MWSC) or "One-Stop." The basic premise behind the One-Stop system for delivering employment and training services is that *customers should be able to access all major workforce development/economic development services through a single point of entry*. Through this universal system, employers, employees and the un-or-under-employed will find access to needed services

The MWSC aids employers in finding qualified candidates for job openings and assists job seekers in getting the necessary services to upgrade skills and find good jobs. In addition to serving employers and job seekers, the MWSC serves as a focal point for convening other partners to assist in serving the workforce needs of Washtenaw County. Beyond the physical MWSC, the MWA system consists of other tools and products, including a self-service labor exchange system, website access to services and information, and future initiatives that will help develop a world class workforce.

Each contractor as a MWSC Provider will act collaboratively with other One-Stop partners to provide seamless services to all customers. While separate provider(s) may deliver services at the MWSC, all partners physically housed at the Center have a shared responsibility to ensure that all customers are received and afforded services at the highest level possible. Partner agencies, individually and collectively, establish the "character" of the MWSC. So to ensure that the MWSC maintains a character that is highly respected by customers and peers, each partner

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is expected to assist in delivering the highest quality customer service, particularly in situations of peak customer demand or as assistance may be requested by the Washtenaw County Michigan Works! Agency (MWA)/ETCS.

### **Contract Award(s)**

The administrative entity of ETCS reviews proposals submitted in accordance with the Evaluation Criteria Specifications included in this RFP. Service provider(s) will be selected in accordance with the DELEG directive on procurement and local policies. Selected service provider(s) must comply with all TANF or other applicable programmatic requirements including legislation and federal, state and local regulations and policies. With approval of the Washtenaw County WDB, qualifying bidders will proceed to the negotiation process. During negotiations, contract performance benchmarks will be established that may include registration, activity and exit/placement goals. Upon completion of successful negotiations, Washtenaw County will enter into a contract with the approved bidder(s).

### **Type of Contract**

The time period for contract activities conducted under this RFP is from January 1, 2010 through September 30, 2010. The County has sole discretion to extend contracts for up to two (2) additional years contingent upon funding availability and contractor performance. Activities may not begin before completed negotiations and contract authority to incur cost.

Contract(s) awarded based on proposals received in response to this RFP are contingent upon the Washtenaw County MWA/ETCS receiving adequate funds from the DELEG and the ability to negotiate a contract within the financial and programmatic limitations imposed, contractor performance, and determinations of needs, services, activities, and delivery methods. All contractors funded under this proposal will be funded under the authority granted by the respective legislation, regulation and state policy.

The proposal is for a cost-reimbursement contract. All contracts will be negotiated to determine reasonableness of cost. All proposals must contain a line item budget in sufficient detail to justify all costs to program activities and shall include a written cost allocation plan for any joint and/or shared cost. All costs shall be supportable and subject to a cost/price/benefit analysis.

Reductions of the budget level may be considered during the course of the contract if and when a contractor fails to meet expenditure, participant, and/or outcome goals; or upon notification from the MDELEG of a funding reduction.

Federal, state and local program guidelines relative to Conflict of Interest will be effective throughout all phases of this procurement process.

Washtenaw County will not be liable for any costs associated with the preparation, transmittal, or presentation of any materials submitted in response to this RFP.

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**Section II Evaluation Criteria**

All proposals shall be submitted in *no less than* 11 size font with 0.70 inch margins. Paragraph lines shall be single-spaced.

Proposals received in response to this RFP will be reviewed and scored in the following categories:

Category	Number of Points
Technical correctness	15
<ul style="list-style-type: none"><li>• Proposal is complete, all questions answered and all attachments included</li><li>• Proposal submitted in correct format with requested number of copies</li><li>• Proposal language is concise and does not reiterate RFP language</li></ul>	
Demonstrated past performance	10
<ul style="list-style-type: none"><li>• Success of agency in providing employment &amp; training services or experience and management capabilities of first time proposing agency</li></ul>	
Organizational Capacity	30
<ul style="list-style-type: none"><li>• Staffing is adequate to deliver comprehensive services to proposed number of customers</li><li>• Management plan is adequate to ensure contract/program compliance</li><li>• Collaboration narrative demonstrates an understanding of One-Stop customer service goals and community awareness</li></ul>	
Program design	40
<ul style="list-style-type: none"><li>• Narrative demonstrated an understanding of the work to be performed, the needs of the participants and the desired results</li><li>• Outreach and recruitment acceptable</li><li>• Meeting or exceeding performance indicators</li><li>• Meeting or exceeding enrollment goals</li></ul>	
Budget Considerations	5
Total Points Available	<hr/> 100

### **Section III Program Information**

#### **Overview**

The Michigan Department of Human Services (DHS) is the customer referral source for the JET program. In implementing the program, JET encourages cooperation and partnerships not only among state agencies including the DELEG, DHS and Michigan Rehabilitation Services (MRS), but also employers, community and faith based organizations, human service entities and education and training providers.

JET is designed to provide welfare applicants and recipients a connection to the labor market resulting in unsubsidized employment that leads to self-sufficiency. The JET program seeks to not only help participants find employment, but to also stay employed, gain skills and advance in their careers. The goal is to assist individuals and families find the resources that they need in order to overcome employment obstacles and to move up career ladders to self-sustaining, lasting employment.

The Washtenaw County MWA hosts weekly orientations that explain the services provided to help individuals become self-sufficient. The MWA staff will conduct separate orientations for individuals referred by the DHS for the Food Assistance Employment and Training (FAE&T) Program. DHS may also refer 18 through 49-year-old able-bodied adults without dependents who are food stamp recipients.

#### **Services**

Services to Welfare Reform/JET participants **must** include the following:

1. Orientation
2. Assessment for basic skills  
Employment related skills and work history
3. Supportive Services  
Supportive services may be provided to participants to enable them to participate in required activities in order to obtain and/or maintain employment. Support services may include bus passes, auto purchases, auto-related expenses, purchase of clothing for interviewing or work and other work-related expenses.
4. Case Management  
Including, but not limited to:
  - A. Maintaining daily attendance logs;
  - B. Documenting employment interviews and the results of the interviews;
  - C. Documenting counseling conferences with participants;
  - D. Noting and logging phone communication with participants; and
  - E. Researching and processing employment related support services that address participant barriers.
5. Management Information System (MIS)

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Developing and updating information on a timely basis including, but not limited to:

- A. Individual Service Strategies (ISS)
- B. Case notes;
- C. Data entry to maintain information related to enrollment in employment activity;
- D. Termination to employment;
- E. Job retention; and
- F. Any other required information.

### JET Activities

The primary focus of the JET Program is to meet work participation and assist participants with reducing their dependence on public assistance and movement toward increased self-sufficiency. This is to be accomplished through participation in core and non-core activities as outlined in current JET policy. Life-skills instruction, training or education, and other work-readiness activities that promote employability skills may also be utilized.

Participation in the subsequently described activities can begin upon an individual's referral to an MWA. Unlike previous program requirements, participants are not required to test the labor market prior to placement in other JET activities.

The DHS establishes the minimum required hours of participation for each individual upon referral to the MWA! based upon appropriately corresponding federal and state criteria. The federal minimum required weekly hours for each family size are as follows:

Single-parent family <u>with</u> a child under the age of six	20
Single-parent family <u>without</u> a child under the age of six	30
Two-parent family <u>not using</u> federally funded child day care	35
Two-parent family <u>using</u> federally funded child day care	55

The **State of Michigan's** work participation requirement for JET participants is **up to** 40 hours per week, allowing flexibility to require hours of participation beyond federal minimum requirements when appropriate. The Washtenaw MWA! and our contractors must focus on ensuring that as many participants as possible are meeting **federal** participation requirements, in order to meet Michigan's overall participation rates requirement to avoid significant fiscal penalties.

Single parent families (with or without a child under the age of six) assigned to JET complete 20 hours of participation each week in at least one of the eight "core activities" described in this policy to be counted as meeting federal participation requirements. For two-parent families *not* receiving federally funded child day care assistance, a total of 30 hours per week of the required 35 hours per week must be spent participating in core activities. For two-parent families that *are* receiving federally funded child day care assistance, a total of 50 hours per week of the required 55 hours per week must be spent participating in core activities. Any remaining hours of weekly participation requirements may be met through participation in "non-core activities" or core activities. The core or non-core designation of each activity is included in its description.

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Actual hours of participation are averaged over the course of a reporting month to determine participation rates. For example, in a four-week month, a participant with a 20-hour per week participation requirement who completes 30 hours of core activities per week for two of the weeks and 10 core hours per week for the remaining two weeks (an average of 20 core hours per week) will be considered to have met their federal participation requirement for that reporting month. The beginning and end dates for the reporting months will be included in monthly Data Validation requests.

The Washtenaw MWA! is seeking creative proposals with strategies for accomplishing these goals. With a few exceptions, all adults referred to the JET program are required to participate up to 40 hours per week to satisfy the state work participation requirements.

