

REQUEST FOR PROPOSALS

GREAT LAKES BAY MICHIGAN WORKS!

OCTOBER 1, 2026 – SEPTEMBER 30, 2029

ONE STOP OPERATOR

APRIL 3, 2026

BACKGROUND INFORMATION:

Great Lakes Bay Michigan Works (GLBMW) is a federal and state grant-funded consortium of Saginaw, Midland, Gratiot, Isabella and Bay Counties. Its purpose is to strengthen the regional economy by: (1) assisting employers in finding and retaining qualified employees, and (2) assuring the labor force meets the needs of employers. GLBMW operates five one stop centers, one in each of its five county area. GLBMW operates workforce development programs with a current staff of about 90 direct service staff and 10 administrative service staff. GLBMW is governed by two boards; a thirteen-member Consortium Board and a sixteen-member Workforce Development Board. GLBMW's boards are advised by a seven-member Career and Educational Advisory Council.

Through this Request for Proposals (RFP), GLBMW is seeking to partner with creative and innovative contractor to assist the GLBMW in operating its One Stop system. The funding provided by GLBMW shall come from federal workforce development funds. This RFP shall refer to this program as One Stop Operator (OSO).

At the direction of GLBMW, the successful bidder shall be required to:

- Facilitate integrated partnerships that seamlessly incorporate services for the common customers served by multiple program partners of the American Job Center.
- Assist GLBMW in the Development and Implementation of operational policies that reflect an integrated system of performance, communication, and case management, and uses technology to achieve integration and expanded service offerings at the direction of GLBMW.
- Assist GLBMW to organize and integrate services based on function, when permitted by a program's authorizing statute and, as appropriate, through coordinating staff communications, capacity building and training efforts at the direction of GLBMW
- Services the OSO may assist GLBMW with may include but are not limited to:
 - Evaluating current processes and procedures to determine where if any changes or efficiencies should be made.
 - Ensuring that service center staff are trained and equipped in an ongoing learning environment with the skills and knowledge needed to provide superior service to job seekers, including those with disabilities, and businesses in an integrated, regionally focused framework of service delivery, consistent with the requirements of each of the partner programs.
 - Cross-training, as appropriate, to increase staff capacity, expertise and efficiency.
 - Provide input an technical expertise in GLBMW's ongoing strategic planning.
 - Ensuring that service center staff is routinely trained so that they are keenly aware as to how their particular work function supports and

contributes to the overall vision of the Workforce Development Board (WDB), as well as within the American Job Center network.

GLBMW has not received all of its program allocations for this program year. At this point, it is anticipated the following amount may be available for OSO services:

Saginaw, Midland, Bay, Gratiot and Isabella Counties: \$35,000.00

GENERAL INSTRUCTIONS TO BIDDERS:

It is anticipated that a successful bidder will be awarded three separate, one-year contracts as a result of this RFP. However, budgets shall be negotiated one year at a time. The budget requested by this RFP related only to the first year of the contract.

Do not submit proposals in notebooks or binders. Faxed or electronically delivered proposals are not acceptable and shall not be considered. Proposal narratives are limited to the number of pages called for by the specific narrative and budget items (below). Proposals must be typed using Microsoft Word with 12 point font or larger. Pages in excess of the applicable limit will not be considered.

Bidders are required to follow the format specified in the Proposal Assurances, Narrative, and Budget sections of this RFP. Failure to complete any and all forms or requested information may result in disqualification of the bid.

BIDDERS CONFERENCE:

A bidder's conference will be held **9:30 a.m. on April 13, 2026** in the Michigan Works! Service Center located at 1409 Washington, Midland, Michigan. The bidders conference is not mandatory, but GLBMW will only answer questions from prospective bidders who attended the conference.

BIDDERS' QUESTIONS:

GLBMW shall accept emailed technical and clarification questions regarding this RFP from **April 13, 2026 through April 17, 2026**. GLBMW shall determine which questions can be answered, and shall send each appropriate question and the related answer to Bidder's Conference attendees only. GLBMW shall only accept emailed questions. Verbal, mailed, telephoned, and faxed questions shall not be accepted. Emailed questions must have the subject line **“WAGNER PEYSER SERVICES PROPOSAL FOR SAGINAW MIDLAND AND BAY COUNTIES”**, and must be emailed to rayo@michiganworks.com. Emailed questions that have a different subject line or that are sent to a different address might not be considered.

PROPOSAL PREPARATION AND SUBMISSION:

Send or deliver your proposal to:

Ray Ogden
Great Lakes Bay Michigan Works
1409 Washington
Midland MI 48640

In order to be considered, your proposal must be received by 5:00 p.m. on May 22, 2026 and must be signed by a person with authority to bind your organization in contract. Faxed or emailed proposals will not be eligible for funding.

