

# **SER Metro Detroit Jobs for Progress, Inc. and Subsidiaries**

## **Request for Qualifications (RFQ) For Agent of Record**

**Release Date: March 17,  
2021**

**Submission of Written Questions: March 25, 2021-April 01, 2021,  
5:00 p.m. EST**

**Response Due: April 15, 2021 by 3:00 p.m. EST**

**Inquiries should be directed via email to: Jane Li, Controller  
SER Metro Detroit, Jobs for Progress, Inc.  
9301 Michigan Avenue  
Detroit, MI 48210  
E - JLi@sermetro.org**

**RFQ links:**

<https://sermetro.org/request-for-proposals-rfps/>

<https://sercohq.com/about-us/request-for-proposals-rfps/>

## TABLE OF CONTENTS

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<b>PART 1.0 – GENERAL INFORMATION</b>	<b>3</b>
1.1 – Purpose of Request for Qualification (RFQ) .....	3
1.2 – Background.....	3
1.3 – Eligible Respondents .....	3
1.4 – Qualifications.....	4
1.5 – Services Solicited .....	4
1.6 – Authority.....	5
1.7 – Procurement Standards.....	5
<b>PART 2.0 – CONTRACT INFORMATION</b>	<b>6</b>
2.1 – Award .....	6
2.2 – Contract Period.....	6
2.3 – Reassignment .....	6
2.4 – Successor and assigns.....	6
<b>PART 3.0 – GOVERNING PROVISIONS AND LIMITATIONS</b>	<b>6</b>
<b>PART 4.0 – SUBMISSION INFORMATION</b>	<b>7</b>
4.1 – Response Deadline .....	7
4.2 – Procurement Schedule .....	8
4.3 – Bidder’s Conference (Non-Mandatory).....	8
4.4 – Availability of RFQ .....	9
<b>PART 5.0 – RESPONSE REQUIREMENTS</b>	<b>9</b>
5.1 – Response Format.....	9
5.2 – Number of Copies.....	9
5.3 – Order of Response Content.....	9
5.4 – Cover Sheet .....	10
5.5 – Response Validity Period.....	10
5.6 – Response Narrative .....	10
<b>PART 6.0 – RESPONSE REVIEW AND SELECTION PROCESS</b>	<b>12</b>
6.1 – Evaluation Process.....	12
6.2 – Response Evaluation Criteria.....	12
6.3 – Acceptance of Evaluation Methodology .....	13
6.4 – Oral Presentation/Interview.....	13
6.5 – Liability Insurance.....	13
<b>PART 7.0 – FORMS</b>	<b>14</b>
Attachment A - Cover Sheet	
Attachment B - Response Narrative	
Attachment C - Certification of Legal and Signatory Authority	
Attachment D - Certification Regarding Lobbying, Debarment and Drug-Free Workplace	
Attachment E - Certification of Non-Discrimination & Equal Opportunity	
Attachment F - Certification Regarding Michigan Corporate Income Tax	
Attachment G - Certification Regarding State Assessment Certification	
Attachment H - Certification Undocumented Worker Certification	
Attachment I - Certification Regarding Conflict of Interest	
Attachment J - Certification of Proposer	
Attachment K - References	

## **PART 1.0 – GENERAL INFORMATION**

### **1.1 PURPOSE OF REQUEST FOR QUALIFICATIONS (RFQ)**

SER Metro Detroit, Jobs for Progress, Inc. and subsidiaries [SMD] is soliciting responses from qualified individuals and firms that are licensed to provide agent of record services for property casualty insurance related to the operations in State of Michigan, Texas and State of Illinois. SMD's needs are described herein, as in accordance with the terms, conditions, and specifications contained in this RFQ.

### **1.2 BACKGROUND**

SMD consists of multiple corporations and entities and is committed to the development and utilization of America's human resources for the nation's workforce. Celebrating 50 years of service, SMD strives to promote upward mobility and economic self-sufficiency through a comprehensive service delivery system in the areas of Literacy, Education, Community Development, Youth Development, Business Services, and Economic Opportunity.

SER, Metro-Detroit, Jobs for Progress, Inc., a nonprofit corporation exempt from federal income tax under Section 501(c) (3) of the Internal Revenue Code, began operations in 1972 to provide job training, placement, and employment redevelopment to those persons unemployed, underemployed or economically disadvantaged. Its operations are located in Detroit, Michigan.

SERCO, Inc. (wholly-owned subsidiary of SMD) (SCO) was incorporated in July 1989, as a for-profit corporation to provide job training and placement, redevelopment, and other employment services. SCO operates American Job Centers in Michigan, Illinois, and Texas. Additionally SCO continues to provide job search and placement services and other employment services to dislocated workers and economically disadvantaged individuals in the metropolitan Detroit area.

In addition, SMD is the sole member of Central States SER, Jobs for Progress, Inc. [CSS], a membership, nonprofit corporation exempt from federal income tax under Section 501(c) (3) of the Internal Revenue Code. CSS are located and operate in Chicago, Illinois.

