

**SOUTHEAST MICHIGAN WORKFORCE DEVELOPMENT BOARD
AND
THE SOUTHEAST MICHIGAN CONSORTIUM BOARD**

REQUEST FOR PROPOSALS (RFP) 6878

for

Project management services to facilitate the merger and consolidation of three workforce programs in Southeast Michigan

**Southeast Michigan Consortium
21 Care Drive
Hillsdale, MI**

1. PURPOSE

Background and Purpose

The Southeast Michigan Consortium is seeking an individual or firm to provide project management services to facilitate the merger and consolidation of three workforce agencies into a single agency by June 30, 2016. In August, 2015, the Counties of Hillsdale, Jackson, Lenawee, Livingston and Washtenaw executed a PA 7 agreement to consolidate three Michigan Works! agencies into a single organization. Although this merger was legally effective on October 1, 2015, the counties are working toward a June 30, 2016 date for full implementation of consolidated administrative and program operations.

The Southeast Michigan Consortium Board serves as grant recipient for the consortium and consists of ten elected county commissioner — two from each of the five counties. The Consortium Board is responsible for safeguarding Federal/State Workforce Development funds as well as meeting all required administrative and programmatic rules. The Southeast Michigan Consortium Board appoints members to The Southeast Michigan Workforce Development Board (WDB). This Board is charged by the Governor with implementing the Michigan Works! “One Stop” system and provides policy guidance and oversight for all federal Workforce Innovation and Opportunity Act programs, Wagner-Peyser Act - Employment Services, Partnership, Accountability, Training and Hope (PATH) Program and other workforce development programs in the Consortium’s five counties. The WDB also serves as the “One-Stop Operator” and is responsible for the day-to-day and strategic oversight of the Workforce Development Services and programs.

During the transition, both the Workforce Development Board and administrative and program staff have formed a number of transitional workgroups and committees to analyze existing systems and to develop uniform practices and procedures across the region. The Workforce Development Board believes that a project manager could serve to expedite the consolidation process by providing project management, technical assistance and staff support services to these committees and workgroups.

2. PROJECT SCOPE

The Project Manager will be responsible for:

- A. Establishing and managing a formalized project approach to the project.
- B. Developing and maintaining a Project Management Plan, including project objectives and success criteria, deliverables, role/responsibilities/contact information, communication protocols, document control methodology, cost management, schedule management and quality management plans.
- C. Facilitating design sessions, project meetings, status update meetings with the audiences, including administrative and program staff, Workforce Board Executive Committee and Officers, Consortium Board, and Workforce Development Board. The Project Manager will be responsible for assuring meeting minutes are produced and distributed.
- D. Management of project budget, and providing weekly reports to the Director and Chair of the Workforce Development Board.

Following are examples of Workgroups and Committees that have been established and will be supported by the Project Manager. It is expected that each committee/workgroup will meet 3-5 times and members will have specific assignments and responsibilities to complete between meetings. Meetings may be in person, or via conference call or video conference. Depending on the committee or workgroup, membership may come from board members, administrative staff, program staff, or outside consultants or experts. Additional workgroups may be formed if necessary, and some workgroups may also form subcommittees to better accomplish their assignments.

Staff integration Workgroup

Charge: Review human resource policies and systems across the three former Michigan Works! programs and develop an integrated HR system for the new organization, including job descriptions, recommendations for compensation and benefits, retention planning, orientation and onboarding, development of Human Resources policies and procedures, and development of HR forms. Propose methods to integrate existing and new staff into the new consortium.

Fiscal Services Workgroup

Charge: Develop common budget and fiscal tracking and reporting systems and fiscal procedures for SEM Consortium. Work with fiscal agent to develop and implement policies which comply with 2 CFR Part 200 and other federal and state regulations and policies. Review existing leases, contracts and procurement systems and propose common procedures and processes. Develop monitoring procedures and policies for the consortium.

