



[www.WINintelligence.org](http://www.WINintelligence.org)

**REQUEST FOR PROPOSAL:  
APPRENTICESHIP REPORTING AND TRACKING (ART)**

**INQUIRIES AND PROPOSALS SHOULD BE DIRECTED TO:**

Michele Ureste (michele.ureste@winintelligence.org)

**Executive Director**

**WIN**

## **SECTION 1: SUBMISSION GUIDELINES AND IMPORTANT DATES**

### **Contact**

Michele Ureste  
Executive Director  
WIN

### **Timetable**

- A. **Request for Proposals Release Date: January 27, 2021**
- B. **Deadline for Submitting Proposals: February 3, 2021**
- C. **Delivery Method for Submitting Proposals:** E-mail bids to [michele.ureste@winintelligence.org](mailto:michele.ureste@winintelligence.org). In email subject line, please include: "Proposal for Apprenticeship Reporting and Tracking."
- D. **Right to Reject:** WIN reserve the right to reject any and all proposals received in response to this RFP in the event funding becomes unavailable or other unforeseeable circumstances occur. A contract for the accepted proposal will be based upon the factors described in this RFP and may include any or all parts of the proposal.
- E. **Contract Period:** The contract period will not extend beyond March 31, 2021.
- F. **Contract and Payment Schedule:** Upon receipt of competitive quotes, WIN will select a vendor, develop a contract proposal, and set contract terms, including a payment schedule. Any services and deliverables executed under this contract will be paid on a reimbursement basis only. This is not an RFP for a retainer contract. All billing must reflect actual work completed. WIN requires that all services are listed within bidder proposals showing hourly rates for each individual service (additional details and requirements listed in [Section 4: Proposal Requirements](#)).
- G. **Notification of Award:** It is expected that a decision selecting the successful bidder will be made within one (1) week of the closing date for the receipt of proposals. Upon conclusion of final negotiations with the successful bidder(s), all offerors submitting proposals in response to this Request for Proposal will be informed, in writing, of the decision. Please do not contact WIN to check the status of proposals.

## **SECTION 2: STATEMENT OF PURPOSE AND WIN VENDOR ROLES**

Registered Apprenticeship is a Department of Labor/Office of Apprenticeship recognized training pathway. Registered apprenticeship allows an employer to create a customized training program based upon current skills needs which is beneficial to the employer and to the apprentice. Employers today face large demand for skilled workers, but many industries have more job needs than candidates who possess the necessary work skills. The goal of the MI Apprenticeship Reporting and Tracking tool is to track apprentice on-the-job (OJT) and related technical instruction activity and automate the process of generating numerous types of reports.

### **About WIN:**

**The Workforce Intelligence Network for Southeast Michigan (WIN)** is a partnership of eight community colleges and six Michigan Works! Agencies in southeast Michigan. WIN's mission is to help cultivate a cohesive talent system by facilitating data-driven workforce solutions to ensure responsiveness to changing labor market demands. WIN specializes in fostering collaboration among talent partners, including workforce development, community colleges, four-year postsecondary institutions, K-12 schools, economic development organizations, government, community-based organizations, employers, and others.

### **WIN and Vendor Roles and Responsibilities**

WIN will own the rights to all intellectual property created before and after the award of this RFP including, but not limited to software and database content. Upon expiration of an executed agreement, or if the agreement is terminated by either party, WIN will have the ability to change vendors.

**WIN responsibilities will include:**

- Serve as the primary owner of software and data
- Serve as the primary contact for decisions about the software development
- Serve as the project manager of all activities which are performed by the selected vendor
- Provide working template of auto-generated reports related to related-technical instruction progress, competency-based skill attainment, and time-based on the job training progress and wage schedule step-increases

**SECTION 3: SCOPE OF WORK AND SOFTWARE REQUIREMENTS**

**Software Developmental Needs:**

Allow employers to track their apprenticeships and apprentices. Ideally, this system could integrate with the Rapid Skills Generator to input employer’s apprenticeships. Then, they can manage the implementation of the apprenticeship from the Apprenticeship Manager.

We require two types of logins—one for employers and one for employees. The employer login will allow employers to add their apprenticeships including work plans, competencies, skills, and required on the job training hours. Then, they will be able to track their employees.

On the employee side, employees will be able to log their hours as they go.

**Developmental Needs:**

- ✓ Account Functionality
- ✓ Create Account
- ✓ Login
- ✓ Log Out
- ✓ Edit Account
- ✓ Account Fields:
- ✓ First Name
- ✓ Last Name
- ✓ Email Address
- ✓ Phone Number
- ✓ Current Profession
- ✓ Street Address
- ✓ City
- ✓ State
- ✓ ZIP
- ✓ Conditional Workflow Logic
- ✓ Responsive Web Development
- ✓ Brand Development & Graphic Design
- ✓ Integration to Apprenticeship Jobs
- ✓ Geolocation & Geo-Specific Recommendations
- ✓ AJAX Search Functionality With Predictive Text and Fuzzy Logic
- ✓ Industry Overview Pages

### Technical Specifications:

We prefer that the application be written in:

- ✓ PHP
- ✓ HTML5
- ✓ CSS3
- ✓ MySQL
- ✓ jQuery
- ✓ Javascript

### Additional Requirements:

- ✓ We would prefer to utilize flexbox for styling.
- ✓ SCSS variables are ideal to keep branding clean.
- ✓ Search should be AJAX when available.
- ✓ We prefer to host on an NGINX server.
- ✓ All development should be responsive and tested on Chrome, Safari, Firefox, and Edge
- ✓ Prototypes are required, and User Testing should be implemented
- ✓ Ability to upload Appendix A documents that create fillable work process tracking forms, related technical instruction tracking forms, and wage schedule step-increase
- ✓ Ability to self-report related-technical instruction course completion progress and upload of transcripts for verification and auto-generate progress logs in spreadsheet (CSV) format
- ✓ Enhanced auto-generated reporting of work process progress reports in spreadsheet (CSV) format:
  - Time-based apprenticeship hour logs
  - Competency-based apprenticeship skills attainment logs
  - Hybrid apprenticeship (hour and skill attainment) logs
- ✓ Wage schedule increase log that notifies supervisor when wage step-increase threshold has been met according to work process progress and the ability to upload wage documentation with date-stamps for verification
- ✓ Auto-generation of spreadsheet (CSV) report with template of credit for previous experience and related technical instruction
- ✓ RAPIDS integration that generates registered apprenticeship agreement for apprentice signature and ability to upload signed agreement

### Security

The following security items need to be addressed as related to this project:

- ✓ Development of a disaster recovery plan for restoration of the system in the event of a disaster or major incident.
- ✓ Process and plans to update the application to stay current with platforms and infrastructure.
- ✓ The security controls in place to protect sensitive and/or confidential information.
- ✓ Describe the proposed solution's ability to support encryption and SSL.
- ✓ Use hash salts and at least eight passes of MD5 for password encryption.
- ✓ Use best practice security regarding application development and API connection.
- ✓ Disallow any back-flow data from corrupting or leaking any information through APIs or databases that the application will need to support. All listing data pulls should use one way connections when possible.

The vendor selected will provide the project manager for this application. They will be responsible for designing the application and making user experience decisions to drive the project forward.

## **SECTION 4: PROPOSAL REQUIREMENTS**

### **Proposal Format:**

In order for a proposal to receive funding consideration, the application included in this packet must be answered completely. Proposers should take care in following the format of the application. Use narrative and/or include attachments where requested. Adherence to this format is essential since evaluation criteria is based on the structure of the RFP. Failure to follow the requested format could result in the disqualification of your proposal.