All of the above entities unless specifically identified are hereafter collectively referred to as SMD. SMD employs about 300 staff members in Michigan and Illinois.

Administrative offices are located at 9301 Michigan Avenue, Detroit, MI 48210.

### **1.3 ELIGIBLE RESPONDENTS**

Individuals or firms possessing the capacity and demonstrated ability to perform successfully under the terms and conditions of a contract with SMD, licensed in the States of Michigan, Illinois, and Texas, may respond to this RFQ.

Entities that are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any federal department or agency are not eligible to respond to this RFQ or receive a contract.

### **1.4 QUALIFICATIONS**

A prospective respondent, by submitting a response, represents that it meets the following

requirements:

- Have a minimum of five (5) years of demonstrated actual work experience in providing requested services in working with similar entities (related to size of group);
- Is able to comply with the required or proposed solicitation;
- Have a satisfactory record of integrity and ethics; and
- Be otherwise qualified and eligible to receive an award.
- Be in good standing with the applicable national or state professional associations and licensure/certification agencies/boards.

## 1.5 SERVICES SOLICITED

A range of insurance coverages to provide to SMD for our property and casualty insurance plans to assure that we are fully insured.

The following coverages are currently provided:

- General Liability
- Professional Liability
- D & O coverage
- Worker Compensation
- Property Liability
- Excess liability (Umbrella)
- Equipment Breakdown
- Auto Liability Insurance
- Inland Marine Coverage
- Cyber Liability
- Sexual Abuse Coverage
- Student Accident Coverage

The selected proposer shall assist with the strategic plan, design, and negotiations of the most cost-effective programs as well as the implementation and ongoing servicing of those plans.

Additionally, the proposer must provide a superior level of service and must be able to develop a insurance plan that is comparable to the insurance currently available.

This Request for Qualifications is to obtain Agent of Record services for insurance related to SMD's operations. Depending on the responses received, SMD has the right to contract with one or more firm(s) or individual(s) to provide the services requested for the different property and casualty insurance plans.

SMD is seeking to have an agreement with a firm(s) or individual(s) that will perform an extensive review of our current plan and make recommendations on the property and casualty insurance policies. The firm(s) or individual(s) will test the market by preparing competitive quotes. The Agent of Record must provide a full range of services.

Specific responsibilities include but are not limited to:

- **Plan for November 1, 2021 renewal:**
- Solicit, evaluate, and negotiate plan proposals and rate quotes from existing renewals or recommendations to alternate insurance carriers for annual renewal.
- Provide an analysis and recommendations of insurance plan designs, cost savings

and enhancement options.

- Assist with implementation of changes.
- Assist with resolution of claims.
- Conduct periodic plan review and provide plan design recommendations, which will result in more effective designs of insurance and cost saving opportunities with annual budget analysis.
- Assist with the development and design of year-around educational and informational materials, meetings and other initiations to increase employee's awareness and understanding of their property casualty insurance.
- Provide analysis and recommendations on insurance products on the market.
- Act as advocate with property casualty insurer
- Verification of Worker Compensation Mod factor
- Follow up on loss control programs
- Assist risk manager with policies and procedures to minimize losses and reduce risk exposure
- 

## 1.6 AUTHORITY

All contracts awarded as a result of this RFQ must fully comply with applicable federal, state and local laws, rules, regulations and policies. SMD's policies and plans are available upon request. Respondents are expected and presumed to be knowledgeable of all applicable federal, state and local laws, rules, regulations, and policies.

## 1.7 PROCUREMENT STANDARD

It is the policy of SMD to conduct procurement in a manner that provides for full and open competition. An award will be made only to an individual or entity possessing the qualifications and demonstrated ability to perform successfully under the terms and conditions of a contract.

## PART 2.0—CONTRACT INFORMATION

### 2.1 AWARD

The response most advantageous to SMD in terms of demonstrated competence, qualifications and cost will be recommended for contract negotiations.

### 2.2 CONTRACT PERIOD

The contract period will be from the date of the award through September 30, 2021. SMD may opt to extend the term of a contract for up to three -years period. Any contract extension shall be at the sole discretion of SMD and shall be based upon SMD's evaluation of Contractor's performance and compliance under the terms and conditions of the contract. **SMD reserves the right to terminate a contract at any time based on Contractor performance or non-compliance, or compliance related expectations.**

## 2.3 REASSIGNMENT

In the event a contractor fails to perform as required, SMD reserves the right to terminate a contract early with a failing or non-compliant company and assign a contract in whole or in part to another successfully bidder obtained through this procurement, subject to successful contract negotiations.

## 2.4 SUCCESSORS AND ASSIGNS

SMD and the contractor each binds itself, its partners, successors, assigns and legal representatives to the other party to this agreement and their respective successors, assigns and legal representatives in respect to all covenants of the agreement.

## **PART 3.0—GOVERNING PROVISIONS AND LIMITATIONS**

Failure to comply with any of the following provisions may cause a response to be disqualified and rejected from consideration.