Administrative and Program Policies Workgroup

Charge: Review existing administrative and program policies and develop consortium wide policies for consideration and review of the Consortium Board and Workforce Development Board.

Property, Equipment and Technology Integration

Charge: Review existing property, equipment, IT infrastructure, IT support structure and software licenses to identify ways to integrate these assets across the consortium.

Business Services Workgroup

Charge: Review process and systems for business services across the region. Develop recommendation for templates for promotional materials, contract formats, reporting formats, training authorizations, invoice formats, documentation requirements, and similar operational aspects of the program. Develop recommendations for a uniform system for preparing and submitting grant applications and modifications. Review the tools and processes Business Services staff use to assess business needs, and prepare and implement business services

proposals for our customers. Review systems and processes used to respond to job orders, including assessment and screening, referrals, tracking and follow-up.

Program Services Workgroup

Charge: Review process, systems and strategies for serving PATH participants, at-risk youth, dislocated workers, veterans, long-term unemployed, and other targeted job seeker populations. Identify best practices across the region and propose common procedures for eligibility determination and intake, assessment, case management, and follow-up. Suggest program design options for possible implementation across the region, taking into account local variations and needs.

Workshops and Self Service Operations Workgroup

Charge: Review current workshop offerings and methodologies to identify best practices and suggest a common menu of offerings across the region, taking into account local variations and needs. Review processes and systems for serving new and returning customers who access the self-service resources at the one-stop services centers by identifying best customer services practices and recommending options for implementation across the region.

Communications Workgroup

Charge: Develop internal communications plan for the Consortium Board and Workforce Board to identify issues for discussion between the boards, and methods to ensure compliance with existing agreements between boards.

Work with staff and marketing consultant to develop communication plan for internal and external partners, including the five county governments, service providers, economic development and educational organizations, and community based organizations. Assist with implementation of consortium branding and marketing efforts.

Note: The Workforce Board will select a marketing consultant to assist with branding and marketing tools for the consortium.

3. PROPOSAL DEADLINES

Proposals are due by **4:00 p.m. Monday, March 7, 2016**

Submit one original signed and sealed proposal and one electronic copy in PDF format by

**Southeast Michigan Consortium
Attn: Maggie Flaherty
21 Care Drive
Hillsdale, MI 49242**

The electronic version can be submitted via e-mail to mflaherty@scmw.org, or on a thumb drive or CD.

Bidders may not alter their proposals after the due date. Late proposals will not be received until regular business hours (8:00 a.m. - 5:00 p.m.), the next business day and are received as unsolicited proposals outside the procurement process.

4. QUESTIONS AND TECHNICAL ASSISTANCE

Prospective Bidders may submit written questions concerning this RFP prior to 5 p.m. February 29, 2016 to mflaherty@scmw.org. Responses will be posted on the MITN website. If you would like to receive an e-mail notice of questions and responses, you may request this by sending your written request to the above e-mail address. No other technical assistance will be provided.

5. ELIGIBLE BIDDERS

The Southeast Michigan Consortium will consider only those proposals submitted by organizations which are licensed and/or incorporated in accordance with State statutes and which are authorized to conduct business in the State of Michigan. Such organizations include, but are not limited to, units of local government, educational institutions, private nonprofit, private for profit, and community-based organizations (CBOs). Organizations should not be debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency.

6. REQUIREMENTS FOR BIDDERS

- A. No proposal will be accepted from, or contract awarded to any person, firm, or corporation that is in arrears or is in default to any of the member counties of the Southeast Michigan Consortium, upon any debt or contract, or that is in default as surety or otherwise, or failed to perform faithfully any previous contract with the Counties.
- B. All costs incurred in the preparation, submission, and presentation of this proposal, in any way whatsoever, will be wholly absorbed by the prospective bidder. All supporting documentation will become the property of the Southeast Michigan Consortium unless requested otherwise at the time of submission. Michigan FOIA requires the disclosure, upon request, of all public records that are not exempt from disclosure under section 13 of the Act, which are subject to disclosure under the Act. Therefore, confidentiality of information submitted in response to this Request for Proposals is not assured.
- C. The Consortium reserves the right to modify the scope of services during the course of the contract. Such modification may include adding or deleting any tasks this project will encompass and/or any other modifications deemed necessary. Any changes in pricing or payment terms proposed by the consultant resulting from the requested changes are subject to acceptance by the County. Changes may be increases or decreases.
- D. Proposer shall note that this Request for Proposal is considered to be under evaluation from the opening date until contract award. The Consortium and Review committee are