### **Allowable Activities:**

Appropriate assessments and evaluation must be developed and conducted in conjunction with the DHS. Participation in basic skills education may only be counted under the following allowable activities: Job Skills Training Directly Related to Employment (non-core); Education Directly Related to Employment (non-core); or Vocational Educational Training (VET) (core). Please note that basic skills education may only be counted as VET *if* the basic skills education is embedded as a minor element of the VET Program, is of limited-duration, and is deemed to be necessary by the educational institution, who must provide supporting documentation for its need. Participants in basic skills education programs must meet the required minimum number of hours in core activities to meet participation requirements.

Case management procedures including entry of actual hours of participation into the One-Stop Management Information System, documentation requirements for substantiating actual hours recorded, and guidelines regarding excused absences may be found in BWP PI 06-34 and its changes.

The allowable activities, including descriptions, are listed below.

**Unsubsidized Employment** is a Core Activity. This means full- or part-time employment in the public or private sector that is not supported by TANF or state General Fund/General Purpose (GF/GP) funds. Participation in unsubsidized employment is the fundamental goal for all JET Program participants to prepare them for self-sufficiency and public assistance case closures.

Self-employment may count as unsubsidized employment. Self-employment may include, but is not limited to, domestic work and the provision of childcare. The following formula must be used to determine if a self-employed participant meets or exceeds required minimum hours of employment necessary to report as unsubsidized employment.

Monthly net business sales (gross revenues – expenses) divided by the federal minimum wage = total monthly hours.

The weekly calculated average hours must equal or exceed the minimum required hours of participation.

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Hours of participation in barrier removal or other supportive activities, such as substance abuse treatment, mental health treatment, and rehabilitation activities may count as unsubsidized employment if the activities are an integrated part of the unsubsidized employment and if the participant is paid for all hours of participation in such activities.

Guidelines used for determining allowable self-employment activities and allowable self-employment expenses must be consistent with the countable self-employment income guidelines used by the DHS in determining TANF eligibility.

**Subsidized Private and Public Sector Employment** is a Core Activity. This is employment for which the employer receives a subsidy from TANF or GF/GP funds to offset some or all of the wages and costs of employing a participant. Work-study programs sponsored by educational institutions may be included in this activity.

While there is no time limit to this activity, it is to be used only on a limited basis for placement of participants who may have barriers to employment. Subsidized private or public sector employment allows an employer the opportunity to observe how the participant functions in a work environment. Participants in this activity must be supervised on an ongoing basis, no less frequently than once each day in which the individual is scheduled to participate.

While a participant is enrolled in this activity, contractors must provide the necessary supportive services to ensure that the participant is able to successfully complete the probationary period.

Subsidized private or public sector employment may be arranged directly through the employer or through a placement agency. TANF, GF/GP, or other funds may be used to reimburse the employer for the actual wages or salary earned by the participant. The subsidy is not to be used to provide fringe benefits.

Hours of participation in barrier removal or other supportive activities, such as substance abuse treatment, mental health treatment, and rehabilitation activities may count as subsidized employment if the activities are an integrated part of the subsidized employment and if the participant is paid for all hours of participation in such activities. If the DHS closes the participant's Family Independence Program (FIP) case, and the placement of the participant into this activity was the result of efforts made by the contractor, the participant may remain in this activity for the remaining balance of their limitation under the JET Program.

**On-the-Job Training (OJT)** is a Core Activity. This activity consists of training in the public or private sector that is given to a paid employee while he or she is engaged in productive work. The training should provide the knowledge and skills essential to the full and adequate performance of the job. Any paid training, whether provided off-site or at the work-site may be considered an OJT.

Participants receiving OJT will normally have contractual training periods. An OJT contract must be limited to the period of time required for a participant to become proficient in the occupation for which the training is being provided. In determining the appropriate length of the contract, consideration should be given to the skill requirements of the occupation, the academic and occupational skill level of the participant, prior work experience, and the participant's individual employment plan. Reimbursement of training costs may be provided to the employer from external funding sources, which may cover up to 50 percent of a participant's salary. All participants must be supervised by an employer, work site sponsor, or other responsible party no

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less frequently than once each day in which the individual is scheduled to participate. In the event of TANF case closure, payment may continue to be paid to the employer until the OJT contract expires or is terminated by any party. The OJT standards under Subpart B, Section 663.700 through 663.710 of the Federal WIA Regulations will apply for all JET participants. An employer, work site sponsor, or other responsible party must supervise OJT daily.

**Job Search/Job Readiness (JSJR) Assistance** is a Core Activity. This activity consists of the act of seeking or obtaining employment, preparation to seek or obtain employment, including life skills training, and substance abuse treatment, mental health treatment, or rehabilitation activities. JSJR activities must be supervised by the contractor on an ongoing basis no less frequently than once each day in which the individual is scheduled to participate.

The “Job Search” aspect means “the act of seeking or obtaining employment,” which should encompass all reasonable job search initiatives. Job searching includes making contact with potential employers by telephone, in person, via the Internet, submitting resumes or e-mail applications to apply for job openings and/or vacancies, and interviewing for jobs.

“Job Readiness” involves any activity that prepares individuals to obtain and maintain employment. This entails activities that assist participants in becoming familiar with general workplace expectations, and learning behaviors and attitudes necessary to compete in the labor market. This includes preparing resumes or job applications, training in interviewing skills, instruction in work place expectations, and training in effective job seeking. Please note that personal activities such as seeking childcare, seeking housing, or seeking transportation are **not** countable work activities under JSJR or any other allowable activity.

Job Readiness may also involve substance abuse treatment, mental health treatment, or rehabilitation activities. In order to count such activities as part of JSJR, a qualified medical, substance abuse, or mental health professional, must provide written documentation of the need for participation in such activities.

Travel time between interviews may be counted as JSJR participation time, but not the travel time to the first job search interview or the time spent returning home after the last one. As with all allowable activities, hours spent in substance abuse treatment, mental health treatment, or rehabilitation activities must be documented.

If an individual does not have a sufficient number of hours of participation in substance abuse treatment, mental health treatment, or rehabilitation activities alone to comply with his/her required number of work participation hours, a participant must combine the substance abuse treatment, mental health treatment, or rehabilitation activities with other allowable activities to meet their work participation requirement.

An individual’s participation in JSJR assistance can count for a maximum of 12 weeks in the preceding 12-month period (a rolling 12-month period), of which no more than 4 weeks may be consecutive. Because Michigan is considered a “needy” state, JSJR time limits are 12 weeks per preceding 12-month period, versus 6 weeks per preceding 12-month period for non-“needy” states. A state can qualify as a needy state based on its unemployment rate, or based on increases in its Food Stamp caseload {see Section 403 [b][5] of the Social Security Act}.

The 12-month period started anew on September 28, 2008, the beginning date of the October

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2008 reporting period, for participants who have already completed any participation time in JSJR. The 12-month period begins on the first date JSJR actual hours are entered. For the purposes of the 12-week limit, a week is defined as 20 hours for a participant who is a single custodial parent with a child under age six, and is defined as 30 hours for all other participants. Thus, a maximum of 240 hours of JSJR per preceding 12-month period may be counted toward the participation requirements of single custodial parents with a child under age six, and a maximum of 360 hours of JSJR may be counted toward the participation requirements of all other individuals. Thus, JSJR activities may be distributed over time, as opposed to previous federal regulations that required any time spent during a week in JSJR to be counted as one full week of the 12-week limit.

Please note that a maximum of 360 JSJR hours per preceding 12-month period may be counted for **each** work eligible individual in a two-parent family. The total hourly JSJR time countable for a two-parent family may not be combined and applied to one parent (i.e. one parent may not do all 720 JSJR hours).

Please note that for the purposes of the four-week limit on consecutive participation in JSJR, a week is the seven-day period from Sunday through Saturday. Thus, in terms of the four-consecutive week limit, *any* amount of time spent participating in JSJR during a week would exhaust one full week of the four-consecutive week JSJR time limit. If an individual participates in JSJR activities for four consecutive weeks, subsequent JSJR activities may not begin to count again towards the individual's federal participation requirement until one full week after the end of the fourth consecutive week of JSJR.

Hours of participation in JSJR in fifth consecutive weeks will not be counted towards participation requirements, nor be applied towards the individual's 240/360 hour 12-month limit.

For example, if a single parent with a child under age six (a 20 hour per week federal participation requirement) participates in ten hours a week of JSJR time, these JSJR hours could be spread over 29 calendar weeks in a twelve-month period, before reaching their 240 hour limit.

Hours of participation in JSJR in fifth consecutive weeks and hours of participation in JSJR that exceed the individual's total number of countable hours per twelve month period will not be counted towards the individual's participation requirements. Participation in another core activity would be required in order for the individual to meet federal participation requirements.