1. Response, if accepted, will become the basis for the contract scope of work.
2. Respondents must submit a comprehensive response for all services solicited. Any response that is not comprehensive will be deemed non-responsive.
3. A response to this RFQ does not commit SMD to a purchase agreement or contract, or to pay any costs incurred in the preparation of such a response.
4. The only purpose of this RFQ is to ensure uniform information in the solicitation of responses for the procurement of response evaluators. This RFQ is not to be construed as a purchase agreement, contract or as a commitment of any kind; nor does it commit SMD to pay for costs incurred prior to the execution of a formal contract unless such costs are specifically authorized in writing by SMD.
5. SMD reserves the right to accept or reject any or all responses received, to cancel or reissue this RFQ in part, or its entirety.
6. SMD reserves the right to award a contract(s) for any services solicited in this RFQ in any quantity SMD determines is in its best interests.
7. SMD reserves the right to extend, shorten, increase or decrease any contract awarded as a result of this RFQ.
8. SMD reserves the right to request additional information, clarification of or explanation for any aspect of a response to this RFQ.
9. SMD reserves the right to waive any defect in this procurement process or to correct any error(s) and/or make changes to this solicitation it deems necessary. SMD will provide notifications of any changes in this RFQ to all Respondents recorded in the SMD official distribution log and receipts record as having requested or received a copy of this RFQ.
10. SMD reserves the right to negotiate the Best and Final Offer terms of any and all contracts or agreements with selected Respondents and any such terms negotiated as a result of this RFQ may be renegotiated and/or amended in order to successfully meet the needs of SMD.
11. SMD reserves the right to contact any individual, agency, employer or granting agencies listed in a response, contact others who may have experience and/or knowledge of the bidder's relevant performance and/or qualifications; and to request additional information from any and all Respondents.
12. SMD reserves the right to withdraw or reduce the amount of an award or to cancel any contract or agreement resulting from this RFQ if adequate funding is not received by SMD from funding sources or due to legislative changes.
13. Respondents shall not, under penalty of law, offer or provide any gratuities, favors or anything of monetary value to any officer, board member, employee, response evaluator, or agent of SMD or

- elected official for purposes of having an influencing effect on this procurement.
14. Respondents shall not attempt in any manner to advocate for, lobby or otherwise attempt to influence any officer, board member, employee, response evaluator, or agent of SMD or elected official for purposes of having an influencing effect on this procurement.
  15. No officer, board member, employee, response evaluator, or agent of SMD shall participate in the selection, award or administration of a contract supported by workforce development funds if a conflict of interest, or potential conflict, is involved.
  16. Respondents shall not engage in any activity that will restrict or eliminate competition. Violation of this provision will cause the response to be disqualified and rejected. This does not preclude joint ventures or subcontracts.
  17. The contents of a successful response will become a contractual obligation if selected for the award of a contract. Failure of a proposer to accept this obligation may result in cancellation of an award. No plea of error or mistake shall be available to successful proposer as a basis for release from proposed services at the stated price/cost. Any damages accruing to SMD as a result of a successful bidder's failure to contract with SMD may be recovered from the proposer.
  18. A contract with a selected proposer may be withheld, at the sole discretion of SMD, if issues of contract or questions of non-compliance issues exist, until such issues are satisfactorily resolved. SMD may withdraw the award of a contract if the resolution is not satisfactory to SMD.
  19. The solicitation and selection of responses must conform to all relevant federal, state, and local laws, regulations, rules, and policies governing the procurement of goods and services. Respondents are responsible for familiarizing themselves with such matters.
  20. SMD is exempt by law from paying State Sales Tax and Federal Excise Tax.

## **PART 4.0 - SUBMISSION INFORMATION**

### **4.1 RESPONSE DEADLINE**

All RFQs must be officially received by SMD no later than **April 15, 2021 3:00 p.m. EST in order to be considered**. RFQs may be hand-delivered prior to the stated deadline between 8:00 a.m. and 5:00 p.m. Monday through Friday, emailed to [Jli@sermetro.org](mailto:Jli@sermetro.org), or mailed to the following address

**SER Metro Detroit Jobs for Progress, Inc.  
9301 Michigan Avenue  
Detroit, MI 48210**

**RE: RFQ For Agent of Record  
ATTN: Jane Li**

Reponses submitted by mail, courier or overnight mail services must be received at the above address by the deadline (regardless of postmark or date shipped). Responses received after the due date and time will not be accepted or considered under this procurement. No exceptions will be made to this requirement for any reason. The timely delivery of responses is the sole responsibility of the respondent.

Modifications or amendments to a response must comply with the requirements and response deadline. A respondent may withdraw a response at any time during the procurement process by submitting a written request to Contract and Procurement, SER Metro Detroit Job for Progress, Inc.

