



Dear Prospective Bidder:

Youth Solutions, Inc., a subsidiary of Kinexus Group, is a 501c3 private non-profit organized in 2017 to inspire and connect Michigan youth to achieve a future beyond imagination.

We are seeking proposals from qualified bidders to provide consulting and implementation services in support of a Berrien County-area Feasibility Study, aimed at building a continuum of services for youth, engaging the private sector community, and breaking down barriers to education and employment. The goal of the study is a completed initiative plan that outlines clear pathways to career success for Berrien County youth, with particular emphasis on the Benton Harbor community.

Request for Proposal (RFP) applications as well as an Intent to Bid form will also be available immediately online at <http://miworks.org/about/public-information>. Intent bid forms are important to submit so that your organizations representative receives future communication regarding this bid process including questions and answers during the process.

If you have questions regarding the specifications in the RFP, please e-mail stacy@kinexus.org no later than 8:00 AM Eastern on 3/12/2021. Please note that **no** verbal Q & A will be permitted regarding product specifications, and all proposers who wish to e-mail questions must file an Intent-to-Bid form with Youth Solutions.

During the bid rating process, Youth Solutions staff may contact you for clarification or additional information.

Thank you for your interest.

Sincerely,

Stacy Neidlinger
Procurement Specialist



FEASIBILITY STUDY RFP
REQUEST FOR PROPOSAL (RFP) TIMELINE

Date	Action
By March 1, 2021	Notice Sent to Bidders List with RFP
By March 3, 2021	Youth Solutions has RFP application available on Kinexus.org
By March 3, 2021	Legal Notice sent to Newspaper for publication
March 12, 2021	Deadline for receipt of Bidder Questions at 8:00 AM Eastern
March 15, 2021	Response to Bidder Questions by 5:00 PM Eastern
March 17, 2021	Proposals due at Youth Solutions by 12:00 Noon Eastern
March 26, 2021	Approximate Bidder Notification

The dates set forth above are for informational purposes only and Youth Solutions, Inc. reserves the right to change the dates.



Request for Proposal Feasibility Study RFP

Statement of Need

Youth Solutions, Inc. is seeking proposals for a service provider to offer consulting and implementation services in support of a Berrien County-area Feasibility Study aimed at building a continuum of services for youth, engaging the private sector community, and breaking down barriers to education and employment. The intent for this consulting is to create robust career pathways to long-term employment opportunities for Berrien County youth, with a specific focus on youth from the Benton Harbor community.

The consultant will deliver a comprehensive asset map of the existing structures within the community, inclusive of the labor market data and trend. It will also provide implementation support in converting the information included in the asset map into a complete initiative plan for 5+ years of services. The consultant will also be familiar with Youth Solutions' leading Jobs for Michigan's Graduates (JMG) programming and utilize Jobs for America's Graduates (JAG) model programming as a core model of any resulting recommendation(s). All recommendations will ultimately deliver on the promise of JMG, ensuring young people graduate from high school, transition successfully into postsecondary education and/or credentialing, and obtain meaningful employment opportunities.

Scope of Services

The Feasibility Study will include the following major milestones:

- Completion of a comprehensive asset map of the services in the community, aligned to our three identified pillars of work – “creating a continuum of services,” “engaging the private sector,” and “breaking down barriers.” The asset map will engage the expertise of identified subject matter experts who have signed on to the study, as well as a broader group of community leaders.
 - The completed asset map will include labor market data, an overview of the existing services / assets within the community, and recommendations for next steps in pivoting towards the completion of an initiative plan.
- Consulting services aimed at converting the recommendations from the asset map to a complete initiative plan that outlines a continuum of services from 6th grade through +24



months post-high school graduation, engagement of the private sector, and the breaking down of barriers in tandem with local intermediary organizations, leadership, and at the policy level.

- Inclusion of Jobs for Michigan's Graduates and JAG Model programming throughout the Feasibility Study and initiative plan, incorporating JMG into the continuum of services, engagement of the private sector, and barrier support work.

The resulting model and accompanying recommendations must have broad application to other communities across the State of Michigan with the potential to scale findings/modeling developed from this regional study to other communities / youth in service to vulnerable populations across the state.

Budget Amount and Contract Period

There is no maximum stated budget for this request. Proposals will be judged on reasonableness of costs given project scope. It is anticipated that the resulting contract shall be for approximately nine months and may be renewed based on need and performance.

Bidder Qualifications

To be considered for award of this RFP, the proposing individual or company must meet the following minimum qualifications:

1. Have a minimum of 5 years experience in building comprehensive career pathway efforts within a community, region, or state.
2. Demonstrated experience helping organizations adapt strategies to complex environments with a wide range of stakeholders and dynamics.
3. Examples of other completed plans and projects that align to the scope of work.

Proposal Requirements

Youth Solutions, Inc. reserves the right to request additional information for clarification purposes or to allow corrections to errors or omissions provided errors or omissions do not provide a competitive advantage to any proposer.

The selected proposal may be subject to further negotiation if deemed, at Youth Solution's sole discretion, to be advantageous to Youth Solutions.



Submission of a proposal indicates acceptance of all terms and conditions set out in this solicitation.

Proposers **may** be requested to appear before the Executive Director or any designated Senior Management Staff to further discuss the submitted proposal.

A written Representation/Retainer agreement will be entered into between Youth Solutions and the successful proposer subject to final negotiation between both parties. The resulting agreement will be for an initial period of nine months with the possibility of renewals based on need and satisfactory performance, determined solely by Youth Solutions.

Any payment or billing procedure will be negotiated prior to final award.

Prior to execution of a written Agreement, Youth Solutions may request applicable certificates of insurance.