JSJR hours in a month that do not satisfy participation requirements will still be applied towards the individual's total number of countable hours for the 12-month period. **Participation time spent in JSJR prior to an individual becoming a FIP recipient will not count towards the participant's JSJR time limit.** Contractor case management staff is required to supervise JSJR activities no less frequently than once each day in which the individual is scheduled to participate. In order to count job search activities that a participant engages in **outside of the service center or other service provider location**, participants must maintain a daily record of all employers visited in person or contacted via telephone, fax, or Internet, and must list the time spent engaged in making the contacts. The record must include the name and location of the employer, and the name and telephone number of the person who received the employment application or who handled the job search contact. The contractor must conduct random reviews of the listed employers on each job search record submitted by the participant (one of which should be submitted no less than every two weeks) to ensure the validity of the reported participation hours. If travel time between interviews is included in reported JSJR time, the contractor must verify that

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the time is an accurate representation of the time required to travel between the locations.

The JSJR participation time must be tracked by the contractor to ensure that countable participation time limits are not exceeded. The One-Stop Management Information System (OSMIS) will provide a warning when reported JSJR time approaches the participant's hourly limit for the 12-month period and if more than four consecutive weeks of JSJR are entered. Total JSJR participation time recorded may also be found on the Family Self-Sufficiency Plan (FSSP).

Please note that actual hours spent in JSJR that exceed countable time limits may be counted as excused absences if the participant's excused absences have not been used for the month. Caution should be used in reporting hours of JSJR above participants' weekly federal participation requirements. Reported hours of JSJR that are over the participant's core federal participation requirement will still exhaust hours of the participant's 240/360 hour limit for the 12-month period. In addition, reported hours of JSJR that are above the participant's total number of countable JSJR hours (240/360) for the 12-month period will still subtract time from a participant's total annual countable JSJR participation time in future 12-month periods, due to the rolling 12-month period.

As stated above, contractors should use caution in reporting JSJR participation hours. However, contractors should be informed that JSJR hours that are not countable in a month (JSJR hours over the individual's 240/360 hour annual limit and JSJR hours that occur during the fifth consecutive week) will still be collected and may be beneficial in federal assessments of the state's overall work participation status, as these hours contribute information about the overall engagement levels of participants.

**Work Experience** is a Core Activity. A Work Experience Program (WEP) is an unpaid work assignment, performed in return for welfare. This activity is usually best suited for individuals lacking previous employment experience and/or Job Readiness skills which prohibit direct placement into Unsubsidized Employment. The goal of the WEP is to improve skills, attitudes, and the general employability of these individuals. This activity may include work associated with the refurbishing of publicly assisted housing. WEPs may be created with public sector, private sector, community-based, faith-based, or nonprofit employers or work site sponsors. If participants are placed into sites with faith-based or political organizations, participation must be voluntary on the part of the participant, and the work activity must be nonsectarian and nonpartisan in nature. Participants in this activity must be supervised on an ongoing basis, no less frequently than once each day in which the individual is scheduled to participate. WEP assignments are not intended to create employee-employer relationships. The program is intended to benefit participants by providing them with short-term, on-site work experience, which will add to their appeal as potential employees and help them maintain employment once job placement has occurred.

The contractor shall periodically evaluate the effectiveness of WEP assignment(s) to assess the participant's readiness for full-time Unsubsidized Employment. A work site sponsor, or other responsible representative, is required to supervise WEP participants' daily assignments. Also, local case management staff must maintain daily attendance reports to ensure participants are meeting federal work participation requirements.

### **A participant's combined monthly hours of participation in WEPs and Community Service**

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**Programs (CSPs) may not exceed the amount of cash assistance the participant receives per month divided by the state's minimum wage, in accordance with the Fair Labor Standards Act (FLSA).** The OSMIS will provide a warning if the combined actual hours entered for WEP participation and CSP participation in a month exceed the number of allowable hours determined by the above formula. If the allowable monthly hours of WEP/CSP do not satisfy the participant's monthly core activity participation requirements, a core activity other than WEP or Community Service Programs (CSPs) must be used to meet the remainder of the core activity participation requirement.

The State of Michigan is the worker's compensation insurer for FIP clients while they are assigned to work-related activities, per DHS Program Eligibility Manual 232.

**Community Service Programs (CSPs)** is a Core Activity. CSPs must be structured programs in which individuals perform work for the direct benefit of the community under the auspices of public or nonprofit organizations. CSPs must be designed to improve the employability of participants otherwise unable to obtain full-time employment. Time counted in CSPs may include training that is an integral, embedded part of the CSP and of limited duration. Participants in CSPs must be supervised on an ongoing basis, no less frequently than once each day in which the individual is scheduled to participate.

Contractors shall negotiate the terms of the placement of participants at community service sites. A contractor shall take into account, to the extent possible, the prior training, experience, and skills of a participant in making appropriate community service assignments.

Contractors shall only place participants into nonsectarian or nonpartisan activities. If participants are placed into sites with faith-based or political organizations, participation must be voluntary on the part of the participant, and the work activity must be nonsectarian and nonpartisan in nature. An evaluation must be done periodically in order to assess the effectiveness of participants' enrollments in CSPs.

**A participant's combined monthly hours of participation in CSPs and WEPs may not exceed the amount of the cash assistance the participant receives per month divided by the state's minimum wage, in accordance with the FLSA.** The OSMIS will provide a warning if the combined actual hours entered for CSP participation and WEP participation in a month exceed the number of allowable hours determined by the above formula. If the allowable monthly hours of CSPs/WEPs do not satisfy monthly core activity participation requirements, a core activity other than CSP or WEP must be used to meet the remainder of the core activity participation requirement.

The State of Michigan is the worker's compensation insurer for FIP clients while they are assigned to work-related activities (including CSPs), per DHS Program Eligibility Manual 232.

**Providing Childcare Services to an Individual Who is Participating in a Community Service Program** is a Core Activity. This consists of providing childcare to enable another participant to participate in a CSP. This is an unpaid activity and must be a structured program designed to improve the employability of individuals who participate in it. Participants in this activity must be supervised on an ongoing basis no less frequently than once each day in which the individual is scheduled to participate.

Childcare provided to participants in other activities typically involves payment for services rendered and is classified as unsubsidized employment. Case managers must ensure the activity

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is effective in helping move the childcare provider toward self-sufficiency. Training, certification, or mentoring will help make the activity meaningful and may be a first step toward the participant's attainment of employment in the childcare field.

Participants providing the childcare services must collect written certification in accordance with the documentation requirements stipulated in PI 06-34 and subsequent changes to document that childcare services were actually provided by them for someone engaged in CSP activities. This documentation must be collected by the contractors in order to verify the hours of participation for individuals providing the childcare. The hours should be cross-referenced with the CSP activity verification to ensure accuracy.

**Vocational Educational Training (VET)** is a Core Activity. A maximum of 12 months of participation in this activity per participant per lifetime can be counted towards federal participation requirements. This 12-month lifetime limit applies to any hours of participation in the activity that are reported as actual hours during the month, regardless of whether the participant has enough hours to count in the work participation rate. Any time that a recipient has spent in VET since the start of the JET program applies towards the 12-month lifetime limit. VET is outlined in the following categories: Vocational Occupational Training; Condensed Vocational Training; and Internships, Practicums, and Clinicals. These activities are organized educational programs that are directly related to the preparation of individuals for employment in current or emerging occupations. Participation time in a baccalaureate or advanced degree program may be included in this activity. VET programs should be limited to activities that provide individuals the knowledge and skills to perform a specific trade, occupation, or other particular vocation. Any and all VET must be occupationally relevant and in demand as determined by the Washtenaw County MWA! Participants in VET must be supervised on an ongoing basis no less frequently than once each day in which the individual is scheduled to participate.

Please note that baccalaureate and advanced degree programs may also be defined as the non-core activity, Job Skills Training Directly Related to Employment. Defining participation in baccalaureate and advanced degree programs as Job Skills Training Directly Related to Employment would avoid exhausting time in the 12-month VET limit (although the time would not be countable as a core activity).

All vocational educational training must be provided by education or training organizations. Such organizations include vocational-technical schools, public and private universities and colleges, community colleges, postsecondary institutions, proprietary schools, non-profit organizations, and secondary schools that provide facilities for a vocational educational provider's use.

VET activities may include basic and remedial education and English-as-a-Second Language (ESL) components. The educational or training organization providing the services must determine such activities to be a necessary part of the training, and provide supporting documentation for its need. Such education must be embedded within the VET activity as a minor element of the program.

Up to one hour of **unsupervised** study time for each hour of class time in Vocational Occupational Training or Condensed Vocational Training may be counted towards participation requirements. **Supervised**, related study time for Vocational Occupational Training or Condensed Vocational Training may also be counted towards participation requirements. Total study time (including unsupervised and supervised time) counted towards participation cannot exceed the hours required or advised by the particular educational program. If the contractor opts to count

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study time towards participation requirements, it must obtain documentation from the educational institution stating the homework/study expectations of the program to ensure that reported participation time does not exceed those hours. For example, an individual who is enrolled in a vocational educational training program that consists of four hours per week of classroom seat time, whose educational institution recommends three hours per week of study time per credit hour/classroom hour, may not count more than 12 total hours of study time (no more than four of which may be unsupervised) towards their participation requirement.