**4.2 PROCUREMENT SCHEDULE \***

<b>RFQ Issue Date</b>	March 17, 2021
<b>Deadline for Questions</b>	April 01, 2021 @5:00 p.m. EST
<b>Response Deadline</b>	April 15, 2021 by 3:00 p.m. EST
<b>Submission Address</b>	SER Metro Detroit 9301 Michigan Avenue Detroit, MI 48210 RE: RFQ for Agent of Record ATTN: Jane Li
<b>Contract Start Date</b>	TBD
<b>Technical Assistance</b> Jane Li E-mail: Jli@sermetro.org	Requests for technical assistance may be submitted by mail at the above address or by email until April 01, 2021

**4.3 BIDDER'S QUESTIONS**

- A. SMD will accept questions submitted via mail or electronic mail no later than close of business day, April 01, 2021.
- B. An Addendum to the RFQ, to include all questions received via email will be available on SMD's website. Questions will not be answered over the phone.
- C. No other representative of SMD is allowed to accept or respond to questions related to this solicitation other than:

**Jane Li  
SER Metro Detroit  
9301 Michigan Avenue  
Detroit, MI 48210  
JaneLi@sermetro.org**

- D. Other than the Respondents written questions submitted to SMD, Respondents are prohibited from making contact with SMD staff or Board of Directors at any time during this procurement process regarding the RFQ, the evaluation process, recommendation and/or award of contracts, or to gain any other information that could provide a competitive advantage of one bidder over another. **Violations of this prohibition will result in the automatic disqualification of the offending respondent.**



- E. Other than as specified above, all members of the SMD Board, SMD staff, individuals that have reviewed the RFQ prior to its release, authorized representatives or agents of SMD are precluded from entertaining or answering questions concerning this RFQ or the procurement process.

#### **4.4 AVAILABILITY OF RFQ**

The RFQ will be posted on SMD's website.

### **PART 5.0 – RESPONSE REQUIREMENTS**

Responses will become SMD's property and will not be returned.

#### **5.1 RESPONSE FORMAT**

- A. Responses must contain all required elements in the order prescribed.
- B. Responses that do not conform to this requirement will be considered non-responsive and excluded from consideration under this procurement.

#### **5.2 NUMBER OF COPIES**

- A. Proposers must submit one (1) original with all executed (i.e. original signatures) forms and certificates, plus one (1) exact copy and one (1) electronic copy of your proposal on flash drive for evaluation purposes. Copies may be submitted in a three-ring binder, clipped or stapled in the upper left-hand corner. Any proposal lacking the required copy will be ruled unresponsive and will not be considered under this procurement. Any differences between the original and the electronic copy are at the liability of the respondent.
- B. The original proposal must be clearly marked "Original" on the Cover Sheet and bear original signatures.

#### **5.3 ORDER OF RESPONSE CONTENT**

Responses must follow the format and must be clearly labeled in the exact order shown below.

Compile the response in the following order:

- A - Cover Sheet
- B – Response Narrative
- C - Certification of Legal and Signatory Authority
- D - Certification Regarding Lobbying, Debarment and Drug-Free Workplace
- E - Certification of Non-Discrimination & Equal Opportunity
- F - Certification Regarding Michigan State Tax
- G - Certification Regarding State Assessment Certification
- H - Certification Undocumented Worker Certification
- I - Certification Regarding Conflict of Interest
- J - Certification of Proposer
- K – Resumes, W-9, and Certification of Historically Under-utilized Business, if applicable (other materials requested or referred to in the narrative should be labeled and included here, e.g. licenses)
- L – References
- M - List of number of employer plans and current companies that may submit quotes (for our group).

#### 5.4 COVER SHEET

Each response must be accompanied by a complete response Cover Sheet. Respondents must designate a contact person responsible for all communications concerning the response and notification of award. Respondents must also designate a person with documented signatory authority and for contract negotiations.

#### 5.5 RESPONSE VALIDITY PERIOD

Each response will remain valid for SMD's acceptance for a minimum of one ninety (90) days after the submittal deadline, to allow for evaluation, selection and Board action, if applicable.

#### 5.6 RESPONSE NARRATIVE

##### **SECTION A – STATEMENT OF QUALIFICATIONS**

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Present a statement of qualification that describes knowledge, experience and expertise, professional judgment and capacity to perform the services and activities requested under this RFQ.

##### **Proposer's Profile**

Provide a clear description of each of the following:

Organizational type, size, and whether local, regional, or national in scope of operations.

Location of business headquarters, location of office that would provide services to SMD and the number of professional staff at that office or any office, which would provide services.

Range of services performed by the office e.g., types of services.

In the event you do not sell all lines, list any other partners or vendors that might be included along with similar information as requested.

##### **Proposer's Qualifications**

Identify the responsible individual(s) from your firm that will be assuming the lead role(s) in this contract. If other individuals from your firm will be involved in this contract, submit resumes for each individual (including for lead person), and specific experience should be indicated as well as their respective credentials. Additionally, for the person assuming the lead role in this contract, please indicate their current responsibilities and how many account he/she handles.

- List the experience that key personnel have in this profession and experience in the type of work that the RFQ entails. Additionally, list the number of agents in the firm that can write policies and support staff.
- Provide a listing of number of employer plans that your company is writing and number of employees and current companies that you can request quotes for our group.