It is important that your proposal be mailed or hand delivered in an envelope clearly marked in the lower left hand corner **“ONE STOP OPERATOR PROPOSAL FOR GLBMW.”** Failure to do so may result in premature disclosure of your proposal

Bidders must submit an original and five (5) copies of their proposals (i.e. a total of six). Bidders must submit a flash drive containing a Microsoft Word version of the proposal. GLBMW will retain ownership of all documents, flash drive, and information submitted in the course of bidding.

A proposal consists of the Required Proposal Documents set forth below. Failure to fully complete and submit all required information may be cause for disqualification of the proposal.

QUALIFICATIONS:

This RFP does not commit GLBMW to award a contract, to pay any cost incurred in the preparation of a proposal, or to enter into negotiations. GLBMW has the right to reject or accept any or all proposals or part of any or all proposals, or to cancel this RFP in whole or in part. GLBMW has the right to require additional information from one or more bidders, to negotiate with one or more bidders, and/or to accept any proposal or proposals without negotiations. GLBMW has the right, at its sole discretion, to waive minor discrepancies in proposals and minor deviations from RFP requirements. The successful bidder(s), if any, shall be selected based on GLBMW sole discretion in its determination of best value in terms of services provided, qualifications, and cost. GLBMW reserves the right to issue multiple RFP's for the same service but for overlapping service areas and to negotiate for a contract with one, some, none or all bidders.

The need for additional related services may become apparent during the period covered by this RFP. In that event, GLBMW reserves the right to review and award the contract for those services based on this RFP process. In its discretion, GLBMW may also determine that another RFP should be issued regarding the additional services.

Any bidder that attempts to exchange information with any potential bidder for the purpose of gaining competitive advantage, or who attempts to discuss its proposal with or offer anything of value to any of GLBMW officers, directors, staff, agents or representatives during this procurement process, shall be subject to disqualification and possible criminal prosecution. This provision does not prohibit potential bidders from

seeking and joining with subcontractors or partners in making the proposal. All partners and subcontractors must be clearly identified in the proposal. Likewise, this provision does not prohibit communication between GLBMW and any bidder that is determined by GLBMW to be necessary as part of the procurement process.

GLBMW operates an equal opportunity procurement process. Upon request, GLBMW shall make this RFP available in large print or alternative format to individuals with disabilities. Proposals from minority and female owned organizations are encouraged.

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REQUIRED PROPOSAL DOCUMENTS

COVER SHEET

**ONE STOP OPERATOR
FOR GREAT LAKES BAY MICHIGAN WORKS! PROGRAMS**

OCTOBER 1, 2026 THROUGH SEPTEMBER 30, 2029

COUNTY(ies) TO BE SERVED: _____

PROPOSING BIDDER : _____

OFFICIAL CORPORATE/AGENCY NAME: _____
(if different from above)

TYPE OF AGENCY:

___ Private-for-profit ___ Private-nonprofit ___ Government ___ Public Education ___ Individual

PROPOSAL CONTACT PERSON: _____

PHONE: _____ FAX: _____ EMAIL: _____

SUBCONTRACTORS: _____
(if known at this time)

AMOUNT REQUESTED: _____

ACCEPTANCE OF THE CONDITIONS OF THE REQUEST FOR PROPOSALS
and
SUBMISSION OF PROPOSAL

By signing this request for proposal application, the proposing agency hereby accepts all the terms and conditions set forth in the Great Lakes Bay Michigan Works! Request for Proposals for One Stop Operator for October 1, 2026 through September 30, 2029. The proposing agency also certifies that the information in this proposal is correct and complete, and that the completion of this application has been fully authorized

Signature of individual authorized to bind the proposing agency in contract

Printed Name

Position Title

Date

1. Describe the proposing agency's (and any proposed subcontractor's) general experience and history as an organization, and its experience working with in-school youth and dropout prevention programs. *[0 to +10 points]*

[Answer in one page or less.]

2. Describe the proposing agency's (and any proposed subcontractor's) specific experience with workforce development programs. Separately describe number of years of direct program service in an American Job Center (AJC) environment. *[0 to +20 points]*

[Answer in one page or less.]

3. Describe the number of years of OSO service and the services performed in an American Job Center (AJC) environment. *[0 to +40 points]*

[Answer in three pages or less.]

4. Provide a proposed October 1, 2026-September 30, 2027 budget. Use the budget format below. Add more lines if necessary.