In order to be counted towards participation requirements, supervised study time must be supervised in a formal study hall at the Washtenaw County Michigan Works! Service Center or the educational institution, where a MWA! staff person or appropriate representative of the educational institution can verify the participant's hours of study on a timesheet. A standard for measuring progress should be developed by the training/educational institution in order to monitor participants' progress. Progress should be judged by mediums such as progress reports, report cards, grade point average, or a time frame within which a participant is expected to complete such education.

VET participation time must be tracked by the MWA to ensure that the 12-month lifetime limit on countable VET participation time is not exceeded. Total VET participation time recorded may be found on the FSSP. Please note that VET activities that meet the definitions of other activities may be defined as such, in order to maximize countable participation time. For example, clinical training in a hospital that is part of a licensed practical nurse training program could meet the definition of a CSP or WEP and be categorized as such, to avoid exhausting time from the 12 allowable months of VET. Please note that any amount of VET time reported in a month will be counted as one month of the 12-month lifetime VET limit. Thus, if the 12-month lifetime limit of VET has not yet been exceeded, and VET hours of participation in a month are minimal, it may not be in the participant's best interest for the contractor to report those hours, so as to not expend a month of the participant's VET 12-month lifetime limit (unless those hours were required for the person to meet their participation requirement that month).

Hours of participation spent in VET that have *exceeded* the VET 12-month lifetime limit should be reported on the OSMIS, despite not counting towards participation requirements. This information will be collected and may be beneficial in federal assessments of the state's overall work participation status, as these hours contribute information about the overall engagement levels of participants.

Please note that actual hours spent in VET that exceed the 12-month lifetime limit may be counted as excused absences if excused absences have not been used for the month.

A. Vocational Occupational Training (VOT) - An occupationally relevant training component, directly related to a specific occupational field or specific job, which may combine classroom, laboratory, and other related activities. Distance learning may be counted as part of this activity. Such time must be documented and verified as time in which progress was made, and must be in accordance with all documentation requirements specified in detail in case management PI 06-34 and changes. Any participation time in this activity exceeding 12 months per individual may not be counted towards federal participation requirements.

B. Condensed Vocational Training (CVT) - A short-term (not to exceed six months) vocational training program requiring a minimum of 30 hours of classroom seat time per

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week. The MWA must determine that a CVT is occupationally relevant and in demand. Participants must also demonstrate sufficient progress in the program as determined by the MWA. In cases where a CVT lasts less than six months, the participant is eligible for enrollment in one additional CVT for a combined period not to exceed a total of 12 months.

C. Internships, Practicums, and Clinicals - Full-time internships, practicums, or clinicals required by an academic or training institution for licensure, professional certification, course credit, or degree completion. The program must be occupationally relevant and in demand. Participants must also demonstrate sufficient progress. The length of time for which a participant may be enrolled in this activity shall be limited to the educational institution's requirements for completion of the associated program. Any participation time in this activity exceeding 12 months per individual may not be counted towards federal participation requirements.

Internships, practicums, and clinicals that consist of unpaid activities in the private or public non-profit sector that directly benefit the community serving a useful purpose may be defined as a CSP. Should an MWA define an Internship, Practicum, or Clinical as a CSP, all conditions of CSPs must be adhered to.

**Job Skills Training Directly Related to Employment** is a Non-Core Activity. It consists of training and education for job skills required by an employer to provide individuals with the abilities to obtain or advance in employment or adapt to changing workplace demands. Job skills training can include customized training to meet the needs of a specific employer or it can be general training that prepares individuals for employment. This can include literacy instruction or language instruction when such instruction is explicitly focused on skills needed for employment or combined in a unified whole with job training. Job skills training directly related to employment should be supervised on an ongoing basis, no less frequently than once each day in which the individual is scheduled to participate. Baccalaureate and advanced degree programs may be defined as Job Skills Training Directly Related to Employment. Such programs must be applicable to an occupation that the MWA has determined to be in-demand.

Up to one hour of **unsupervised** study time for each hour of class time may be counted towards participation requirements. **Supervised**, related study time may also be counted towards participation requirements. Total study time (including unsupervised and supervised time) counted towards participation requirements cannot exceed the hours required or advised by the particular educational program. Where the MWA opts to count study time towards participation requirements, the contractor must obtain documentation from the educational institution stating the homework/study expectations of the program to ensure that reported participation time does not exceed those hours. For example, an individual who is enrolled in a training program that consists of four hours per week of classroom seat time, whose educational institution recommends three hours per week of study time per credit hour/classroom hour, may not count more than 12 total hours of study time (no more than four of which may be unsupervised) towards their participation requirement.

In order to be counted towards participation requirements, supervised study time must be supervised in a formal study hall by the contractor or the educational institution, where a contractor staff person or appropriate representative of the educational institution can verify the participant's hours of study on a timesheet.

Distance learning may be counted as part of this activity. Such time must be documented and

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verified as time in which progress was made, and must be in accordance with all documentation requirements specified in detail in case management PI 06-34 and changes.

Participants must also participate in the required minimum number of hours of core activities in order to meet minimum federal participation requirements. A standard for measuring progress should be developed by the training/educational institution in order to monitor participants' progress. Progress should be judged by mediums such as progress reports, report cards, grade point average, or a time frame within which a participant is expected to complete such education.

It consists of training and education for job skills required by an employer to provide individuals with the abilities to obtain or advance in employment or adapt to changing workplace demands. Job skills training can include customized training to meet the needs of a specific employer or it can be general training that prepares individuals for employment. Job skills training directly related to employment should be supervised on an ongoing basis, no less frequently than daily.

Supervised, related study time may be counted towards participation requirements. In order to be counted towards participation requirements, study time must be supervised in a formal study hall at the MWA or the educational/training institution, where an MWA staff person or appropriate representative of the educational/training institution can verify the participant's hours of study on a timesheet.

Participants must also participate in the required minimum number of hours of core activities in order to meet minimum federal participation requirements.

Baccalaureate and advanced degree programs may be defined as Job Skills Training Directly Related to Employment. Such programs must be applicable to an occupation that has determined to be in-demand.

A standard of progress should be developed by the training/educational institution in order to count the activity towards participation time. Satisfactory progress should be judged by mediums such as progress reports, report cards, grade point average, or a time frame within which a participant is expected to complete such education.

**Education Directly Related to Employment** is a Non-Core Activity. This activity is for work eligible individuals who have not received a high school diploma or a certificate of high school equivalency. It involves education related to a specific occupation, job, or job offer. The activity includes courses designed to provide the knowledge and skills for specific occupations or work settings, but may also include adult basic skills education and ESL. Where required as a prerequisite for employment by employers or occupations, this activity may also include education leading to a General Educational Development (GED) or high school equivalency certificate. Up to one hour of **unsupervised** study time for each hour of class time may be counted towards participation requirements. **Supervised**, related study time may also be counted towards participation requirements. Total study time (including unsupervised and supervised time) counted towards participation requirements cannot exceed the hours required or advised by the particular educational program. Where the MWA opts to count study time towards participation requirements, it must obtain documentation from the educational institution stating the homework/study expectations of the program to ensure that reported participation time does not exceed those hours. For example, an individual who is enrolled in an educational program that consists of four hours per week of classroom seat time, whose educational institution

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recommends three hours per week of study time per credit hour/classroom hour, may not count more than 12 total hours of study time (no more than four of which may be unsupervised) towards their participation requirement.

In order to be counted towards participation requirements, supervised study time must be supervised in a formal study hall at the MWA or the educational institution, where an MWA staff person or appropriate representative of the educational institution can verify the participant's hours of study on a timesheet.

Distance learning may be counted as part of this activity. Such time must be documented and verified as time in which progress was made, and must be in accordance with all documentation requirements specified in detail in case management PI 06-34 and changes. Participants must also participate in the required minimum number of hours of core activities in order to meet minimum federal participation requirements.

Participants in education directly related to employment should be supervised on an ongoing basis, no less frequently than once each day in which the individual is scheduled to participate. A standard for measuring progress should be developed by the training/educational institution in order to monitor participants' progress. Progress should be judged by mediums such as progress reports, report cards, grade point average, or a time frame within which a participant is expected to complete such education.

This activity is for participants who have not received a high school diploma or a certificate of high school equivalency. It involves education related to a specific occupation, job, or job offer. The activity includes courses designed to provide the knowledge and skills for specific occupations or work settings, but may also include adult basic skills education and ESL. Where required as a prerequisite for employment by employers or occupations, this activity may also include education leading to a General Educational Development (GED) or high school equivalency certificate.

Supervised, related study time may be counted towards participation requirements. In order to be counted towards participation requirements, study time must be supervised in a formal study hall at the contractor or the educational institution, where a contractor staff person or appropriate representative of the educational institution can verify the participant's hours of study on a timesheet.

Participants must also participate in the required minimum number of hours of core activities in order to meet minimum federal participation requirements.

Participants in education directly related to employment should be supervised on an ongoing basis, no less frequently than daily.

