

Request for Proposal # 6335

Labor Market Assessment of Washtenaw County, Michigan

Prepared By:

Washtenaw County Purchasing
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WASHTENAW COUNTY

Finance Department

Purchasing Division

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REQUEST FOR PROPOSAL # 6335

March 2, 2007

Washtenaw County Purchasing Division on behalf of the Employment Training and Community Services (ETCS), are currently making a Request for Proposal (RFP) Labor Market Assessment of Washtenaw County, Michigan. This is targeted for use as an integral part of the grant from the State of Michigan in response to the Pfizer closing. The grant was awarded to Washtenaw County ETCS for the period of February 1, 2007 through January 31, 2008.

Eligible bidders: Colleges, Universities, for profit companies and non-profit organizations.

Sealed Proposals: Vendor will deliver one (1) original and six (6) copies to the following address:

**Washtenaw County
Administration Building
Purchasing Division
220 N. Main St. Room B-35
Ann Arbor, MI. 48107**

By Friday, March 23, 2007 at 3:00 pm

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 will not be accepted.

- Please direct purchasing and procedural questions regarding this RFP, to **Anne Strieter at (734) 222-6760** or strietera@ewashtenaw.org
- Please direct specific technical questions regarding this RFP to **Rana Al Igoe at (734) 544-2953** aligoer@ewashtenaw.org or **Donna Shirilla at (734) 821-0077** Donna@annarborspark.org.

Thank you for your interest.

I. PROPOSAL

Definitions:	“County”	is Washtenaw County in Michigan.
	“Bidder”	is an individual or business submitting a bid to Washtenaw County
	“Contractor”	One who contracts to perform work or furnish materials in accordance with a contract

1. Background

1. General Information

1.1. Washtenaw County Employment Training and Community Services (ETCS) is the County's department responsible for workforce development and community services.

Washtenaw County ETCS is a unique government department that recognizes that community action and workforce development are essential to economic development.

1.2. Ann Arbor SPARK is the lead economic development agency for Washtenaw County, Michigan. Ann Arbor SPARK provides resources and assistance to help retain existing firms and to attract new firms to the Ann Arbor area. Ann Arbor SPARK offers programs, resources, and support to businesses at every stage, from start-ups to large organizations expanding or relocating.

2. Overview of Washtenaw County

Washtenaw County is located in Southeast Michigan 40 miles west of Detroit. Washtenaw County has a population of 347,111, a labor force 194,600, and the state's lowest unemployment rate (4.4% December 2006). Washtenaw County's largest city is Ann Arbor, with a population of 114,024. Ann Arbor is consistently ranked as a great place to live and is found on "best of" lists as varied as "Money Magazine" and "Ladies Home Journal" and "Golf Digest." The County has four other cities and two villages.

The University of Michigan, located in Ann Arbor, ranks among the world's top universities, with nearly \$800 million in research funding in 2006 and a student enrollment in all programs of 37,751. A number of Ann Arbor firms utilize technologies developed at the University of Michigan. Eastern Michigan University, the state's fifth largest university with an enrollment of 23,240 students, is located on the eastern edge of the county in Ypsilanti City. Washtenaw Community College, a technology-focused two-year college, offers degree and non-degree classes.

The County's main industry sectors are automotive R&D and advanced manufacturing; life sciences; print and on-line information; and information technology services. Other sectors include vision/imaging and advanced energy. The county's major employers include the University of Michigan and University

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of Michigan Medical Center, General Motors Powertrain, headquarters of Borders Books and Domino's Farms, Toyota Technical Center, Creative Solutions (Thomson Group), and General Dynamics. The headquarters of Google's AdWords division recently relocated from Mountain View, California to downtown Ann Arbor.

2. Purpose of this Request for Proposal

The purpose of this request for proposal is to obtain a labor market assessment for Washtenaw County/Ann Arbor, Michigan. The labor market assessment will be utilized for at least three purposes:

1. Economic Development

A quality labor market assessment is essential in today's competitive economic development environment. High-growth technology firms consider the availability of talent as a critical location factor when weighing various communities.

2. Workforce Development

The local workforce development agency, Washtenaw County ETCS, will use the labor force assessment to guide the development of training programs under the federal Workforce Investment Act, thus ensuring that unemployed workers will be retrained for in-demand jobs.

3. Education

Local colleges and universities will utilize the labor force data as they plan and prepare continuing education curriculum.

The availability of talent is critical to the success of Ann Arbor area firms, particularly those utilizing today's cutting edge technologies. A thorough analysis and understanding of the area's labor force will solve the variable that balances the economic development and workforce development equation. By fusing the expertise of the employer side of the equation—Ann Arbor SPARK—with the talent side of the equation—Michigan Works!/ETCS and Washtenaw Community College—we help ensure that job creation (labor demand) more closely matches employee skills (talent supply).

Each year, Ann Arbor SPARK updates its industry clusters analysis, an in-depth study of industry sectors in the Ann Arbor MSA. It identifies fast growing, declining, and emerging industries in the Ann Arbor area. Metrics include company growth rate, wages, and growth or decline or wages. If we combine the clusters analyses with a labor market assessment, we have the tools to design a comprehensive plan that includes the components of economic development, workforce development, workforce training, and talent recruitment. If successful, Washtenaw County will become one of the few communities that have successfully addressed talent needs for both the employer and the job seeker.