LINE ITEM	AMOUNT
Total Budget	
Estimated Total Number of Billable Hours	
Bidder Hourly Rate	

Budget Points as follows:

Bidder Requested Total Budget: 0 to +10 points

Bidder Requested Hourly Rate: 0 to +20 points

7. MANDATORY QUESTIONS/CERTIFICATIONS

A. **Program Management:** Indicate your experience over the past four years in reference to the following items. Check one for each item:

YES	NO	
_____	_____	Grievance or complaints against you or your organization(not including discrimination)
_____	_____	Lawsuits or judgments
_____	_____	Investigations of fraud, abuse, conflict of interest, political activities, nepotism, or any criminal activities
_____	_____	Default or breach of contract
_____	_____	Cancellation or non-renewal of contracts for any reason.
_____	_____	Bankruptcy or receivership by this organization or a parent organization
_____	_____	Discrimination complaints or rulings against the organization/agency

If yes was checked for one or more of the above, information must be provided which should include at a minimum: Date item checked was initiated; Party or parties involved with specific reference to any Federal funds; Brief description of the circumstances; Final disposition and date; and Brief description if action is still pending.

B. **Identification of possible conflicts of interests.** The GLBMW Board Members and Staff are listed below. In the space provided, indicate and describe any business, employment, or family relationships your organization or the staff members of your organization may have with any GLBMW Board Members or staff. In addition, indicate any such relationships with any elected official of Saginaw, Midland, Bay, Gratiot and Isabella Counties. Attach additional pages if necessary. If none, indicate by "N/A".

GLBMW Joint Board of Directors:

Consortium Board

- Jack Tany – Saginaw County Commissioner
- Mark Piotrowski-Saginaw County Commissioner
- Gerald Little – Saginaw County Commissioner
- Brian Smith – Isabella County Administrator/Controller
- Jim Stamas – Midland County Commissioner
- Jan Bunting – Gratiot County Commissioner
- Tobin Hope – Isabella County Administrator
- Tim Banaszak – Bay County Commissioner
- Michael Webster – Saginaw County Commissioner
- Todd Gambrell – Midland County Commissioner
- Sheldon Matthews – Saginaw County Commissioner
- Christopher Rupp – Bay County Commissioner
- Vaughn Begick – Bay County Commissioner

Workforce Development Board

- Kati Mora-President & CEO-Middle Michigan Development Corporation
- Cheryl Krieger-Executive Director-Corporate Communications, Employee Experience & Learning

- Brian McBride, Career Center Assistant Principal – Bay-Arenac ISD
- Erik Rodriguez-Public Relations Director, Saginaw Chippewa Indian Tribe of Michigan
- Robert Guerra-Early Career Site Program Leader-Dow
- Carrie Prosowski, District Manager – Michigan Rehabilitation Services
- Jason Graves-System Manager of Recruitment & Workforce Development-MyMichigan Health
- Chris Taylor, Marketing Representative – LiUNA
- Johnathan Branson-VP of Human Capital, Michigan Sugar Company
- Justin Pomerville-Business Manager/Financial Secretary, UA Local 85
- Dr. Marica Mastracci Ditmyer-Dean, College of Health and Human Services, SVSU
- Jasmine Calhoun-President & CEO-Saginaw Valley Youth Protection Council
- Raquel Perez-Diversity & Community Liaison, Hemlock Semiconductor
- Seth Godley-Human Capital Manager, Alma Tire Company
- Brian Klele-Director of Membership Development, IBEW Local 692
- Jill Bourland-CEO, Blystone & Bailey, CPA's

GLBMW Staff:

Kristen Wenzel	Tom Luck
Ray Ogden	Amy Pringle
Wonzella Doyal	Craig Clark
Anna Willman	Nick Smith
Lucy Meyer	Paul Doyle

Relationships:

C. Required certifications (on the following pages).

**CERTIFICATION REGARDING LOBBYING
CERTIFICATION FOR CONTRACTS, GRANTS, LOANS,
AND COOPERATIVE AGREEMENTS**

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 an 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 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 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 contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representative 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 \$100,000 for each such failure.

Contractor

Typed Name and Title of Certifying Official

Signature _____ Date: _____

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

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

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

- (1) The prospective recipient of federal assistance funds certifies, by the 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.

Name and Title of Authorized Contractor Representative

Signature

Date

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. This 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 charged 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 and Executive Order 12689. 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 it 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.

Even though most procurements of less than \$25,000 are exempt from the certification requirement, procurements of services, regardless of the amount,

under which the person providing the services "will have a critical influence on or substantive control over the covered transaction" are covered. Examples given in the common rule are principal investigators and providers of federally-required audit services.

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 voluntary 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.