A standard of progress should be developed by the educational institution in order to count the activity towards participation time. Satisfactory progress should be judged by mediums such as progress reports, report cards, grade point average, or a time frame within which a participant is expected to complete such education.

**Satisfactory Attendance at Secondary School or in a Course of Study Leading to a Certificate of General Equivalence** is a Non-Core Activity. Unlike "education directly related to

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employment,” this activity need not be restricted to those for whom obtaining a GED is a prerequisite for employment. The activity consists of regular attendance, in accordance with the requirements of the secondary school or course of study at a secondary school; or in a course of study leading to a certificate of general equivalence, in the case of a participant who has not completed secondary school or received such a certificate. The former is aimed primarily at minor parents still in high school, whereas the latter is aimed at participants of any age.

This activity may not include other related educational activities, such as adult basic education or language instruction, unless it is linked to attending a secondary school or leading to a GED. Up to one hour of unsupervised study time for each hour of class time may be counted towards participation requirements. Supervised, related study time may also be counted towards participation requirements. Total study time (including unsupervised and supervised time) counted towards participation requirements cannot exceed the hours required or advised by the particular educational program. Where the MWA opts to count study time towards participation requirements, it must obtain documentation from the educational institution stating the homework/study expectations of the program to ensure that reported participation time does not exceed those hours. For example, an individual who is enrolled in an educational program that consists of four hours per week of classroom seat time, whose educational institution recommends three hours per week of study time per credit hour/classroom hour, may not count more than 12 total hours of study time (no more than four of which may be unsupervised) towards their participation requirement.

In order to be counted towards participation requirements, supervised study time must be supervised in a formal study hall by the contractor or the educational institution, where a contractor staff person or appropriate representative of the educational institution can verify the participant’s hours of study on a timesheet.

Distance learning may be counted as part of this activity. Such time must be documented and verified as time in which progress was made, and must be in accordance with all documentation requirements specified in detail in case management PI 06-34 and changes. Participants must also participate in the required minimum number of hours of core activities in order to meet minimum federal participation requirements.

Participants in this activity should be supervised on an ongoing basis, no less frequently than once each day in which the individual is scheduled to participate. A standard for measuring progress should be developed by the training/educational institution in order to monitor participants’ progress. Progress should be judged by mediums such as progress reports, report cards, grade point average, or a time frame within which a participant is expected to complete such education.

### **Prohibition**

In all such instances where participants are placed into any of the allowable work activities, they shall not be placed into vacancies created as of the result of layoffs, strikes, or bona fide labor disputes. While participants cannot displace employees who were involuntarily terminated due to staffing reductions, they may fill positions that occur due to attrition, as in cases where former employees voluntarily vacated positions. Concurrence must be obtained from the union prior to placement into vacancies if there is union representation.

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**JET Allowable Activities in Meeting the Required Hours of Participation**  
**(Applies to all Participants)**

<p>1. <b>Unsubsidized Employment</b> (Core Activity, 20 hr/week minimum)</p> <ul style="list-style-type: none"> <li>• Full- or part-time employment in the public or private sector.</li> <li>• Self-employment may count as unsubsidized employment.</li> <li>• The following formula must be used to determine actual hours of participation for the <b>self-employed</b>: Monthly net business sales (gross revenues-expenses) divided by the federal minimum wage=total monthly hours. Guidelines for determining allowable self-employment activities and allowable self-employment expenses can be found in Department of Human Services Program Eligibility Manual 500, at <a href="http://www.mfia.state.mi.us/olmweb/ex/pem/500.pdf">http://www.mfia.state.mi.us/olmweb/ex/pem/500.pdf</a>.</li> </ul>	X
<p>2. <b>Subsidized Public or Private Sector Employment</b> (Core Activity, 20 hr/week minimum)</p> <ul style="list-style-type: none"> <li>• Job Creation through public or private sector employment wage subsidies</li> <li>• 12-month time limit</li> </ul>	X
<p>3. <b>On-the-Job Training (OJT)</b> (Core Activity, 20 hr/week minimum)</p> <ul style="list-style-type: none"> <li>• Training is conducted while participants are employed. Employer may be reimbursed for the training costs, which may cover up to 50 percent of a participant's salary.</li> <li>• An OJT contract must be limited to the period of time required for a participant to become proficient in the occupation for which the training is being provided.</li> </ul>	X
<p>4. <b>Job Search and Job Readiness (JSJR) Assistance</b> (Core Activity, 20 hr/week minimum)</p> <ul style="list-style-type: none"> <li>• The act of seeking or obtaining employment, or preparation to seek or obtain employment.</li> <li>• Twelve-week limit per fiscal year during times when Michigan is identified as a needy state. Michigan <i>is</i> identified as a needy state at the time of this policy issuance. Six-week limit per fiscal year during times when Michigan is <i>not</i> identified as a needy state.</li> <li>• Up to four weeks can be consecutive; a week shall be defined here as the seven-day period from Sunday through Saturday.</li> <li>• Any amount of time spent participating in JSJR during a week would exhaust one full week of participation of the 12-week JSJR time limit.</li> <li>• Job Readiness activities may include substance abuse treatment, mental health treatment, or rehabilitation activities if determined to be necessary and certified by a qualified medical or mental health professional.</li> <li>• Personal activities such as seeking childcare, seeking housing, or seeking transportation are <b>not</b> countable work activities under JSJR or any other allowable activity.</li> </ul>	X
<p>5. <b>Work Experience Program (WEP)</b> (Core Activity, 20 hr/week minimum)</p> <ul style="list-style-type: none"> <li>• No specific time limit, but intent is for short-term participation that improves skills and general employability of participants.</li> <li>• The monthly hours of participation in a WEP may not exceed the amount of cash assistance the participant receives per month divided by the state's minimum wage, in accordance with the Fair Labor Standards Act (FLSA). If the allowable monthly hours of WEP do not satisfy monthly core activity participation requirements, a core activity other than WEP or CSP must be used to meet the remainder of the core activity participation requirement.</li> </ul>	X
<p>6. <b>Community Service Programs (CSP)</b> (Core Activity, 20 hr/week minimum)</p> <ul style="list-style-type: none"> <li>• Unpaid work activities in public or non-profit organizations. The activity must serve a useful community purpose, as well as assist the participant in enhancing skills and attitudes related to work.</li> <li>• The monthly hours of participation in a CSP may not exceed the amount of cash assistance the</li> </ul>	X

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<p>participant receives per month divided by the state's minimum wage, in accordance with the FLSA. If the allowable monthly hours of CSP do not satisfy monthly core activity participation requirements, a core activity other than CSP or WEP must be used to meet the remainder of the core activity participation requirement.</p>	
<p><b>7. Provision of Childcare Services to Individuals Participating in Community Service Programs</b> (Core Activity, 20 hr/week minimum)</p> <ul style="list-style-type: none"> <li>• Providing childcare to individuals participating in a community service program.</li> </ul>	X
<p><b>8. Vocational Educational Training (VET)</b> (Core Activity, 20 hr/week minimum)</p> <ul style="list-style-type: none"> <li>• Organized educational programs that prepare individuals for employment in current or emerging occupations.</li> <li>• VET programs shall not include educational activities leading to a baccalaureate or advanced degree.</li> <li>• Any participation time in this activity exceeding 12 months per individual shall not be counted towards federal participation requirements.</li> <li>• Basic and remedial education and English-as-a-Second Language (ESL) may only count as part of a VET activity if they are a minor component of the program, of limited-duration, and deemed to be necessary by the educational institution, who must provide supporting documentation for its need.</li> </ul> <p>A. Vocational/Occupational Training</p> <ul style="list-style-type: none"> <li>▪ An occupationally relevant training component, directly related to a specific occupational field or specific job, which may combine classroom, laboratory, and other related activities.</li> <li>▪ <u>Supervised</u>, related study time may be counted towards participation requirements.</li> </ul> <p>B. Condensed Vocational Training (CVT)</p> <ul style="list-style-type: none"> <li>▪ A short-term (not to exceed six months) vocational training program requiring a minimum of 30 hours of classroom seat time per week.</li> </ul> <p>C. Internships, Practicums, &amp; Clinicals</p> <ul style="list-style-type: none"> <li>• Activities required by an academic or training institution for licensure, professional certification, or degree completion, etc.</li> <li>• Countable participation time is limited to the requirements of the educational institution for the associated program.</li> </ul>	X
<p><b>9. Job Skills Training Directly Related to Employment</b> (Non-Core Activity)</p> <ul style="list-style-type: none"> <li>• Job skills training focuses on educational or technical training that specifically helps individuals obtain employment or advance in the workplace.</li> <li>• Remedial ed/basic math/ESL is allowable if it relates directly to employment or job training.</li> <li>• Baccalaureate and advanced degree programs may be defined as Job Skills Training Directly Related to Employment. Such programs must be applicable to an occupation that the MWA has determined to be in-demand.</li> <li>• <u>Supervised</u>, related study time may be counted towards participation requirements</li> </ul>	O
<p><b>10. Education Directly Related to Employment</b> (Non-Core Activity)</p> <ul style="list-style-type: none"> <li>• Education related to a specific occupation, job, or job offer.</li> <li>• For participants who have <i>not</i> received a high school diploma or certificate of high school equivalency.</li> <li>• Remedial ed/basic math/ESL and GED preparation is allowable if it is related to a specific occupation, job, or job offer.</li> <li>• <u>Supervised</u>, related study time may be counted towards participation requirements.</li> </ul>	O

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<p><b>11. Satisfactory Attendance at Secondary School or in a Course of Study Leading to a Certificate of General Equivalence (Non-Core Activity)</b></p> <ul style="list-style-type: none"><li>• Activity may not include other related educational activities, such as adult basic education or language instruction unless it is linked to attending a secondary school or leading to a GED.</li><li>• <u>Supervised</u>, related study time may be counted towards participation requirements.</li></ul>	O
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X – Any single or combination of those activities identified with an “X” can be used to meet the minimum 20 required hours of participation in Core Activities.

O – Those activities marked with an “O” are considered “Non-Core Activities” and can only be used for meeting the required hours of participation after the minimum hours of Core Activity participation have been met.

***Placement Assistance and follow up***

*Placement assistance will be provided to participants through collaboration with the Business Services Unit at the Michigan Works! Service Center (MWSC)*

*In an effort to address the individual needs of the Welfare Reform population, additional programs and activities have been designed and may be offered on a case-by-case basis:*

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**Section IV Proposal Terms and Conditions**

1. Washtenaw County reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected, it will be the most advantageous regarding price, quality of service, the Vendor's qualifications and capabilities to provide the specified service, and other factors which Washtenaw County may consider. The County does not intend to award a Bid fully on the basis of any response made to the proposal; the County reserves the right to consider proposals for modifications at any time before a Bid would be awarded, and negotiations would be undertaken with that provider whose proposal is deemed to best meet the County's specifications and needs.
2. The County reserves the right to reject any or all bids, to waive or not waive informalities or irregularities in bids or bidding procedures, and to accept or further negotiate cost, terms, or conditions of any bid determined by the County to be in the best interests of the County even though not the lowest bid.
3. The price quotations stated in the bidder's proposal will not be subject to any price increase from the date on which the proposal is opened at the County Purchasing Office to the mutually agreed-to date of contract.
4. Proposals must be signed by an official authorized to bind the provider to its provisions for at least a period of ninety (90) days. Failure of the successful bidder to accept the obligation of the Bid may result in the cancellation of any award.
5. In the event it becomes necessary to revise any part of the RFP, addenda will be provided. Deadlines for submission of the RFPs may be adjusted to allow for revisions. The entire proposal document with any amendments should be returned. To be considered, one (1) original proposal and five (5) copies must be at the County Purchasing Division on or before the date and time specified.
6. Implementation and funding of any program is subject to regulations, policies and funding allocations from the United States Government, the State of Michigan and/or rescissions by Congress. Once a contract is awarded, that agency becomes fully responsible for administration of the program(s) and other policies or regulations established by the governing federal, state, and/or local agency.
7. 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. Proposals shall be written in ink or typewritten. No erasures are permitted. Mistakes may be crossed out and corrected and must be initialed in ink by the person signing the proposal.

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**Section V Bidder Specifications**

1. The organization must be capable of supporting its own operation. It is the general policy of the Washtenaw County MWA/ETCS not to give advance payments. Special requests will be considered, however, and financial stability of the organization must insure that any advance is supported by actual expenses or performance.
2. All proposed program costs must be reasonable, allocable, necessary to achieve program goals, and in accordance with federal, state and local policy and the terms of the Washtenaw County MWA/ETCS contracts. Any cost which does not meet all of the above criteria cannot be approved either for inclusion in the contract budget or for reimbursement. Such disallowed costs are the sole responsibility of the bidder.
3. The Contractor's financial management systems must comply with federal and state accountability standards. All costs reimbursed by the County will be subject to audit in accordance with the Single Audit Act requirements for state and local, as well as non-profit organizations, colleges, universities and other eligible programs.
4. The Contractor shall be responsible for the provision of appropriate JET services. The Contractor shall follow the principles of Equal Opportunity and Affirmative Action in the selection and enrollment of, as well as, in all subsequent dealings with participants.
5. All organizations receiving JET awards will be required to submit copies of a number of documents and forms which may be necessary for award finalization, including but not limited to, the following:
  - a. Audits and Financial Statements
  - b. Articles of Incorporation
  - c. Licenses as applicable
  - d. Insurance Certificates as required
  - e. Staff job descriptions and qualifications

Please complete Attachment A: Bidder Background

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**Section V Contract Provisions**

If a contract is awarded, the selected vendor will be required to adhere to a set of general contract provisions which will become part of any formal agreement. These provisions are general principles which apply to all providers of service to Washtenaw County.

ARTICLE III - REPORTING OF CONTRACTOR

Section 1 - The Contractor is to report to Trenda Rusher, Executive Director and/or her designee, and will cooperate and confer with her as necessary to insure satisfactory work progress.

Section 2 - All reports, estimates, memoranda and documents submitted by the Contractor must be dated and bear the Contractor's name.

Section 3 - All reports made in connection with these services are subject to review and final approval by the County Administrator.

Section 4 - The County may review and inspect the Contractor's activities during the term of this contract.

Section 5 - When applicable, the Contractor will submit a final, written report to the County Administrator.

Section 6 - After reasonable notice to the Contractor, the County may review any of the Contractor's internal records, reports or insurance policies.

ARTICLE IV - TERM

This contract begins on 01/01/10 and ends on 06/30/10.

ARTICLE V - PERSONNEL

Section 1 - The Contractor will provide the required services and will not subcontract or assign the services without the County's written approval.

Section 2 - The Contractor will not hire any County employee for any of the required services without the County's written approval.

Section 3 - The parties agree that the Contractor is neither an employee nor an agent of the County for any purpose.

Section 4 - The parties agree that all work done under this contract shall be completed in the United States and that none of the work will be partially or fully completed by either an offshore subcontractor or offshore business interest either owned or affiliated with the contractor. For purposes of this contract, the term, "offshore" refers to any area outside the contiguous United States, Alaska or Hawaii.

ARTICLE VI - INDEMNIFICATION AGREEMENT

The Contractor will protect, defend and indemnify Washtenaw County, its officers, agents, servants, volunteers and employees from any and all liabilities, claims, liens, fines, demands and costs, including legal fees, of whatsoever kind and nature which may result in injury or death to any persons, including the Contractor's own employees, and for loss or damage to any property, including property owned or in the care, custody or control of Washtenaw County in connection with or in any way incident to or arising out of the occupancy, use, service, operations, performance or non-performance of work in connection with this contract resulting in whole or in part from negligent acts or omissions of contractor, any sub-contractor, or any employee, agent or representative of the contractor or any sub-contractor.

ARTICLE VII - INSURANCE REQUIREMENTS

The Contractor will maintain at its own expense during the term of this Contract, the following insurance:

1. Workers' Compensation Insurance with Michigan statutory limits and Employers Liability Insurance with a minimum limit of \$100,000 each accident for any employee.
2. Commercial General Liability Insurance with a combined single limit of \$1,000,000 each occurrence for bodily injury and property damage. The County shall be added as "additional insured" on general liability policy with respect to the services provided under this contract.
3. Automobile Liability Insurance covering all owned, hired and nonowned vehicles with Personal Protection Insurance and Property Protection Insurance to comply with the provisions of the Michigan No Fault Insurance Law, including residual liability insurance with a minimum combined single limit of \$1,000,000 each accident for bodily injury and property damage.

Insurance companies, named insureds and policy forms may be subject to the approval of the Washtenaw County Administrator, if requested by the County Administrator. Such approval shall not be unreasonably withheld. Insurance policies shall not contain endorsements or policy conditions which reduce coverage provided to Washtenaw County. Contractor shall be responsible to Washtenaw County or insurance companies insuring Washtenaw County for all costs resulting from both financially unsound insurance companies selected by Contractor and their inadequate insurance coverage. Contractor shall furnish the Washtenaw County Administrator with satisfactory certificates of insurance or a certified copy of the policy, if requested by the County Administrator.

No payments will be made to the Contractor until the current certificates of insurance have been received and approved by the Administrator. If the insurance as evidenced by the certificates furnished by the Contractor expires or is canceled during the term of the contract, services and related payments will be suspended. Contractor shall furnish the County Administrator's Office with certification of insurance evidencing such coverage and

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endorsements at least ten (10) working days prior to commencement of services under this contract. Certificates shall be addressed to the County Administrator, P. O. Box 8645, Ann Arbor, MI, 48107, and shall provide for thirty (30) day written notice to the Certificate holder of cancellation of coverage.