3. Scope of Work

A successful labor market analysis will include the following components:

1. Definition of the geographic boundaries of the labor market (commute zones)
2. Commuter patterns (in and out county commuting)
3. Distance willing to commute to work
4. Demand for labor from Washtenaw County employers
5. Supply of labor and its distribution across the laborshed
6. Educational attainment of the labor market
7. Percent employment by industry for this region
8. Labor force availability
9. The availability and willingness of current and prospective employees to change employment within the workforce
10. Current and desired occupations and wages
11. Estimated labor yield for Ann Arbor major NAICS
12. Labor demand for top 10 occupations
13. Benchmarking of salaries and availability/presence of 10 key critical occupations.
14. Other measures relevant to labor market assessments

4. Vendor organization and how it qualifies to deliver requirements of RFP

Washtenaw County ETCS and Ann Arbor SPARK requires each responder to this RFP to provide us with information about organization and staff experience in providing similar labor market assessments. This information should be in sufficient detail to demonstrate the ability to perform the functions outlined in this RFP.

5. Method of Evaluation and Award

An evaluation team composed of Ann Arbor SPARK and Washtenaw County etcs will review the proposals. The criteria listed below will be used to evaluate the proposals:

Technical ability and solution approach	40%
Understanding project requirements	
Ability to meet timelines	
Managerial and staff capability	30%
Experience	
Key personnel	
References	
Cost	30%

TIMELINE

March 23, 2007	RFP's due by 3:00 PM to Purchasing Department
March 26-30	Review of written proposals
April 9, 2007	Contract date
July 2, 2007	Project completion date

D. 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 Bidder'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 a proposal.
- 2) The County reserves the right to reject any and 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 interest of the County even though it is not the lowest bid.
- 3) An official authorized to bind the provider to its provisions for at least a period of 90 days must sign proposals. Failure of the successful bidder to accept the obligation of the bid may result in the cancellation of any award.
- 4) In the event it becomes necessary to revise any part of the RFP, an addendum will be provided. Deadlines for submission of the RFPs may be adjusted to allow for revisions.
- 5) Proposals should be prepared simply and economically providing a straightforward, 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. Double sided paper is preferred.
- 6) Complete applications must be received by the Purchasing Department by **Friday, March 23, 2007 at 3:00 PM**. Late or incomplete proposals will not be accepted! Proposals received after the deadline will not be reviewed or considered for funding.
- 7) Acceptance of a proposal does not constitute an agreement and does not obligate the County to award funds.
- 8) All costs of proposal preparation are the responsibility of the applicant. Washtenaw County shall not, in any event, be liable for pre-contractual expenses incurred by the bidder in the preparation and/or submission of the

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proposal. The applicant shall not include any such expense as part of the budget in the proposal.

- 9) Submission of a proposal shall constitute acknowledgement and acceptance of all terms and conditions contained in this RFP.

III. PROPOSAL SPECIFICATIONS

The proposal should include all the following information:

1. **Technical ability and solution approach** (Maximum of 10 pages)
 - 1.1. Understanding project requirements
 - 1.2. Ability to meet timeline- (Completion within 120 days of contract.)
Attach as Addenda A.
2. **Managerial and staff capability**
 - 2.1. Experience
 - 2.2. Key personnel- (This must include the time allocated to this project.)
 - 2.3. References - At least two (2) references of agency work covering similar services listed in the proposal with a focus on community-based and/or non-profit projects. Include company name, contact name and phone/email information.
Attach as Addenda B.
3. **Contractor's qualifications**, years in business, experience in providing the level and type of service specified in the proposal (within body of proposal or attachment).
Attach as Addenda C.
4. Project budget – Budgets should be linked to deliverables and based on a fixed fee.
Attach as Addenda D.

IV. STANDARD PROVISIONS FOR COUNTY CONTRACTS

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

ARTICLE III - REPORTING OF CONTRACTOR

Section 1 - The Contractor is to report to the ETCS Executive Director and will cooperate and confer with him/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 and etcs staff.

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 04/09/2007 and ends on 07/02/2007.

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

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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:

5. Workers' Compensation Insurance with Michigan statutory limits and Employers Liability Insurance with a minimum limit of \$100,000 each accident for any employee.
6. Comprehensive/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.
7. 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 shall be subject to the approval of the Washtenaw 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 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 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 - 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 XII - 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 \$9.87 per hour with benefits or \$11.58 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

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poverty guidelines, will be made on or before May 1, 2007 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 XIII - 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 XIV - 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 XV - 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 XVI - 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 XVII - 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 XVIII - PRACTICE AND ETHICS

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

ARTICLE XIX- 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 XX - 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 XXI - EXTENT OF CONTRACT

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

V. PRICE SHEET

Total budget proposed \$ _____

Include breakdown of number of hours and rate per hour below:

SIGNATURE PAGE

_____ Signature	_____ Company Name
_____ Print Name	_____ Company Address
_____ Title	_____ City St. Zip
_____ Telephone #	_____ Fax #
Email address: _____	URL address: _____
_____ Federal Tax ID #	<u><i>CHECK ONE</i></u> Partnership _____ Non Profit Corp. _____ Profit Corp. _____ Other _____

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 90 days.