restricted from giving any information relative to the progress of the evaluation during this time, except as required to administer the evaluation process.

- E. This RFP does not commit the Southeast Michigan Consortium Board to award a contract, to pay any cost in the preparation of a proposal in response to this request, or to procure or contract for services or supplies. The Consortium Board reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with all qualified sources, or to cancel in part or in its entirety this RFP, if it is in the best interest of the Southeast Michigan Consortium to do so. Further, all requested amounts are subject to reduction based upon final award selections and availability of funds.
- F. **To insure fairness in the review process, prospective bidders should not discuss their proposal or this Request for Proposals with individuals who sit on the Workforce Development Board, Consortium Board or staff prior to the completion of the procurement process.**

7. NARRATIVE RESPONSE REQUIREMENTS

The Project Management Proposal will provide the following required information in order to demonstrate that the bidder has the experience, knowledge, personnel and equipment needed to successfully complete its services. Please limit your narrative response to 10 pages, excluding resumes and attachments. The required submittals are:

- A. Cover Letter: Provide a cover letter introducing your firm and proposal.
- B. Company Overview: Provide an overview of the company detailing the total number and expertise of professional staff including their credentials.
- C. Project Management Experience / Project Examples: Provide at least 3 examples of successfully implemented merger and consolidation projects. Preferred projects presented should demonstrate experience with the integrating or consolidating following: workforce, economic development, human services, or similar organizations. The projects should also demonstrate a familiarity with change management principles. For each project include the client name, project name, project location, summary of services performed, and budget.
- D. Provide references for three (3) of the projects, including name, title, and phone number.
- E. Key Project Personnel / Project Organization:
 - E.1. Key Personnel: Project Manager should have a minimum 5 years of experience in application development projects. Provide a detailed resume for the Project Manager candidate and supporting staff that will be performing the services. Resumes should include years of experience, summary relevant experience, education, professional registrations and certifications.
 - E.2. Project Organization: Provide a project organization chart. Identify roles and

responsibilities of the project team, reporting relationships and use of subcontractors if applicable. Identify whether project management services will be self-performed or utilize subcontractors. Identify each sub-contractor.

- F. **Project Approach:** Present your understanding of the Project and the scope of the services required. Include how your firm will approach implementation of each phase of the project.
- G. **Fees:** Provide an estimated total fee to provide the scope of services requested and provide a breakdown by project phase/event. The work effort to complete this project is estimated to be 200-400 hours in total, all fee estimates can be based off of that amount.

8. REVIEW PROCESS

Proposals will undergo the following review:

- *Michigan Works! staff* - Staff will review proposals for technical compliance with the RFP and will prepare a summary of the bidder's qualifications, scope of work and budget. Staff will confirm that all required signature pages and sections of RFP are completed. Staff will not rate proposals or recommend proposals for funding.
- *Review Committee* - Proposals will be reviewed and rated by a committee of board members in accordance with the published review criteria. Finalists will be interviewed by the Committee and recommendations will be forwarded to the Consortium Board for final approval.

Contracts executed as a result of the review process will be between the Southeast Michigan Consortium and the proposing agency. The review and decision process generally takes about four weeks. Work will begin immediately upon award and execution of a contract and contracted services will be for a period beginning with contract execution until June 30, 2016.

9. PROPOSAL REVIEW CRITERIA

A. **Experience and Personnel (40%)**

The successful bidder must show expertise in managing consolidations and mergers and expertise in change management. Familiarity Michigan's workforce development system is preferred, but not required. Specific knowledge of programs in the five-county region is also helpful, including awareness of the challenges and constraints of these programs. The resumes of those assigned to the project should reflect expertise in planning, organizing and facilitating effective committees and workgroups. The quality and relevance of references will also be a factor.

B. Project Approach (30%)

The successful bidder must propose a service design and approach that will be demonstrate that they have a thorough understanding of the parameters and goals of this project. The approach should ensure the effective integration and consolidation of the regions’s workforce programs and services.

C. Responsiveness (10%)

The proposal will be examined to verify that the Proposer has submitted both the documentation requested and is responsive to the detailed specifications for the project.

D. Proposed fees (20%)

The successful bidder will provide proposed fees and an estimated time commitment which are competitive and reasonable.

10. INSTRUCTIONS FOR PROPOSAL SUBMISSION

- A. Complete Section 7 – Narrative Response Requirements. Please note the page limitations. Please also remember the required signature pages: “Proposal Certification” Page12; “Certification regarding Lobbying” Attachment A Page 13; “Certification Regarding Debarment , Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions” Attachment B Page 16; “Equal Opportunity it the Law” statement; Attachment C Page 17. All signature pages are included in this RFP.
- B. Proposals must be complete and fully signed by an authorized official in order to be accepted. Members of the Southeast Michigan Consortium Board, The Southewast Michigan Workforce Development Board, or others with administrative or oversight responsibilities for the programs administered by the Southeast Michigan Consortium may not sign the proposal.
- C. Submit one original signed proposal and one electronic copy to:

**Southeast Michigan Consortium
Attn: Maggie Flaherty
21 Care Drive
Hillsdale, MI 49242**

The electronic version can be submitted via e-mail to mflaherty@scmw.org, or on a thumb drive or CD.

ASSURANCES AND PROPOSAL CERTIFICATION

1. General Assurances

The bidder assures that, if awarded funding based on this proposal, all activities will comply with:

- a. The Workforce Innovation and Opportunity Act and all applicable State and Federal rules and regulations governing programs under the Act
- b. The Age Discrimination Act of 1975, as amended
- c. Section 504 of the Rehabilitation Act of 1978, as amended
- d. Title IX of the Education Amendments of 1972, as amended
- e. Title VI of the Civil Rights Act of 1964, as amended
- f. Section 3 of the Military Selective Service Act
- g. The Michigan Occupational Safety and Health Act (MIOSHA) #154, of 1974 as amended
- h. Public Act 278 of 1980, as amended
- i. The Michigan Civil Rights Act, P.A. 453 of 1976, as amended
- j. Grove City Civil Rights Bill, S557-PL-100-259, as amended
- k. The Michigan Handicappers Civil Rights Act, P.A. 220 of 1976 as amended.
- l. Equal Employment Opportunity requirements expressed in
 - i. Executive Directive 1975-3 (signed 6/20/75)
 - ii. Executive Directive 1975-6 (signed 12/2/75)
 - iii. Executive Directive 1979-4 (signed 9/7/79)
- m. Executive Order 1259, Debarment and Suspension, 29 CFR Part 98, Section 98.510
- n. Michigan Minimum Wage Law of 1964, Act 154, as amended.
- o. Michigan Department of Labor, Employment Standards, Overtime Compensation Rules R 408.721-408.735.

- p. Michigan Payment of Wages and Fringe Benefits Act 390 of 1978, as amended
- q. Michigan Workers Disability Compensation Act of 1968, and Administrative Rules, as amended
- r. Michigan Open Meetings Act 15.261 et. seq., as amended
- s. Michigan Contracts with Employers Engaging in Unfair Practices Public Act 1989 No. 278, as amended
- t. The Americans with Disabilities Act.
- u. All other applicable Federal and State legislation
- v. Any other laws, regulations and stipulations listed in the Southeast Michigan Consortium's Michigan Works! System Plan and in effect between the Workforce Development Agency, State of Michigan and the local Counties (System Plan available upon request).

Further, the bidder, if awarded WIOA funding, assures that full compliance with any and all Equal Employment Opportunity (EEO) and Affirmative Action (AA) policy is assured if funding is awarded based upon this proposal

2. Administrative Entity/WDC Held Harmless

If awarded a contract, the bidder shall defend, indemnify and hold harmless the Southeast Michigan Consortium, its officers, agents, members counties and employees from any and all claims and losses incurred by or resulting to any person, firm, or corporation who may be damaged or injured by the bidder in the performance of said contract.

The bidder, if awarded a contract, shall maintain at its expense during the term of the contract the following insurance:

- a. Workers' Compensation Insurance with the Michigan statutory limits and an employers liability insurance with a minimum limit of \$500,000 each accident.
- b. 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.
- c. If there is to be transportation of participants during the course of the program, Automobile Liability Insurance covering all owned, hired and non-owned 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.

3. 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.

4. 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.

5. Reporting

If awarded funding, the bidder shall:

- a. Provide access and the rights to examine, transcribe and audit all records, books, papers, tapes or documents related to contract performance.
- b. Record all costs incurred, and report these costs in the manner and format prescribed by and in conformance with applicable Federal/State requirements.
- c. Retain all records pertinent to the program, including financial, participant and statistical records and supporting documents, for at least five (5) years from the date of expiration of any contract awarded as a result of this proposal.

6. 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. Immediate family member is defined as: father, mother, sister, brother, child, aunt, uncle, nephew, niece, grandmother or grandfather.

7. Prevention of Fraud and Program Abuse

To ensure the integrity of the Workforce Development Agency, State of Michigan 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 Workforce Development Agency, State of Michigan 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. Bidders who receive contracts will be required to report immediately any violations in these areas or in problem areas which may later be defined.

8. Monitoring

Staff from the Southeast Michigan Consortium, Workforce Development Board, and/or local Michigan Works! offices will be monitoring, auditing, and evaluating services provided under this Request for Proposals throughout the contract period. 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.

9. Proposal Certifications

I hereby certify:

- a. that all information contained in this proposal in response to questions concerning the applicant organization, its operation, and its proposed program, is true and accurate; and
- b. that completion of this proposal is an application for funding and does not ensure that the proposed program will be funded; and
- c. that if selected for funding, the applicant organization will be bound by the information contained herein as well as by the terms and conditions of the resultant contract or agreement.
- d. that to the best of its knowledge and belief, the cost data are accurate, complete, and current at the time of agreement on price. This price shall be valid for a minimum of six months after submission.**

Signature: _____ Date: _____

Name: _____ Title: _____

Organization _____

ATTACHMENT A

Certification Regarding Debarment , Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, participants' responsibilities and Executive Order 12689, 2 CFR 215 Appendix A8, page 26297. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19222).

- (1) The prospective recipient of federal assistance funds certifies, by submission of this certification, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
- (2) 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 certification.

Agency/Organization Authorized Signature

Date

Attachment A - Instructions for Certification Regarding Debarment and Suspension

1. By signing and submitting this proposal, the prospective recipient of Federal assistance funds is providing the certification as set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.
3. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective recipient of Federal assistance funds agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.
6. The prospective recipient of Federal assistance funds further agrees by submitting this proposal, that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded for the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Procurement or Nonprocurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may pursue available remedies, including suspension and/or debarment.

ATTACHMENT B

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans and Cooperative Agreements

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

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, any officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or any employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying, in accordance with its instructions.

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

This certification is a material 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 imposed by Section 1325, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for such failure.