ARTICLE VIII - COMPLIANCE WITH LAWS AND REGULATIONS

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

ARTICLE IX - INTEREST OF CONTRACTOR AND COUNTY

The Contractor promises that it has no interest which would conflict with the performance of services required by this contract. The Contractor also promises that, in the performance of this contract, no officer, agent, employee of the County of Washtenaw, or member of its governing bodies, may participate in any decision relating to this contract which affects his/her personal interest or the interest of any corporation, partnership or association in which he/she is directly or indirectly interested or has any personal or pecuniary interest. However, this paragraph does not apply if there has been compliance with the provisions of Section 3 of Act No. 317 of the Public Acts of 1968 and/or Section 30 of Act No. 156 of Public Acts of 1851, as amended by Act No. 51 of the Public Acts of 1978, whichever is applicable.

ARTICLE X - CONTINGENT FEES

The Contractor promises that it has not employed or retained any company or person, other than bona fide employees working solely for the Contractor, to solicit or secure this contract, and that it has not paid or agreed to pay any company or person, other than bona fide employees working solely for the Contractor, any fee, commission, percentage, brokerage fee, gifts or any other consideration contingent upon or resulting from the award or making of this contract. For breach of this promise, the County may cancel this contract without liability or, at its discretion, deduct the full amount of the fee, commission, percentage, brokerage fee, gift or contingent fee from the compensation due the Contractor.

ARTICLE XI – DEBARMENT AND SUSPENSION

By signing this Contract, Contractor assures the County that it will comply with Federal Regulation 45 CFR Part 76 and certifies that to the best of its knowledge and belief the Contractor and any subcontractors retained by Contractor:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any federal department or contractor;
2. Have not within a three-year period preceding this Contract been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;

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3. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state or local) with commission of any of the offenses enumerated in section 2, and ;
4. Have not within a three-year period preceding this Contract had one or more public transactions (federal, state or local) terminated for cause or default.

ARTICLE XII – LOBBYING

By signing this contract, Contractor assures the County that it will comply with Section 1352, Title 31 of the U.S. Code (pertaining to not using federal monies to influence federal contracting and financial transactions). The Contractor assures the County that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the Contractor, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the Contractor shall complete and submit Standard Form - LLL, Disclosure of Lobbying Activities," in accordance with its instructions;
3. This language shall be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

ARTICLE XIII - DRUG-FREE WORKPLACE

Grantees Other Than Individuals

- A. As required by the Drug-Free Workplace Act of 1988, the Contractor assures the County that it will or will continue to provide a drug-free workplace by:
  - a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
  - b) Establishing an on-going drug-free awareness program to inform employees about—
    - 1) The dangers of drug abuse in the workplace;
    - 2) The grantee's policy of maintaining a drug-free workplace;
    - 3) Any available drug counseling, rehabilitation, *and* employee assistance programs; and

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- 4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—
  - 1) Abide by the terms of the statement; and
  - 2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- e) Notifying the County, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to the County;
- f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—
  - 1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
  - 2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- g) Making a good faith effort to continue to maintain a drug- free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

Grantees Who Are Individuals

As required by the Drug-Free Workplace Act of 1988:

- A. As a condition of the grant, the Contractor assures the County that it will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and
- B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, the Contractor agrees to report the conviction, in writing, within 10 calendar days of the conviction, to the County.

ARTICLE XIV - FEDERAL PROCUREMENT STANDARDS

The Contractor assures the County that it will follow federal procurement standards as described in the Code of Federal Regulations section 2 CFR Part 215.4 when procuring goods or services with federal funds to insure that procurement decisions are made ethically and with free and open competition among those providing the goods or services.

ARTICLE XV - EQUAL EMPLOYMENT OPPORTUNITY

The Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief (except as it relates to a bona fide occupational qualification reasonably necessary to the normal operation of the business).

The Contractor will take affirmative action to eliminate discrimination based on sex, race, or a handicap in the hiring of applicant and the treatment of employees. Affirmative action will include, but not be limited to: Employment; upgrading, demotion or transfer; recruitment advertisement; layoff or termination; rates of pay or other forms of compensation; selection for training, including apprenticeship.

The Contractor agrees to post notices containing this policy against discrimination in conspicuous places available to applicants for employment and employees. All solicitations or advertisements for employees, placed by or on the behalf of the Contractor, will state that all qualified applicants will receive consideration for employment without regard to race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief.

ARTICLE XVI - LIVING WAGE

The parties understand that the County has enacted a Living Wage Ordinance that requires covered vendors who execute a service or professional service contract with the County to pay their employees under that contract, a minimum of either \$10.88 per hour with benefits or \$ 12.75 per hour without benefits. Contractor agrees to comply with this Ordinance in paying its employees. Contractor understands and agrees that an adjustment of the living wage amounts, based upon the Health and Human Services poverty guidelines, will be made on or before April 30, 2010 and annually thereafter which amount shall be automatically incorporated into this contract. County agrees to give Contractor thirty (30) days written notice of such change. Contractor agrees to post a notice containing the County's Living Wage requirements at a location at its place of business accessed by its employees

ARTICLE XVII - EQUAL ACCESS

The Contractor shall provide the services set forth in Article I without discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, physical handicap, or age.

ARTICLE XVIII - OWNERSHIP OF DOCUMENTS AND PUBLICATION

All documents developed as a result of this contract will be freely available to the public. None may be copyrighted by the Contractor. During the performance of the services, the Contractor will be responsible for any loss of or damage to the documents while they are in its possession and must restore the loss or damage at its expense. Any use of the information and results of this contract by the Contractor must reference the project sponsorship by the County. Any publication of the information or results must be co-authored by the County.

ARTICLE XIX - ASSIGNS AND SUCCESSORS

This contract is binding on the County and the Contractor, their successors and assigns. Neither the County nor the Contractor will assign or transfer its interest in this contract without the written consent of the other.

ARTICLE XX - TERMINATION OF CONTRACT

Section 1 - Termination without cause. Either party may terminate the contract by giving thirty (30) days written notice to the other party.

ARTICLE XXI - PAYROLL TAXES

The Contractor is responsible for all applicable state and federal social security benefits and unemployment taxes and agrees to indemnify and protect the County against such liability.

ARTICLE XXII- PRACTICE AND ETHICS

The parties will conform to the code of ethics of their respective national professional associations.

ARTICLE XXIII- CHANGES IN SCOPE OR SCHEDULE OF SERVICES

Changes mutually agreed upon by the County and the Contractor, will be incorporated into this contract by written amendments signed by both parties.

ARTICLE XXIV - CHOICE OF LAW AND FORUM

This contract is to be interpreted by the laws of Michigan. The parties agree that the proper forum for litigation arising out of this contract is in Washtenaw County, Michigan.

ARTICLE XXV - EXTENT OF CONTRACT

This contract represents the entire agreement between the parties and supersedes all prior representations, negotiations or agreements whether written or oral.

## **Section VIII Proposal Submission Requirements**

### **Signature Page**

Complete the Signature Page. This page shall be the cover sheet for your proposal.

### **Executive Summary**

Provide a summary of your proposed program. The Washtenaw County Workforce Development Board (WDB) may review this summary. This summary should explain what your program will do and why your request should be funded. The summary should not exceed one (1) page.

### **Program Narrative**

The Narrative will describe how the proposing agency proposes to meet the specifications outlined in the Request for Proposal (RFP). Please complete your proposal according to the following sections. Number your responses to correspond with the numbers in each section of this RFP. If an item is not applicable, write N/A next to the appropriate number. It is the responsibility of the proposing agency to address any and all requirements contained in this RFP.

This element of the proposal should describe the proposed program in detail sufficient to demonstrate an understanding of the work to be performed, the needs of the participants and the desired results. Please use affirmative language, such as “will” or “shall,” when writing your proposal.

The Program Narrative shall consist of the following sections:

#### Program

1. Orientation: describe how orientation will effectively and efficiently explain how the available services will assist clients in becoming self-sufficient.
2. Assessment: describe the assessment process that will be utilized to meet the requirements under Welfare Reform/JET: participant’s skills, prior work experience, employability and supportive service needs including additional barriers that could be addressed through One-Stop collaboration.
3. Individual Service Strategy: describe how you will set forth a mutually developed action plan with the participant based on the evaluation of Objective Assessment data that will lead to the attainment of program goals.
4. Management Information System (MIS): describe your agency’s past experience and ability to maintain the State’s MIS system, enter data timely and accurately and coordinate with DHS to ensure accuracy.

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5. Case Management: describe your process of case management that will follow the participant's progress through the program. Describe how you will train staff on recording appropriate case notes.
6. Program Activities: describe how your program design includes all allowable Welfare Reform activities designed to address the individual needs of the participants including placement assistance and follow-up.
7. Program Outcomes: describe your strategies to obtain "full enrollment" of DHS referrals for JET, and Food Stamps referrals.
8. Collaborations: describe your collaboration with partnering agencies and programs within the One-Stop. Include your participation on teams, in workshops and in job fairs. Discuss linkages within your own agency or with other agencies that will result in additional assistance or services to participants. Describe the coordination and integration of the proposed program with those of Post Secondary Education, Vocational Technical Education, Carl Perkins, No Worker Left Behind and other Education/Job Training Programs.