Proposals should be prepared as simply as possible and provide a concise description of the bidder's capabilities to produce aforementioned deliverables. The proposal should be no longer than fifteen (15) pages total and include the following:

1. Cover page (form included in RFP)
2. Executive summary
3. Past performance and experience
4. Description of deliverables
5. Staffing and working with WIN
6. Timeline
7. Total cost
8. Completed bidders signature sheet (form included in RFP)
9. Completed Risk Assessment questionnaire (form included in RFP)

### **Bid Review Process**

The application is a preliminary mechanism used to determine the suitability of a service provider for funding. The review process involves:

#### **A. Preliminary Screening**

To be considered for funding you must complete the entire application. Based on your response, an evaluation team will determine whether further consideration of the application is warranted.

#### **B. Follow-up / Fact Finding Documentation**

Upon analysis of your completed application and budget, you may be asked by /WIN to submit additional information or details to the evaluation team. You may also be asked to provide a presentation or demonstration of your organization's abilities to successfully fulfill the proposal requirements.

#### **C. Evaluation Process**

Proposals will be scored using a pre-determined scoring matrix by a formal evaluation committee. Vendors with the top proposals may be asked to participate in an interview or asked to provide further information/clarification. Recommendations from WIN will be made for final approval.

### **Proposal Content and Evaluation**

Based on information submitted, your suitability to deliver service will be rated in the following manner:

- **Past performance and experience: 25 points maximum**  
Please provide an organizational overview of experience, links to relevant products (past and present) and otherwise demonstrate the credentials and capacity to perform the desired work and achieve identified goals.

Provide 3 references from past contracts of similar work. Please provide the same information for any individuals or businesses outside of your own organization that will be contracted for any portion of this project.

- **Description of deliverables: 20 points maximum**  
Provide a description of how your organization intends to fulfill the scope of work and deliverables associated with this project. Describe how your approach will meet the expectations identified in the previous sections. Indicate if any work will be contracted to other organizations.
- **Staffing and working with WIN: 15 points maximum**  
WIN expects the service provider to have professional staff presently in their employ who have credentials (education and/or experience) and capacity to perform the required services. Clarify what is expected of WIN staff and what is expected of the vendor for a successful partnership and describe management of the ongoing process for making improvements to these sites. In addition, provide description of the firm, including professional qualifications of the principals involved in administering the project including names, titles, and role in the project plus their specific experience. Do not include the resumes and professional qualifications for individuals who will not be assigned to the project.
- **Timeline: 15 points maximum**  
Provide a timeline for migration and update of the sites. Bidders should provide a timeline of activity for deliverables following award of the contract. Provide a list of any assumptions made regarding the timeline.
- **Total Cost: 25 points maximum**  
Since the basis of the award to service providers is a competitive process, WIN expects to fund the bidder who delivers the best quality of service at the most cost-effective price. Proposers must submit the expenses related to producing each of the items identified in the scope of work/deliverables including the hourly rates.

If you are a private-for-profit organization, you must identify the amount of profit that is being charged. Funding may be requested to cover costs in two general categories:

- Administrative costs refer to salaries, wages, fringe benefits and related costs of the overall program management, program coordination, and general administrative functions.
- Program costs refer to all costs not attributed to administrative costs. This can include costs such as travel, registration fees, meeting fees, etc.

This is a reimbursement only project, meaning that WIN is not authorized to pay in advance for work that has not been completed. WIN can only pay for completed work.

#### Evaluation Scoring

Past performance & experience	<b>25</b>
Description of deliverables	<b>20</b>
Staffing and working with WIN	<b>15</b>
Timeline	<b>15</b>
Total Cost	<b>25</b>
<b>Total Points</b>	<b>100</b>

**Please do not add any additional attachments.**

## SECTION 5: REQUIRED DOCUMENTS

The three following forms must be completed and submitted with proposals. These forms will not count towards the total page limit.