Agency/Organization Authorized Signature

Date

ATTACHMENT B (Continued)
DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

1. Type of Federal Action: a. contract b. grant c. cooperative agreement d. loan e. loan guarantee	2. Status of Federal Action: a. bid/offer/application b. initial award c. post-award <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	3. Report Type: a. initial filing b. material change For Material Change Only: year _____ quarter _____ date of last report _____
4. Name and Address of Reporting Entity: _____ Prime _____ Subawardee Tier____, if known: Congressional District, if known:	5. If Reporting Entity in No. 4 is Subawardee Enter Name and Address of Prime: Congressional District, if known:	
6. Federal Department/ Agency:	CFDA Number, if applicable: _____	
8. Federal Action Number, if known:	9. Award Amount, if know: \$	
10. a. Name and Address of Lobbying Entity	b. Individuals Performing Services (including address if different from N. 10a) (last name, first name, MI):	
11. Amount of Payment (check all that apply): \$ _____ __actual __planned	13. Type of Payment (check all that apply): __ a. retainer __ b. one-time fee __ c. commission __ d. contingent fee __ e. deferred __ f. other specify _____	
14. Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or Member(s) contacted, for Payment Indicated in Item 11: (attach Continuation Sheet(s) SF-LLL-A if necessary)		
15. Continuation Sheet(s) SF-LLL-A attached: __ Yes __ No		
16. Information required through this form is authorized by Title 31 U.S.>C> Section 1352. The disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. this disclosure is required pursuant to 31 U.S. C. 1352. This information will be reported to the Congress semi annually and will be available for public inspection. Any person who fails to file the required disclosure shall subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: _____ Print Name: _____ Title: _____ Telephone No: _____ Date: _____	

ATTACHMENT C
SOUTHEAST MICHIGAN CONSORTIUM
EQUAL OPPORTUNITY (EO) POLICY STATEMENT
EQUAL OPPORTUNITY IS THE LAW

This policy applies to all organizations in receipt of federally funded employees, contracts, and services of the Southeast Michigan Consortium Michigan Works! programs.

It is against the law for this recipient of Federal financial assistance to discriminate on the following bases:

- Against any individual in the United States, on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief; and
- Against any beneficiary of programs financially assisted under the Title I of the Workforce Innovation and Opportunity Act (WIOA), on the basis of the beneficiary's citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or his or her participation in any WIOA Title I-financially assisted program or activity.

The recipient must not discriminate in any of the following areas:

- Deciding who will be admitted, or have access, to any WIOA Title I-financially assisted program or activity;
- Providing opportunities in, or treating any person with regard to, such a program or activity; or
- Making employment decisions in the administration of, or in connection with, such a program or activity.

If you think that you have been subjected to discrimination under a WIOA Title I-financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with the recipient's Equal Opportunity Officer:

*State Equal Opportunity Officer
Workforce Development Agency
201 N. Washington Square
Lansing, MI 48913
517 – 335-5858 (voice), or 1- 888-605-
6722(TTY)*

Or

*Mr. Ramón Surís-Fernández, Esq.
Director, Civil Rights Center (CRC)
U.S. Department of Labor
200 Constitution Avenue, NW, Room N-4123
Washington, D.C. 20210*

If you file your complaint with the recipient, you must wait either until the recipient issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner), before filing with Civil Rights Center (see address above).

If the recipient does not give you a written Notice of Final Action within 90 days of the day on which you filed your complaint, you do not have to wait for the recipient to issue that Notice before filing a complaint with CRC. However, you must file your CRC complaint within 30 days of the 90-day deadline (in other words, within 120 days after the day on which you filed your complaint with the recipient).

If the recipient does give you a written Notice of Final Action on your complaint, but you are dissatisfied with the decision or resolution, you may file a complaint with CRC. You must file your complaint within 30 days of the date on which you received the Notice of Final Action.

If you have any questions regarding the EO Policy Statement, please discuss them with your assigned staff person.

I have received the EO Policy Statement on _____

(Date)

Participant's Name (Printed)

Participant's Signature

An Equal Employment Opportunity Program/Employer. Auxiliary aids and services available upon request to individuals with disabilities. TDD Service are available through the Michigan Relay Center 1-800-649-3777.