### Staffing/Management

#### 1. *Past Experience*

*Describe your agency's past experience in providing the types of services proposed in this RFP. Indicate the number of years of experience your agency has had in operating such programs.*

#### 2. *Staffing*

*Include a description of the proposed staffing pattern of any staff that will be charged in whole or in part to this proposed project.*

#### 3. *Staff Training*

Describe your agency's procedures on orienting and training new employees on an on-going basis for both the JET program guidelines and the local MWA policies and procedures.

#### 4. *Scheduling/Hours of Operation*

The provision of workforce services described in this RFP will be delivered primarily through the Washtenaw County Michigan Works! Service Centers (MWSCs) located at 304 Harriet Street and 301 West Michigan Avenue, both located in Ypsilanti, Michigan. MWSC services may reach out to other physical locations and even into the community, but much of the outreach will be defined by the service providers responding to this RFP. This system is structured to allow service providers to have significant input on the design and building of an effective workforce delivery system for Washtenaw County.

One significant change from the current model is the addition of the MWSC located at 301 West Michigan Avenue in the *Key Bank* building. While days and hours of operation of the

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MWSCs have not yet been finalized, the MWSCs will operate and must be staffed at minimum according to DELEG policy. Services and activities at these sites must be available at all times that the State of Michigan is open for business. Minimum hours of operation will be from 8 AM to 5 PM Monday through Friday.

Please describe when and how your organization will assist in staffing the MWSC.

### Fiscal

1. Administrative costs refer to the costs of managing the proposed program. Administrative costs shall be that portion of necessary and allowable expenditures that are not directly related to the provision of services and otherwise allocable to other costs categories.
  - All activities that are conducted to coordinate and exchange information with other programs to assist eligible individuals;
  - All direct and indirect costs associated with the management of the program
  - Indirect administrative costs, which represent the general management and support function of an organization. Included are salaries, fringe benefits, related materials and supplies, equipment, office space, staff training and travel of administrative personnel (those engaged in executive, fiscal, personnel, legal, audit, procurement, data processing, communications, maintenance and similar functions); and,
  - Direct administrative costs, which are comprised of goods and services, which neither contribute to the general management and support functions of an organization, nor directly and immediately affect participants. Included are salaries, fringe benefits, and related materials, supplies, equipment, space, utilities, travel and all costs of clerical personnel of direct program administrative positions such as supervisors, program analysts, and labor market analyst and project directors.
2. Direct client services costs are costs associated with the delivery of, but are not limited to, the following direct client services:
  - Orientation
  - Assessment
  - Development of Individual Service Strategy
  - Job Search and Job Readiness
  - Unsubsidized Employment
  - Subsidized Private Sector Employment
  - Work Experience
  - On-The-Job Training
  - Community Service Programs
  - Condensed Vocational Training
  - Secondary Education
  - Jobs Skills Training
  - Education Directly Related to Employment
  - Internships, Practicum's and Clinicals

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3. Budget and Staff Wages: **Complete Attachments B and C1**
4. In-Kind Contribution: Attach a description of services, materials, equipment, etc. to be provided to the program by your agency at no charge to Washtenaw County ETCS. Include the approximate dollar value of each.

### Signature Page

<hr/> Signature	<hr/> Company Name
<hr/> Print Name	<hr/> Company Address
<hr/> Title	<hr/> City <span style="float: right;">State      Zip</span>
<hr/> Telephone Number	<hr/> Fax Number
<hr/> Email Address	<div style="border: 1px solid black; padding: 10px;"> <p style="margin: 0;"><i>Check One:</i></p> <p style="margin: 5px 0;">Partnership <span style="float: right;">_____</span></p> <p style="margin: 5px 0;">Non Profit Corp. <span style="float: right;">_____</span></p> <p style="margin: 5px 0;">Profit Corp. <span style="float: right;">_____</span></p> <p style="margin: 5px 0;">Other <span style="float: right;">_____</span></p> </div>
<hr/> Federal Tax ID Number	
<hr/> Email address to send Purchase Order	

The above individual is authorized to sign on behalf of company submitting proposal.

Proposals must be signed by an official authorized to bind the provider to its provisions for at least a period of ninety (90) days.

Proposal Contact Person (if different than above):

<hr/> Print Name	<hr/> Title
<hr/> Email Address	<hr/> Telephone Number

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**Attachment A: Bidder Background**

1. Public/Private Status

Public                       Private Non-Profit                       Private for Profit

2. Type of Organization

Sole Proprietorship                       Partnership  
 Corporation                       Public Agency

3. Is the agency is established in accordance with State statutes and is authorized to conduct business in the State of Michigan? (Y/N)

4. Provide a brief overview of the applicant agency. Include its mission, purpose, and any experiences and/or capabilities that it may have had in operating employment and training programs or similar training programs.

5. What is your total estimated agency budget?

a. If this proposal is funded, what percentage will it provide of your agency's total income from all sources?

6. Has your agency been audited by any agent within the last three years? (Y/N)

a. For all audits identified above, indicate what action has been taken in regard to the letters and opinions?

7. Has your agency had any contracts (JTPA, WIA, Welfare Reform or other) that were either not renewed or terminated since July 1, 1988? (Y/N)

If yes, provide a brief explanation of what changes are being proposed to overcome deficiencies of problems identified with previous contracts.

8. Indicate the agency's experience over the past four (4) years in reference to the following items:

- a. Were grievances or complaints filed against the organization (not including discrimination)? (Y/N)
- b. Were lawsuits or judgments filed? (Y/N)
- c. Were there investigations of fraud, abuse, conflict of interest, political activities, nepotism or any criminal activities? (Y/N)
- d. Was there a default or breach of contract? (Y/N)
- e. Was bankruptcy or receivership by this organization or a parent organization declared? (Y/N)

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f. Were there any discrimination complaints or rulings against the agency? (Y/N)

If any one of the above occurred, information must be provided which should include at a minimum:

- Date item checked was initiated
- Party or parties involved with specific reference to JET or other federal funds
- Brief description of the circumstances
- Final disposition and date
- A brief explanation if action is still pending

The information above must be included as an addendum and may be submitted as a table, if desired. Failure to include the above information, to provide false information or to omit relevant information may be grounds for not awarding a contract or canceling a contract if awarded.

9. Describe the overall management of the project. Identify the fiscal agent's capability to administer and be accountable for Federal and State funds.

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**Attachment B: Budget**

Line Item	A Total Cost  (B + E)	B Total Contract Cost  (C + D)	C Admin.	D Program Services	E In-Kind Contribution
Staff Wages*					
Staff Fringes*					
Staff Travel					
Communications (Postage & Telephone)					
Facilities Rent/Usage					
Facilities Maintenance					
Consumable Materials & Supplies					
Instructional Materials**					
Equipment Lease/Usage**					
Equipment Maintenance					
Insurance**					
Other***					
Total					

\*Complete the Worksheet on Staff Wages

\*\*Provide detailed information supporting costs

\*\*\*Identify other sources

## RFP 6501 Welfare Reform JET (Jobs, Education and Training) for the Washtenaw County Area

### Explanation of Worksheet for Staff Wages

This form is designed to give specific information about the contractor's staff necessary to provide JET services. It is to be submitted with the budget to the Washtenaw County MWA/ETCS for approval. The purpose of the worksheet is to demonstrate how each staff position spends 100% of his/her time.

Salaries and wages paid to employees of the contractor for full- and part-time work, including overtime, is to be considered when computing staff wages. Also include payment for time not worked, including sick leave, vacation, holidays and other paid absences (jury duty, military duty, etc.). Consideration should be given to anticipated increases or decreases in the number of employees, deductions and withholdings, and changes in group insurance and other benefit plans that are deducted from the employees pay.

1. Staff Position – enter the title of each staff position whose salary is being paid out of this contract.
2. Number of Pay Periods – enter the number of pay periods of each staff position that will be paid out of the contract.
3. Pay Per Period – enter the total amount of salary earned from all sources for the position indicated *regardless of the percentage of salary paid out of the contract*.

Example: Total salary of instructor is \$400 per week with 10% of the salary paid from the JET contract. A figure of \$400 should be entered. Indicate the hourly rate x number of hours worked per week for each position, such as  $\$10 \times 40 = 400$ .

4. Percent – enter the percentage of time that the position will devote to this project.
5. Amount – enter the total JET cost of each staff position by cost category. (Formula: # of pay periods x pay per period x % for each cost category).
6. Non-JET Funds – enter the percentage of pay allotted to non-JET activities.



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**Attachment D: Certification Regarding Lobbying**

Certification of Contracts, Grants, Loans and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No federal appropriated funds have been paid or will be paid, by, or on behalf of, the undersigned, to any person for influencing, or attempting to influence, an officer or employee of an agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants and contracts under grants, loans, and cooperative agreements), and that all subrecipients shall certify and disclose accordingly.

This certification is a material representative of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000, and not more than \$100,000, for each such failure.

<hr/>	
Signature of Authorized Certifying Official	
<hr/>	
Printed Name	Title
<hr/>	
Applicant Organization	
<hr/>	
Date Submitted	