In the order specified below, please provide a written response to each of the following questions. (Note: points will be deducted for questions not answered.)

##### **General Information**

1. Describe the specific services and line of products your firm proposes to provide to meet the requirements of the RFQ.

2. Describe your expertise or involvement in the insurance industry and experience in providing agent of record services similar to those requested.
3. Describe the resources your firm will dedicate to this contract and your ability to perform work in a timely manner. Additionally, briefly describe your action plan and timetable for assuming these responsibilities and for future design.
4. Describe your firm's expertise/credentials. Does your firm intend to subcontract any work out to other individuals or firms? If your response is **YES**, please state what work would be subcontracted, the reasons for subcontracting, and to whom.
5. State how often you would meet with or consult SMD staff.
6. Describe any tools you may use to provide or improve SMD's insurance coverages.
7. Briefly describe your service philosophy and how you would respond to customer questions and the average response time.

### **Relationships**

- Submit a sample plan used for a similar entity for renewal and related materials. Describe the process of renewal and meeting with the employer throughout the year. Time line.
- List names of up to five (5) Groups which service is provided with whom you have a current working relationship.
- List by grouping the companies your firm can place coverage with and percentage of business with that carrier.
- Provide a breakout by carrier of dollar amount of your current insurance business.
- Describe how the firm monitors insurer solvency.

### **Change of Carriers**

Please indicate your firm's willingness and ability to provide the following services:

- Develop or describe a detailed plan for review and approval of insurance coverages.
- Representatives will meet with or consult with SMD staff as situation(s) call for.

### **Privacy and Confidentiality**

What steps have you instituted to ensure privacy and confidentiality of protected data?

### **Member Complaints and Questions**

To what degree do you become involved with issues and questions from SMD staff regarding risk management and/or claims? And how do you respond to them?

### **Technology**

What current technology does your firm provide or use that would benefit SMD in terms of keeping up with the insurance provided?

Disclose and describe all publicly recorded legal actions stemming from performance of professional responsibilities in which anyone being proposed for this project has been named;

- Describe the outcome of all actions or declare the current status if litigation is pending;

## SECTION B – REFERENCES

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Provide a minimum of three (3) references for agent of record services performed in the last 5 years, including the names, addresses, and telephone numbers of client officials. Ideally those reference might be similar as our in size and industry.

A questionnaire may be send out to the firms/individuals listed as references. The questionnaire will consist of questions such as: Who is your primary contact? Number of years with company? Briefly, describe the renewal process?

## SECTION C – HISTORICALLY UNDERUTILIZED BUSINESS, Minority Owner Businesses

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A "Historically Underutilized Business" is an entity with its principal place of business in Michigan, Illinois and Texas, and is at least 51% owned by an Asian Pacific American, Black American, Hispanic American, Native American and/or American woman who reside in Texas and has a proportionate interest and demonstrate active participation in the control, operations and management of the entity's affairs.

Five bonus points will be awarded to responsive responses submitted by a certified agency. HUBs (used in Texas) Or some other form of Minority Owned proof doc must identify their certifying agency on the cover sheet, and attach a copy of the notice of certification to be eligible for points awarded under this section. Certifications that have not yet been awarded, are expired or don't meet the criteria specified shall not be considered for the five additional points.

## PART 6.0 – RESPONSE REVIEW AND SELECTION PROCESS

### 6.1 EVALUATION PROCESS

The evaluation process will consist of:

- A. An initial review of responsiveness and compliance with the technical specifications and other criteria specified in the RFQ by SMD staff.
- B. All responsive responses will be evaluated and scored by an internal SMD team of reviewers. Responses will be evaluated on specific criteria by reviewers using a standardized instrument.
- C. Summary of scoring.
- D. Presentation of scoring and recommendations to the SMD's Chief Financial Officer.

### 6.2 RESPONSE EVALUATION CRITERIA

1. Respondents must achieve an overall score of at least **70 points** to be considered. It is required that respondents have the necessary professional experience, prior training and applicable professional judgment to perform the activities proposed as requested by this RFQ. **Costs will not be considered a factor as part of the rating. SMD expects the Agent of Record to be compensated by the insurance companies whose services are engaged to provide casualty and property insurance for the SMD's various operations.**

The review and evaluation of responses shall be based upon the following criteria:

#### A. Statement of Qualifications, and Credentials

**40 points**

This criterion examines the qualifications, knowledge and skills of the respondent which have been derived from actual work experiences including a minimum of five (5) years of relevant prior experience providing agent of record services. Respondent must be currently licensed in the States of Michigan, Illinois and Texas in the work requested.

- B. Quality of Proposal** **40 points**  
 This criterion examines the overall quality of the response submitted. The evaluation process will take into account the number and type of products the respondent provides.
- C. Demonstrated Ability/References** **20 points**  
 The references/past experiences will be evaluated in terms of the amount of experience in working in the field of work requested. A minimum of three (3) references of active clients and number of participants for agent of record services must be provided. The active clients must be current customers at the time of response submission and must be three distinct customers.
- D. Minority owned Business** **5 bonus**  
 Responses that document minority owned status would be awarded five bonus points. Certificate of ownership status must attach a copy of the notice of certification to be eligible for points awarded under this section.
- TOTAL POSSIBLE POINTS** **105 points**

### **6.3 ACCEPTANCE OF EVALUATION METHODOLOGY**

By submitting a response, respondent acknowledges:

- Respondent's acceptance of the Response Evaluation Process;
- The criteria for selection;
- Respondent's recognition that some subjective judgments must be made by SMD and the internal evaluators during the RFQ process.

### **6.4 ORAL PRESENTATION/INTERVIEWS**

Firms submitting a proposal in response to this RFQ may be required to give an oral presentation or their proposal. Additional technical and/or cost information may be requested for clarification purposes, but in no way will change the original proposal submitted.

Interviews are optional and may or may not be conducted. If an interview is conducted, it is essential that the personnel to be assigned to the work, as well as key representatives, be present at and participate in the interview.

### **6.5 LIABILITY INSURANCE**

**Professional Liability Insurance:** The respondent shall have and maintain in effect professional liability insurance for the services provided, covering general professional liability, errors or omissions for the duration of the agreement in the amount of One-Million Dollars and No Cents (\$1,000,000) per claim, One Million Dollars and No Cents (\$1,000,000) aggregate, minimum coverage. The policy must provide coverage for the term of the contract or;

**General Liability Insurance:** The respondent shall have and maintain a general liability policy in the amount of One Million Dollars and No Cents (\$1,000,000) per occurrence, One Million Dollars and No Cents (\$1,000,000) aggregate, minimum coverage.

The respondent shall submit to SMD certificates of insurance, detailing coverage for the respondent and each of his/her consultants and/or contractors, for SMD's review and records, updated as required for changes in coverage, terms and/or conditions.

## SER Metro Detroit Jobs for Progress, Inc.

### ATTACHMENT A COVER SHEET

Bidder's Name	
Legal Name	
Mailing Address	
City, State, Zip	
Physical Address (if different)	
Contact Person	
Contact Person phone/Email	
Federal Employer ID #	
Type of Organization	<input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Ownership <input type="checkbox"/> Private for-profit <input type="checkbox"/> Private non-profit <input type="checkbox"/> Other (describe)
HUB	YES            NO <b>**Attach a copy of current certification.</b>
Authorized Representative-Contact Information	Name: _____ Phone: _____ E-mail: _____
Signature and Date	

**ATTACHMENT B  
RESPONSE NARRATIVE**

Present a statement of qualification that describes knowledge, experience and expertise, education, professional judgment and capacity to perform the services and activities requested under this RFQ. Follow **SECTION A-STATEMENT OF QUALIFICATIONS**.

**ATTACHMENT C  
CERTIFICATION OF LEGAL AND SIGNATORY AUTHORITY**

I, \_\_\_\_\_ (typed or printed name) certify that I am the  
\_\_\_\_\_  
\_\_\_\_\_ (typed or printed title) of the eligible entity named  
as bidder and respondent herein, and I am legally authorized to sign and submit this response to SER Metro  
Detroit(SMD) on behalf of said organization by authority of its governing body.

I certify that \_\_\_\_\_ (typed or printed name) who signed the cover  
sheet of this response has the legal authority to enter into and execute a contract with SMD to provide the  
services and activities authorized and detailed in this response. I agree to submit upon request by SMD such  
information and documentation as may be necessary to verify the certification contained herein.

I further certify that the information contained in this response and all attachments is true and correct. I  
certify that no officer, employee, board member, or authorized agent of SMD has assisted in the preparation  
of this response. I acknowledge that I have read and understand the requirement and provisions of this RFQ  
and that this organization will comply with all applicable federal, state, and local laws, rules, regulations,  
polices and directives in the implementation of this response. I certify that I have reach and understand the  
governing provisions, limitations and administrative requirements of this RFQ and will comply with all terms  
and conditions.

\_\_\_\_\_  
Name of Organization

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Typed/Printed Name and Title of Authorized Representative



**ATTACHMENT D**  
**CERTIFICATONS REGARDING LOBBYING, DEBARMENT, SUSPENSION**  
**AND OTHER RESPONSIBILITY MATTERS, AND DRUG-FREE WORKPLACE REQUIREMENTS**

**Lobbying:** This certification is required by the Federal Regulations, implementing Section 1352 of the Program Fraud and Civil Remedies Acts, Title 31 U.S. Code, for the Department of Agriculture (7 CFR part 3018), Department of Labor (20 CFR Part 93), Department of Education (34 CFR Part 82), Department of Health and Human Services (45 CFR Part 93).

The undersigned contractor states that:

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 Congress, or any employee of a Member of Congress in connection with the awarding 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.

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, and 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.

The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

\* \* \* \* \*

**Debarment, Suspension and Other Responsibility Matters:** This certification is required by the Federal Regulations implementing Executive Order 12549, Government-wide Debarment and Suspension, for the Department of Agriculture (7 CFR Part 3017), Department of Labor (29 CFR Part 98), Department of Education (34 CFR Parts 85, 668 and 682), and Department of Health and Human Services (45 CFR Part 76).

The undersigned contractor certifies that it or its principals:

Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency

Have not within a three-year period preceding this proposal been convicted 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;  
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 paragraph 2 of this certification; and

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.

Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

\* \* \* \* \*

**Drug-Free Workplace:** This certification is required by the Federal Regulations, implementing Sections 5151-5160 of the Drug-Free Workplace Act, 41 U.S.C. 701; for the Department of Agriculture (7 CFR Part 3017), Department of Labor (29 CFR Part 98), Department of Education (34 CFR parts 85, 668 and 682) and Department of Health and Human Services (45 CFR Part 76).

The undersigned contractor certifies that it shall provide a drug-free workplace by:

Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the work place and specifying the actions that will be taken against employees for violation of such prohibition.

Establishing an on-going drug-free awareness program to inform employees of the dangers of drugs in the workplace, the Contractor's policy of maintaining a drug-free workplace, the availability of drug counseling, rehabilitation, and employee assistance programs; and the penalties that may be imposed on employees for drug abuse violations occurring in the workplace.

Providing each employee with a copy of the Contractor's policy statement.

Notifying the employees in the Contractor's policy statement that, as a condition of employment under the grant, employees will abide by the terms of the policy statement and notifying the Contractor in writing within five (5) days after any conviction for a violation by the employee of a criminal drug statute in the workplace.

Notifying the grantor agency, SER Metro Detroit in writing, within ten (10) calendar days of the Contractor's receipt of a notice of conviction of an employee.

Taking appropriate personnel action against an employee convicted of violating a criminal drug statute or requires such employee to participate in a drug abuse assistance or rehabilitation program.

These certifications are a material representation 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.

\_\_\_\_\_  
Name of Applicant/Organization

\_\_\_\_\_  
Name and Title of Authorized Representative

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

**ATTACHMENT E**  
**Certification Regarding Implementation of the Non-Discrimination & Equal Opportunity Provisions and the Workforce Innovation and Opportunity Act (WIOA)**

As a condition to the award of financial assistance from the Department of Labor (DOL) under Title I of the Workforce Innovation and Opportunity Act (WIOA), the bidder assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

Section 188 prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title I—financially assisted program or activity;

Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color and national origin;

Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;

The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and

Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

The bidder also assures that it will comply with 29 CFR part 38 and all other regulations implementing the laws listed above. This assurance applies to the bidder's operation of the WIOA Title I-financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIOA Title I-financially assisted program or activity. The bidder understands that the United States has the right to seek judicial enforcement of this assurance.

Applicant's signature below indicates organization is agreeing to comply fully with the assurance and certifications as part of its responsibilities as a successful contractor.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name and Title of Authorized Representative

**ATTACHMENT F  
MICHIGAN INCOME TAX CERTIFICATION**

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**The undersigned certifies that the following statement is true and correct and that the undersigned understands making a false statement will prevent SER Metro Detroit from contracting with the ~~providing~~ organization.**

Indicate the certification that applies to your corporation by checking the appropriate box:

The corporation is a for profit corporation and certifies that it is not delinquent in its Income tax payments to the State of Michigan.

The corporation is a nonprofit corporation or is otherwise not subject to payment of income taxes to the State of Michigan for the following reason(s):

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Not applicable. Applicant is not a corporation.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Name of Applicant's Organization

\_\_\_\_\_  
Name and Title of Authorized Representative

\_\_\_\_\_  
Date

**ATTACHMENT G**  
**STATE ASSESSMENT CERTIFICATION**

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Applicant must certify that they are current in all Unemployment Insurance taxes, Payday and Child Labor Law monetary obligations, and Proprietary School fees and assessments payable to the State of Michigan. Applicants must also certify that they have not outstanding Unemployment Insurance overpayment balances due to the State of Michigan.

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The undersigned authorized representative of the Applicant certifies that the following statements are true and correct and that the undersigned understands that making a false statement will prevent SER Metro Detroit from contracting with the organization.

The corporation certifies, by checking the boxes below, that:

- It is current in Unemployment Insurance taxes, Payday and Child Labor Law monetary obligations, and Proprietary School fees and assessments payable to the State of Michigan.
- It has no outstanding Unemployment Insurance overpayment balance payable to the State of Michigan.

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Signature of Authorized Representative

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Name of Applicant's Organization

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Name and Title of Authorized Representative

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Date

**ATTACHMENT H  
UNDOCUMENTED WORKER CERTIFICATION**

Effective September 1, 2007, HB 1196 amended Subtitle F, Title 10, of the Texas Government Code to add Subsection 2264. Chapter 2264 directs public agencies, state or local taxing jurisdictions, and economic development corporations (public entities) to require that any business submitting an application to receive public subsidies include in the application a statement certifying that the business, or branch, division or department of the business does not and will not knowingly employ an undocumented worker.