### **Workforce Intelligence Network for Southeast Michigan Cover Page**

Response to request for proposals for:  
Apprenticeship Reporting and Tracking (ART) System

E-mail this cover page and proposal to Michele Ureste at [michele.ureste@winintelligence.org](mailto:michele.ureste@winintelligence.org)

#### **Identifying Information**

A. \_\_\_\_\_  
Name of Organization

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City State/Zip County

B. \_\_\_\_\_  
Contact Representative and Title

C. \_\_\_\_\_  
Phone Number

D. Type of Organization:

- Public School       Private Non-Profit       Private For-Profit  
 Community-Based organization       Community College       Other (specify) \_\_\_\_\_

The Workforce Intelligence Network for Southeast Michigan is seeking the services of an organization that is qualified and experienced in providing a comprehensive package of services. For maximum flexibility, continuity and efficiency, WIN may contract with one or with multiple organizations to provide the deliverables as outlined in this Request for Proposal.

**Bidder's Signature Sheet**

Please complete this form and return as part of the Request for Proposal.

Bidding under the name of: \_\_\_\_\_

Federal Employer Identification Number: \_\_\_\_\_

Which is (check one of the following):

Corporation, incorporated under the laws of the State of \_\_\_\_\_

List all officers and stockholders:

\_\_\_\_\_

Assumed Name (Register No.): \_\_\_\_\_

Individual

Partnership

Is any owner, partner, stockholder or employee of the company or institution completing this Request for Proposal associated with or have a family member working with WIN, or an administrative employee of WIN?

Yes

No

If yes, name of company member: \_\_\_\_\_

I certify that this proposal is a firm offer to begin Program Year 2019 (XXX2019) and that complete and accurate records justifying all expenditures, leaving a clear audit trail to point of origin will be maintained, subject to periodic audit by the Workforce Intelligence Network for Southeast Michigan. I further certify that I have read and understand the specifications preceding this application.

**NOTE:** This document must be signed by the individual who has signatory authority for the organization under whose sponsorship this proposal has been submitted.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If another individual is authorized to sign contracts as a result of this proposal, indicate:

\_\_\_\_\_

When payment on such contract is to be directed to the same company at an address different from above, fill in that address:

\_\_\_\_\_



**RISK ASSESSMENT QUESTIONNAIRE**

<p>In accordance with Office of Management and Budget (OMB) Title 2 CFR Part 200.331 WIN, is responsible for evaluating its contractors for risk.</p> <p>Please provide responses to the questions that follow:</p>	Contractor Representative Completing this questionnaire:	(To be completed by WIN)		
	Name of Contractor	FEDERAL AWARDING AGENCY		
		GRANT		
		CFDA#		
		<b>RISK ASSESSMENT</b>		
	Comment	Low 1	Medium 2	High 6
<p>1. Prior to receiving funding from WIN, had your organization received a federal grant (directly or indirectly) within the past five years?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p style="padding-left: 40px;">If yes, when? _____</p> <p>Description of grant:</p>				
<p>2. Has your organization previously been required to submit to a compliance audit or Single Audit as required by OMB A-133, Title 2 CFR Part 200 or the cognizant agency?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>If yes, provide the single audit. This attachment does not apply to maximum page count.</p> <p>Was the award determined to be a major federal program in the audit?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No</p>				
<p>3. Were there any findings resulting from the single audit?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No</p>				

<p>4. Does the individual (or team of individuals) with primary responsibility for grant-related financial activities have prior experience with federal grants?  <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>If yes, describe.</p>				
<p>5. Does your organization have written policies and procedures related to internal controls and oversight?  <input type="checkbox"/> Yes    <input type="checkbox"/> No</p>				
<p>6. Has your organization had new or substantial changes to its operating structure/systems or has new personnel?  <input type="checkbox"/> Yes    <input type="checkbox"/> No</p>				

**OVERALL RATING BASED ON SCORING (6 TO 8 = "LOW", 9 TO 13 = "MEDIUM", OVER 14 = "HI**

## **SECTION 6: General Terms and Conditions**

### **Selection of Service Provider**

WIN will comply with all federal and state mandates governing contractor selection including federal guidelines 2 CFR 200. Due to the potential funding source for WIN, contractors are required to abide by the same standards and regulations (2 CFR 200).