Any contract awarded under the RFP is subject to available funding and can be canceled by either party with 30 days written notice.

Closing and Submission Date

Electronic or hardcopy proposals must be received by Youth Solutions no later than 12:00 Noon Eastern on March 17, 2021. Late proposals will not be considered. Electronic proposals must be submitted in PDF or MS Office file formats.

Send electronic proposals to : stacy@kinexus.org

Note: It is your responsibility to assure that your bid/questions have arrived. Please confirm receipt of electronic proposals and questions by contacting Stacy Neidlinger at (269) 215-4899 . This method is preferred.

Mail Hardcopy proposals to: Stacy Neidlinger
Procurement Specialist
Kinexus
330 W. Main Street, Suite 110
Benton Harbor, MI 49022
(please call 269- 215-4899 to let me know it is being sent via mail)



Inquiries

If you have specific questions regarding the goods and services requested in this RFP, submit them via email to Stacy Neidlinger at stacy@kinexus.org no later than 8:00 AM EST March 12, 2021. **Verbal Q&A will not be permitted.** To ensure equitable dissemination of information, responses to e-mailed questions will be forwarded to all proposal offerors who identify themselves as interested bidders. **Proposers must file an Intent-To-Bid form with Youth Solutions before submitting questions regarding this RFP.**

Cost of Proposal Preparation

All costs incurred in the preparation of a response to this RFP will be at the responsibility of the offeror and will not be reimbursed by Youth Solutions.

Right to Reject

Youth Solutions reserves the right to reject any and all proposals, in whole or in part, to waive any informalities or irregularities in the proposals received, and to accept any proposal that is deemed most favorable to Youth Solutions.



RFP Evaluation Scoring Criteria:

This competitive request will be open to all bidders and all complete proposals will be evaluated on their respective merit. The scoring for all proposals will be judged against a weighted matrix of three factors:

Criteria	Max. Points Possible
Qualifications/Experience	30
Budget	25
Service Description/Offering	45
Total Possible points	100

THE PROPOSAL COVER PAGE AND FORMAT BEGINS ON NEXT PAGE. SEND ONLY ATTACHMENTS I THROUGH III.



RFP- Feasibility Study
Request for Proposal – please fill in this form

1. – General Information – COVER PAGE

Applicant Organization	Federal ID Number
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Street Address

City	State	Zip Code
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Printed Name and Title of Applicant's Authorized Representative

Telephone Number	Fax Number
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E-mail address

Certification

I certify that I have been authorized to submit and sign this proposal on behalf of the submitting organization(s). In addition, I certify that the entire proposal is true and accurate and to the best of my knowledge the projected costs are reasonable and necessary for the proposed Service and do not duplicate other funds already available, or which will be available, to pay the projected costs. I also certify that my organization will implement this project in compliance with the stipulations and guidelines set forth by Kinexus.

Signature of Authorized Representative

Date

PROPOSAL

Please answer the following:

1. Provide a proposal to meet all or any of the three identified lines of effort:
 - a. Completion of a comprehensive asset map of the services in the community, including labor market data, an overview of existing services / assets, and recommendations for next steps
 - b. Recommendations and supported guidance for next steps in pivoting towards the completion of an initiative plan, with support for developing the plan itself.
 - c. Integration of Jobs for Michigan's Graduates programming throughout.
2. Provide a description of the experience/qualifications that are relevant to the provision of consulting services relative to the need outlined in this RFP. Be sure to include
 - a) Years of experience related to the requests in this RFP
 - b) Qualifications of proposed providers (include resume/bio)
3. Provide at least three (3) references for which similar work was done. Include names, titles, and contact information
4. Provide examples of content created independently or collaboratively in similar settings with similar project scopes.
5. Demonstrate your understanding of the nonprofit workforce ecosystem and educational landscape, including middle school, high school, postsecondary education and credentialing.
6. Provide an understanding of how the resulting model and any accompanying recommendations will have broad application to other communities across the State of Michigan, with the potential to scale in service to youth populations across the state.
7. Provide certification that neither the firm nor any employees have an interest, direct or indirect, which may conflict in any manner or degree with the performance or provision of services to Youth Solutions or its Board.
8. Provide rates that would apply for various levels of service that we may encounter: research, attending meetings, travel, copy or filing fees, retainers etc.



ATTACHMENT III

**CERTIFICATIONS
Debarment and Lobbying**

**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 (3 CFR, 1986 Comp.); Executive Order 12689 Debarment and Suspension (3 CFR, 1989 Comp.); 2 CFR Part 215, Appendix A, Section 8; 13 CFR Part 145; and 29 CFR Part 98, Section 98.510, Participants' Responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

**BEFORE COMPLETING CERTIFICATION, READ ATTACHED INSTRUCTIONS THAT
ARE AN INTEGRAL PART OF THE CERTIFICATION.**

(1) The prospective recipient of federal assistance funds certified, by submission of this proposal, 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 proposal.

Printed Name and Title of Authorized Representative

Signature of Authorized Representative

INSTRUCTIONS FOR CERTIFICATION



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 whom 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", "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 low tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized the DOL.
6. The prospective recipient of Federal assistance funds further agrees by submitting his proposal that it will include 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 solicitation 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 from the covered transaction, unless it know 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 establishing a system of records on 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.

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

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement the undersigned shall complete and submit Standard Form-LLL "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants and contract under grants, loans, and cooperative agreements) and that all Subrecipient shall certify and disclose accordingly.
4. 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 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$10,000 and not more than \$100,000 for each such failure.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE	
APPLICANT ORGANIZATION:		DATE: