Southeast Michigan Community Alliance (SEMCA)

RFP General Provisions

Wayne County Workforce Development Initiative (WCWDI)

Released on November 30, 2022
# Table of Contents

<table>
<thead>
<tr>
<th>Section I – General Information</th>
<th>Page 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td></td>
</tr>
<tr>
<td>Solicitation</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section II – Submission Information</th>
<th>Page 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deadline</td>
<td></td>
</tr>
<tr>
<td>Submitting a Proposal</td>
<td></td>
</tr>
<tr>
<td>Bidders Conference</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section III – Evaluation</th>
<th>Page 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Selection and Evaluation</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section IV – SEMCA System</th>
<th>Page 7</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Section V – Minimum Requirements</th>
<th>Page 7</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organizational Capabilities</td>
<td></td>
</tr>
<tr>
<td>Innovative Program Design Elements</td>
<td></td>
</tr>
<tr>
<td>Doing Business with SEMCA Michigan Works!</td>
<td></td>
</tr>
<tr>
<td>Service Delivery Sites</td>
<td></td>
</tr>
<tr>
<td>Service Delivery Hours/Closings</td>
<td></td>
</tr>
<tr>
<td>Workforce Development Professional Staff Qualifications</td>
<td></td>
</tr>
<tr>
<td>Code of Ethics and Professional Practices</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section VI – Fiscal Management</th>
<th>Page 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiscal Information</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section VII – Additional Requirements</th>
<th>Page 12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Configuration Standards</td>
<td></td>
</tr>
<tr>
<td>Notice to Prospective Vendors/Subcontractors</td>
<td></td>
</tr>
<tr>
<td>List of Required Forms</td>
<td></td>
</tr>
</tbody>
</table>
1. Introduction
In the wake of the COVID-19 crisis, the U.S. Federal Government has made critical funds available to state, local, territorial, and tribal government agencies, under The American Rescue Plan Act of 2021 (ARPA). As a part of its ARPA recovery plan, Wayne County is preparing to make a significant commitment to strengthening the local workforce development ecosystem by developing a series of workforce initiatives. Wayne County Economic Development Division (EDD) has proposed Workforce Development Programs that will use $50M in ARPA funding to help Wayne County residents obtain and retain high-quality jobs and care. Over the span of the programs, residents impacted by COVID-19 will receive access to a wide range of tailored services to bolster their entry, stability, and impact in the workforce. The purpose of these programs is to reduce barriers to employment, create career pathways, and drive industry growth to help individuals in Wayne County achieve high-quality employment.

SEMCA is a public non-profit corporation, headquartered in Wayne County, which has been selected to serve as the program administrator for the County of Wayne’s SLFRF funded Workforce Development Initiative. SEMCA is a designated Michigan Works! Agency that delivers employment, education, and training services with selected partners throughout the region.

This RFP is based on current law, ARPA State and Local Fiscal Recovery Fund (SLFRF) rules and guidance Wayne County policy and any subsequent changes that may apply. Additional information can be found online through the following links:

- SLFRF (State and Local Federal Relief Funds):

If any additional information is received by SEMCA that fundamentally alters the description provided in this RFP, SEMCA will provide written notification to each agency that has expressed interest in receiving updates regarding this RFP.

2. Solicitation
SEMCA is seeking a network of partners to administer one or more of the Workforce Development programs that the Charter County of Wayne is funding using their SLFRF funding. To be selected, respondents must show that they can provide the required services as outlined in the Scopes of Service document for each program they are applying to provide. Applicants must provide the most convenient, efficient, productive, and cost-effective services for its customers. SEMCA reserves the right to accept or
reject any or all proposals received as a result of this request, to negotiate with all qualified sources and/or to cancel in part or in its entirety this RFP, if it is in the best interest of SEMCA to do so. SEMCA reserves the right to make necessary changes or adjustments on any statements made in this RFP upon receiving guidance from the Department of Treasury or the Charter County of Wayne. SEMCA reserves the right to release another RFP soliciting proposals to meet the requirements of the specific funds available and not covered under this RFP format. SEMCA will not pay any cost incurred in the preparation of the bidder’s proposal.

All proposals become public information after contracts are awarded and may be open for public scrutiny, upon request. Proposals become the property of SEMCA and will not be returned to the bidder.

Section II – Submission Information

1. Deadline
   • The deadline for submission is 4 P.M. on January 4, 2023.
   • Proposals must be delivered electronically to wfd@semca.org; all proposals received after 4 p.m. will be excluded from consideration.

2. Submitting a Proposal
   Bidders will submit their proposal via email and all required documents and forms must be included. Failure to submit all required documents and forms will cause a proposal to be considered incomplete and non-responsive.

   Proposals must be submitted in the legal name of the organization. SEMCA will only contract with the legal entity named in the proposal.

   Provide your proposal in Microsoft Word or Adobe pdf format (do not password protect files). SEMCA is not responsible for unreadable computer files.

   Email submissions should have subject line: Wayne County Workforce Development Initiative Proposal submission, followed by whichever of the specific services the proposal covers. The specific details for each program, along with the questions to be answered in that proposal can be found in the scopes of work for each of the programs under this initiative:

   • Career Navigator
   • Subsidized Training and Employment Program (STEP) (with Career Navigator)
   • Underrepresented Populations Assistance Grant (with Career Navigator)
Please note that awardees may bid solely for the Career Navigator program, but a bid for any of the other 3 will require submission for Career Navigator, as all awardees will have Career Navigation as part of their service delivery.

The purpose of the Career Navigator is to reduce barriers to employment, create career pathways, and drive industry growth to help individuals in Wayne County obtain and retain employment. More specifically, the Career Navigator Program will serve as the entry point into any of the WCWDI programs and will provide case management and career planning services to help bridge the gaps between jobseekers, service providers, education providers, and employers. The Career Navigator will be a resource to help eligible resident to identify their strengths, skills, and interests and connect them with appropriate opportunities, maximize the efficacy, reach, and utilization of available resources, bridge the gap between employers, service providers, education providers, and the workforce, and develop career pathways that serve as a roadmap for placing individuals into high-quality jobs.

All proposals must address the Career Navigator roles both in the program delivery and in the budget and staffing plan.

Applicants are encouraged to seek out and utilize outside funds to complement Wayne County’s program funding. SLFRF funds can be blended and braided with other funding sources for program complementary purposes, provided costs are eligible under each program area and compliant with regulatory requirements. Any funds being used to supplement these funds should be reflected in the budget and budget narrative.

Proposal Submission Elements
1. Proposal cover sheet
2. General Organizational information (limit to two pages)
3. Proposal responding to questions for Scope of Work (include response for each service area of interest)
4. Budget Narrative & Budget Template (include a response for each service area of interest)
5. Required Forms & Certifications

Complete the following forms and submit with RFP packet. Organizations can submit one copy of all forms, except the signature page, which must be submitted with each scope document:
- Assurance and Proposal Certification
- “Certification Regarding Lobbying” certification
- “Certification Regarding Debarment and Suspension” certification
- EEO Is The Law
- Risk Assessment Questionnaire
- Signature Page —this will be completed as a cover page for each proposal submitted. (1 signature page for each service area/Scope of work that you are bidding on).
General Organization Information to be included:
Owners, Members of Board of Director, Officers: List the names and titles of all owners, members of the Board of Directors, and/or any other officers of the bidding entity. Please submit an organizational chart which includes where the WCWDI staff would be housed within the structure. Please also provide the following organizational information:

- Number of years in operation
- Language capabilities
- Years of Federal Grant funding experience
- Any other ARPA or Coronavirus Aid, Relief and Economic Security (CARES) funding currently administering (name source)
- Years of grant accounting experience for key fiscal staff member

If submitting proposals for more than one scope of service, please submit a proposal, including narrative and budget for each program scope.

Bidders submitting a response to this RFP must be willing and legally able to sign a contract that will provide a full indemnification and hold harmless to any liability of SEMCA or its governing bodies for any activities conducted by the contractor agency.

3. Bidders Conference & Submission of Questions
SEMCA will hold a virtual bidder’s conference on December 15, 2022, at 4 p.m., via Microsoft Teams meeting. Please email wfd@semca.org for virtual session access information. Attendance is optional.

Questions:
If you have questions about the RFP, please direct them in writing by e-mail to wfd@semca.org. Subject: Questions-Wayne County Workforce Development Initiative RFP. Please indicate the specific RFP scope if it’s relevant to your question.

- **Deadline for all questions is December 14, 2022, no later than 5 P.M. All questions must be submitted prior to this date for consideration.**
- Questions and Answers will be posted on the SEMCA website on December 22, 2022 by 5 P.M.

Section III – Evaluation

Selection and Evaluation
The scoring and evaluation criteria for can be found in each scope of work document. The evaluation process includes review, scoring and recommendations by a review panel comprised of both Charter County of Wayne and SEMCA Administrative staff. All awards are subject to final approval by the Wayne County Board of Commissioners.
SEMCA will notify all bidders in writing of the results of the review process after a decision has been made. Notifications will be sent by February 28, 2023.

Section IV – SEMCA System

The contractor(s) and staff funded under this RFP will be known as the Wayne County Workforce Development Initiative promoting activities under that designation, and in line with standardized branding and communications requirements, unless they receive written approval from SEMCA. Bidders must reflect their organization’s commitment to deliver services consistent with the mission, vision, values and culture of the SEMCA system.

The service provider network should be based on the following principles:

- Universality of access by employers and job seekers with multiple access points.
- Service delivery that is driven by individual customer needs rather than program offerings and incorporates innovation to expand access.
- Demand driven through private sector leadership which serves the workforce by responding to the marketplace.
- Integration of services across agencies and programs, replacing fragmentation and duplication with coordination and consolidation.
- Customer service focus of staff, facilities and services supported by customer satisfaction measures.
- Maximum leveraging of resources through co-location, shared operating costs, and other efficiencies; and
- Accountability focused on results and documented by performance measures.

Demand Driven Workforce Development System

The purpose of a demand-driven workforce development system is to contribute to the state’s economic vitality through the provision of workforce training and services that meet the needs of targeted business sectors and employers. While the scope and type of services are limited by the funding that supports them, the overriding imperative remains to foster talent development and connections between employers and employees that meet demand. Bidders should be mindful of our emphasis on being a demand driven workforce system in their proposal development.

Section V – Minimum Requirements

Proposals will be accepted from any educational institution, government agency, private non-profit entity, or private for-profit entity that can demonstrate the capacity to
successfully provide the services identified in the RFP. Proposals from sole-proprietors will not be accepted. Proposals from a collaborative, partnership or other combinations of organizations are acceptable, but must identify one organization as the lead agency, prime contractor and must specify the assignment of subcontracting relationships.

Contractors must:

- Have no record of fraud, default while under contract, or unresponsiveness to performance and contract improvement measures.
- Have the ability to fulfill contract requirements, including the indemnification and insurance requirements.
- Have the ability to maintain adequate files and records and meet reporting and monitoring requirements.
- Demonstrate administrative and fiscal capability to provide and manage high quality services in the manner proposed at a sufficient scale in terms of staff and resources and to ensure an adequate audit trail.
- Have existing and well-established relationships with training providers, human service providers and employer partners.
- Have experience providing the services proposed in their submission, including work with target populations facing poverty and other significant challenges
- Have the ability to maintain internal written and electronic budget reporting that is updated monthly and is provided to internal program management to assure that they are aware of all resources and funding available to achieve program goals.
- Meet other presentation and participation requirements listed in this RFP.

At SEMCA we follow a model of collaboration and cooperation. Characteristics of effective collaboration and cooperation include:

- The organization will ensure that management and staff align their activities with the direction provided by SEMCA and will cooperate and collaborate with administrative staff, other organizations, and outside agencies to achieve the goal of “One System” which delivers exceptional results.
- The organization has established partnerships (beyond referrals and information sharing), with other community, educational, and governmental organizations, and institutions, and is committed to leverage these partnerships to further the efficacy of the system.
- The organization will respond to communications and requests in timeframes given and coordinate appropriately with SEMCA staff and other organizations and partners to support direction from SEMCA.
- Questions, issues, or concerns relating to program design, program implementation, policies or procedures will be reported to SEMCA administrative office as soon as they are known.
- Questions or concerns about financial administration and accounting procedures related to funding stream allocations will be directed to SEMCA administrative financial office as soon as they are known.
All data regarding the organization’s operations in fulfilling the contract(s) are to be provided on request to SEMCA for the purpose of understanding the organization’s operations and working toward seamless delivery of exceptional service. With the exclusion of certain confidential information sources (e.g., individual employee personnel records), all operational data will be promptly provided to SEMCA administrative office upon request.

**Doing Business with SEMCA & WCWDI**

In order to better promote a seamless, customer-friendly service delivery system, all selected contractor(s) staff working on the WCWDI should use the WCWDI logo or identifier on materials developed for use in this program.

All selected contractors are required to abide by the Equal Opportunity (EO) standards. The EO tagline is to be included in all printed material and other forms of routine communication with the public.

In addition,

- SEMCA will conduct regular best practices meetings. At these meetings information regarding new policies is disseminated, project committees are formed, management information/data collection and data entry issues are discussed, best practices are shared, and ideas are generated to benefit the system. Mandatory attendance to these meetings is required of all appropriate staff.
- As new programs arise, program issues or specialized knowledge is required for the system, SEMCA will offer (at no cost to the selected contractor) training in these areas.
- Selected contractor(s) performance, for all programs, will be reviewed on a scheduled basis, in accordance with SEMCA WCWDI policy. Funding adjustments may be made as a result of the performance review.

**Service Delivery Site(s)**

Bidders should specify the particular geographic area within the Wayne County service area that they are proposing to serve.

**Service Delivery Hours/Closings**

Services under WCWDI should be provided for a minimum of 40 hours each week, at a regularly scheduled time that meets the needs of the population groups being served.

Programs targeting those already employed or in school full time should offer appointments outside of normal business hours.

Services should reach out to other physical locations and into the community, and 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 system for the SEMCA WCWDI.
Section VI – Fiscal Management

Financial Information

- All organizations that receive SEMCA funding must comply with the Uniform Guidance issued by the Office of Management and Budget on December 26, 2013 and December 19, 2014 along with Department of Treasury’s SLFRF rules.
- All SEMCA funded contracts between Southeast Michigan Community Alliance and its service provider partners will be conducted on a cost reimbursement basis only.
- All SEMCA Service Providers/Contractors are required to conduct internal financial management reviews. The purpose is to provide adequate internal controls and ensure compliance with the following areas related to SEMCA funds and services:
  - Provisions of the SEMCA and its regulations;
  - Provisions of the SEMCA Contract, including SLFRF;
  - Accepted financial management and accounting practices; and
  - Compliance with OMB Uniform Guidance (2 CFR Part 200) and others as appropriate.

Internal financial management procedures shall be sufficient to prevent fraud and abuse. All reports of information creating suspicion or instances of criminal misconduct must be reported immediately to SEMCA. Internal financial management procedures must also ensure that auditable and otherwise adequate records are maintained which support all expenditures of SEMCA funds and confirm adherence to policies regarding allowable costs and allocations of cost to proper cost categories. The SEMCA Service Provider/Contractor shall document all internal financial compliance reviews.

- Service Providers/Contractors are required to establish internal program management procedures to assure compliance with contract requirements, delivery of high-quality services to eligible individuals and achievement of planned outcomes.

An approved federally recognized indirect cost rate negotiated between the subrecipient and the Federal Government may be applied and submitted to SEMCA, or if no such rate exists, then a de minimis indirect cost rate as defined in section 200.414 Indirect (F & A) costs is to be applied.

- All service providers must demonstrate familiarity with and the ability to abide by the terms of the contract, including the requirements for financial management.
- As a recipient of SEMCA funds, service providers must have an annual financial and compliance audit performed. The audits must be conducted in accordance
with auditing standards set forth under the OMB Uniform Guidance (2 CFR Part 200).

- Contracted Service Providers must cooperate with any monitoring, inspection, audit, or investigation of activities related to SEMCA contracts. These activities may be conducted by Wayne County and SEMCA or their designated representatives. This cooperation includes access to, examination of, and/or photocopying of books, records, files, documents, property or equipment related to all aspects of SEMCA funded activities under this contractual agreement.

- The following financial records and documents, not limited to, must be maintained for SEMCA-funded participants and employees. They must be available for monitoring and review by SEMCA and must be retained, subject to audit, for five years following the final audit of the contract. If any aspect of the program is under investigation or in the process of audit resolution and/or debt collection, the Service Provider is required to retain records after the three-year period and until the final audit resolution of all disallowed and/or questioned costs are paid or accepted as allowable. Please see below:
  
  o General ledger or equivalent;
  o Cash receipts and cash disbursements journals/reports or equivalent;
  o Bank statement, bank account reconciliation, deposit slips and canceled checks for each bank account through which SEMCA funds were received or disbursed;
  o All contracts with SEMCA including all amendments;
  o All financial reports and documentation supporting requests for reimbursement;
  o Payroll records including Individual Earnings Record, Employee Withholding Authorization (W-4), FICA reporting forms, Federal and State withholding, Unemployment taxes, Employee Personnel Files, Time Records an Employee Time/Salary Allocation plans;
  o Invoices and/or supporting data for non-payroll disbursements; and
  o Participants’ records including program enrollment, participant data forms, verification/documentation items, assessments tests, results and documentation of outcomes, including completion records.

- Proof of insurance is not a requirement for the submission of a proposal; however, successful respondents will be required to obtain all insurances specified/required by SEMCA and provide same with proper Certificates of Insurance prior to commencing work under a contract resulting from this RFP.

- All non-expendable property/equipment with a life expectancy of one year or more or a unit cost of $5,000.00 or more, which is purchased or leased with SEMCA funds must be approved in writing by SEMCA prior to purchase or lease, with the exception of IT related purchases, where the threshold is $1500 per unit. The Service Provider agrees to comply with the Uniform Guidance (2 CFR Part 200), and all applicable SEMCA property policies.
• The Service Provider(s) agrees not to dispose of, or transfer property/equipment purchased with SEMCA funds until written authorization is received from SEMCA. The Service Provider(s) will be responsible for maintaining an accurate inventory of all SEMCA property/equipment in their possession.
• The respondent assures, with respect to operation of the SEMCA-funded services or activities and all agreements or arrangements to carry out the SEMCA-funded project or activity, that it will comply fully with all state and federal nondiscrimination and equal opportunity rules and regulations.
• To ensure compliance with the E-Verify requirements of the General Statutes of Michigan, all contractors, including any subcontractors employed by the contract(s), by submitting a bid, proposal or any other response, or by providing any material, equipment, supplies, services, etc., attest and affirm that they are aware and in full compliance with Article 2 of Chapter 64, (NCGS 64-26(a)) relating to the E-Verify requirements.
• Individuals employed in work-related activities under SEMCA must be compensated in accordance with applicable law, but not less than the higher of the rate specified in the Fair Labor Standards Act of 1938 or the applicable state minimum wage law.
• Health and safety standards under federal and state law otherwise applicable to working conditions of employees are equally applicable to working conditions of SEMCA participants engaged in work experience activities under WIOA. Workers’ compensation insurance coverage must be secured for SEMCA participants in work experience jobs.
• We encourage service providers to consider implementing salary incentive programs for their staff, linked to the SEMCA Michigan Works!’ performance requirements.
• Service providers must develop and provide to SEMCA annually a cost allocation plans that properly allocate costs between management/administrative functions and operations, as well as among the various federal revenue sources that fund SEMCA Michigan Works! contracts.

Section VII – Additional Requirements

Data System Requirements
• Service providers will be required to make use of a web-based shared database to record participant data.
• Service providers will be required to have computer security policies and practices in place to protect and secure their data systems and participant Personally Identifiable Information (PII)
**General Assurances**
The bidder assures that, if awarded workforce development funding based on this proposal, all programs and activities will comply with all applicable federal, state and local laws and regulations. In particular, applicants must be familiar and compliant with 2 CFR 200 and ARPA State and Local Federal Relief Funds (SLFRF).

**Prevention of Fraud and Program Abuse**
To ensure the integrity of all SEMCA programs, special efforts are necessary to prevent fraud and other program abuses. Fraud includes deceitful practices and intentional misconduct, such as willful misrepresentation in accounting for the use of program funds. "Abuse" is a general term which encompasses improper conduct which may or may not be fraudulent in nature. While the Federal SLFRF law and regulations are specific, possible problem areas could include the following: conflict of interest, kickbacks, commingling of funds, charging fees to participants and employers, nepotism and child labor, political patronage, political activities, sectarian activities, unionization and anti-unionization activities/work stoppages and maintenance of effort. Proposals which are found to violate the abuse standards will not be funded. Bidders who receive contracts will be required to report immediately any violations in these areas or in problem areas which may later be defined.

**Monitoring**
SEMCA and its funding organizations will be monitoring, auditing, and evaluating services provided under this Request for Proposals throughout the contract period. Selected contractors must allow agency staff or its agent full access to all files and records relating directly to agency funds, participant case files, accounting files and records, and to any related files and records associated with proper accounting of such funds and participants. Any issues identified during monitoring must be addressed expediently, with a corrective action plan.

**Audit Provisions**
Selected contractors receiving federal/state funds must adhere to federal audit rules. It is important that each contractor (1) determine if it must audit its organizations and programs, and (2) provide sufficient funds in its budget if it must conduct audits. Organizations shall review federal 2 CFR 200.501 for guidance on federal audit requirements.

**Administrative Entity/SEMCA Held Harmless**
Bidders submitting a response to this RFP must be willing and legally able to sign a contract that will provide a full indemnification and hold harmless to any liability of SEMCA or its governing bodies for any activities conducted by the contractor agency. The contractor will be solely responsible for activities and services performed under the contract.
The bidder, if awarded a contract, shall maintain at its expense during the term of the contract the following insurance:

- Workers’ Compensation Insurance with the Michigan statutory limits and employer’s liability insurance with a minimum limit of $500,000 for each accident.
- Comprehensive General Liability Insurance with a combined single limit of $1,000,000 each occurrence for bodily injury and property damage. Policy shall include contractual liability coverage, and personal injury coverage.

Certification Regarding Debarment and Suspension
A prospective recipient of federal assistance funds, in accordance with Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, and Executive Order 12689, 2 CFR 215 Appendix A8, page 26297 is required to certify with an official signature on the Debarment and Suspension form that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in a transaction with any federal department or agency. Before we issue any contract, we will review the System for Award Management to ensure the organization is not excluded from government contracts.

Certification Regarding Lobbying
Prospective recipients of federal assistance funds must certify with an official signature on the Certification Regarding Lobbying form that no federally appropriated funds have been used or will be used by the prospective recipient for the purpose of lobbying.

Records, Reporting, and Review
Contract(s) awarded as a result of this RFP will be required to comply with records and reporting systems established by SEMCA for the purpose of documenting and evaluating program operations. In addition, program records and operations are subject to onsite review and/or transcription, in whole or in part, by representatives of SEMCA.

Supplemental Nepotism Clause
The bidder must assure that during the time period of the proposed program, no individuals who are members of the immediate family of the bidder’s staff or governing board will be enrolled as program participants in the offered program. The term “immediate family” includes, at a minimum, spouse, spouse’s parents, children, children’s spouses, parent or parent’s spouse, siblings or their spouses, grandparents and their spouses, domestic partner, domestic partner to any of the other categories above, and any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

Independent Broker of Training Services
The successful bidder must act as an “independent broker” of training programs and services. That is, case managers should have no vested interests in promoting or advocating enrollment or participation in any particular training program or service. While agencies delivering other training programs and services are not precluded from
bidding for delivery of case management services, they must be able to demonstrate conclusively that they can act as an independent broker within the SEMCA system.

**Notice to Prospective Vendors/Subcontractors**

SEMCA is a federal contractor obligated to take affirmative action to employ women, minorities, disabled individuals, and veterans. SEMCA is also required to inform those with whom it conducts business that they, too, may have such obligations. You should know that, by operation of law, as well as by this notification, the Equal Employment Opportunity Clause required under Executive Order 11246, (41 C.F.R. 60-1.4), the affirmative action commitment for special disabled veterans and veterans of the Vietnam Era set forth in 41 [C.F.R. 60-300.44(f)(1)(ii)], the Affirmative Action Clause for Section 503 of The Rehabilitation Act of 1973 set forth 41[C.F.R. 60-741.44(f)(1)(ii)], and the related regulations of Secretary of Labor, (41 C.F.R.\.), Chapter 60, are incorporated in all of our contractual relationships.

This notification does not necessarily mean that your business has any or all of the affirmative action obligations referenced above. This will depend upon a number of factors, including the dollar amount of our transaction(s) and the size of your workforce. This provides that if the laws' jurisdictional requirements are met, you will abide by any and all of your affirmative action responsibilities. The governing agency on affirmative action requires that we maintain this type of documentation to show that SEMCA is in compliance with the law itself.

Upon submission of this proposal, the financial institution agrees that it will comply with the Federal Civil Rights Act of 1964, as amended; the Federal Civil Rights Act of 1991, as amended; the Americans with Disabilities Act of 1990, as amended; the Elliot-Larson Civil Rights Act, Article 2, Act No. 453, Public Act of 1976, as amended; the Michigan Handicapper’s Civil Rights Act, Article 2, Act No. 220; Public Act of 1976, as amended; and all other applicable Federal, State, and Local laws and regulations. Specifically, contractors and service providers are required not to discriminate against any employee or applicant for employment with respect to such person’s hire, tenure, terms, conditions, or privileges of employment, or any other matter directly or indirectly related to employment because of such person’s race, color, religion, national origin, ancestry, age, sex, or disability as defined by law. Breach of this covenant may be regarded as material breach of the contract or purchase agreement and may be processed as provided under the State of Michigan laws.

Questions regarding this section should be referred to Kate Brady-Medley Equal Opportunity Officer at kate.bradymedley@semca.org.
**Required Forms**

All applicants must complete and sign each of the following as part of their application:

- Assurances and Proposal Certification
- “Certification Regarding Lobbying” certification
- “Certification Regarding Debarment and Suspension” certification
- EEO Is The Law
- Risk Assessment Questionnaire
- Signature Page

These documents are found as a single fillable PDF on the SEMCA website on the page where all the other RFP documents are located.