In the event that a business grantee is found in violation of 8U.S.C. subsection 1324a(f), consistent with the requirements of Texas Government Code subsection 2264, Boards are permitted to bring a civil action to recover any amounts owed, as well as court costs and reasonable attorney's fees.

Penalties incurred by business grantees shall be assessed damages at a rate of 20% of contract award. Said damages shall be made payable to SER Metro Detroit within 120 days of receiving the notice of violation.

**DEFINITION OF TERMS**

Public Subsidy – is broadly defined Texas Government Code §2264.001 (3) as a public program or public benefit or assistance of any type that is designed to stimulate the economic development of a corporation, industry, or sector of the state's economy or to create or retain jobs in Texas. The term includes, among other things, bonds, grants, loans, loan guarantees, insurance relating to an enterprise or empowerment zone, infrastructure development and improvements designed to principally benefit a single business or defined group of businesses, and matching funds. The Commission's Office of General Counsel has found that HB 1196 does not apply to the acquisition of goods and services.

Undocumented Worker – is defined as an individual who, at the time of employment, is not lawfully admitted for permanent residence in the United States, or is not authorized under law to be employed in that manner in the United States. CERTIFICATION Contractor certifies that no undocumented workers will be employed during the execution of this contract. By the signature indicated below, the contractor verifies their understanding of the terms and conditions of this requirement.

**CERTIFICATION**

Name of Individual or Organization submitting application:

\_\_\_\_\_

Name and Title of Authorized Signatory:

\_\_\_\_\_

Signature of Authorized Representative:

\_\_\_\_\_

Date: \_\_\_\_\_

**ATTACHMENT I  
CERTIFICATE REGARDING CONFLICT OF INTEREST**

By signature of this Certificate, Applicant covenants and affirms that:

- 1) No manager, employee or paid consultant of the Applicant is a member of the Policy Board, the Executive Director, or an employee of SER Metro Detroit(SMD);
- 2) No manager or paid consultant of the Applicant is married to a member of the Policy Board, the Executive Director, or an employee of SMD;
- 3) No member of the Policy Board, the Executive Director or an employee of SMD owns or controls more than a 10 percent share in the Applicant's organization;
- 4) No spouse of a member of the Policy Board, Executive Director, or employee of SMD receives compensation from Applicant for lobbying activities as defined in Chapter 305 of the Texas Government Code;
- 5) Applicant has disclosed within the proposal response any interest, fact or circumstance which does or may present a potential conflict of interest;
- 6) Should Applicant fail to abide by the foregoing covenants and affirmations regarding conflict of interest, Applicant shall not be entitled to the recovery of any costs or expenses incurred in relations to any contract with SMD and shall immediately refund to SMD any fees or expenses that may have been paid under the contact and shall further be liable for any others costs incurred or damages sustained by SMD relating to that contract.

Name of Individual or Organization submitting application:

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Name and Title of Authorized Signatory:

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Signature of Authorized Representative:

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Date:

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**ATTACHMENT J  
CERTIFICATION OF PROPOSER**

I hereby certify that the information contained in this proposal and any attachment is true and correct and may be viewed as an accurate representation of proposed services to be provided by this organization. I certify that no employee of SER Metro Detroit (SMD), director or agent has assisted in the preparation of this application. I acknowledge that I have read and understand the requirements and provisions of the RFP and that this organization will comply with SMD policies and other applicable local, state, and federal regulations and directives governing this procurement process.

I, \_\_\_\_\_, certify that I am the \_\_\_\_\_  
(Typed Name) (Title)

of the corporation, committee, commission, association, or public agency named as Proposer herein as I am authorized to sign this proposal and submit it to SMD on behalf of said organization by authority of its governing body or owners. I authorize the board to verify references and stated performance data and to conduct other background checks, as it deems necessary.

**ATTEST:**

\_\_\_\_\_  
(Proposer's Signature)

\_\_\_\_\_  
(Collateral Signature)

\_\_\_\_\_  
(Typed Name)

\_\_\_\_\_  
(Typed Name)

\_\_\_\_\_  
(Typed Title)

\_\_\_\_\_  
(Typed Title)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)



**ATTACHMENT K  
REFERENCES FORM**

**DEMONSTRATED ABILITY/REFERENCES**

**Failure to provide and include the following information with your response by the submission date may result in disqualification from further consideration for an award resulting from this solicitation. Each reference will be contacted for evaluation purposes. Any reference that does not respond in the allotted time provided by SER Metro Detroit will result in a score of zero.**

**REFERENCE #1:**

Company Name	
Contact Name	
Address, City, State, Zip	
Phone Number	
Fax Number	
E-Mail Address	
Types of Services Provided	
Contract Term (To/From) Dates	

**REFERENCE #2:**

Company Name	
Contact Name	
Address, City, State, Zip	
Phone Number	
Fax Number	
E-Mail Address	
Types of Services Provided	
Contract Term (To/From) Dates	

**REFERENCE #3:**

Company Name	
Contact Name	
Address, City, State, Zip	
Phone Number	
Fax Number	
E-Mail Address	
Types of Services Provided	
Contract Term (To/From) Dates	