To be considered for funding, contractors must have:

1. Adequate financial resources or the ability to obtain them;
2. The ability to meet program design specifications at a reasonable cost;
3. A satisfactory record of past performance; and
4. A satisfactory record of integrity, business ethics, and fiscal accountability.

### **Grievance Policy**

WIN subscribes to the policy of equal opportunity and as such, maintains a formal grievance procedure to handle complaints of customers and service deliverers. Adherence to the same is acknowledged by acceptance of a contract from WIN.

### **Protest Procedures**

WIN shall follow appropriate protest procedures in the event the awarding of bids is questioned or challenged. These procedures will be advertised as part of the RFP process and will be available at any time upon written request.

An individual, company or organization not in agreement with the awarding of a bid shall submit a written protest to the Executive Director of WIN, within five business days of awarding a bid. If the vendor has not been notified prior to WIN's receipt of protest, the notification will be held pending resolution of the protest.

WIN shall review the protest and respond to the protest in writing within 10 business days of its receipt. If the complainant is not satisfied with the response, they may appeal it to WIN. If an agreement is still not reached the complainant shall obtain, at their expense, an arbitrator that is acceptable to all parties. The appointed individual will evaluate all information and make the final decision.

### **Profit**

Public and private nonprofit entities will be required upon the completion of a contract to report their actual operational costs of the contract to WIN by line item. If WIN has paid the public or private nonprofit entity more than the actual operational costs, the entity must return all revenues in excess of costs to WIN.

Further, a private-for-profit entity must identify profit (fees or other revenue in excess of actual costs) in their line item budget, in accordance with federal mandates that require assurances that profit is reasonable and allowable, WIN require profit be based on the net cost of the contract, not to exceed 10%.

WIN reserves the right to allocate profit, fees, or other revenues in excess of actual costs to one or both cost categories in proportion to actual costs incurred attributable to each category.

**Right to Refusal and Proposal Preparation Costs**

This preliminary application does not commit WIN to award a contract, or to pay any costs incurred in the preparation of a proposal submitted in response to this request or to procure or contract services or supplies. This includes any demonstration and/or interviews that are part of the proposal process. WIN reserves the right to accept or reject any or all proposals in part or in their entirety if it is in the best interest of WIN to do so.

**System Awards Management Registration (SAM)**

WIN will require the proposer selected to register under the federal government's System Award Management, accessible by visiting [SAM.gov](http://SAM.gov). This registration must be complete, and the organization must be searchable on the site prior to contract execution.

**Right to Negotiate**

WIN will require the proposer selected to participate in negotiations and to submit any price, technical, or other revisions of their proposals as may result from negotiation.

**Right to Request Additional Information**

WIN reserves the right to request any additional information that might be deemed necessary after the completion of this document.

**System Design Costs**

The successful bidder shall be responsible for all design, information gathering, and required programming to achieve a successful implementation. This cost must be included in the base bid.

**Pricing Eligibility Period**

All vendor proposal bids are required to be offered for a term not less than **120** calendar days in duration.

**Additional Charges**

No additional charges, other than those listed in the proposed cost breakdown, shall be made. Prices quoted will include verification/coordination of order, all costs for shipping, delivery to all sites, unpacking, setup, installation, operation, testing, travel, cleanup and training.

**Federal or State Sales, Excise, Or Use Taxes**

Owner does not pay sales use tax. All other taxes, fees, permits and shipping costs, etc. shall be included.

**Contract Requirements**

WIN considers this RFP legally binding and will require that this RFP and the resulting awarded vendor Proposal and any amendments be included as addenda to any subsequent contracts between the Vendor(s) and WIN. It should be understood by the Vendor(s) that this means that the Owner expects the Vendor(s) to satisfy substantially all requirements and reports listed herein. Exceptions should be explicitly noted in the Vendor Proposals. Lack of exceptions will be considered acceptance of all of the specifications as presented in this RFP.