

# **REQUEST FOR PROPOSALS**

## **GREAT LAKES BAY MICHIGAN WORKS!**

**OCTOBER 1, 2026 – SEPTEMBER 30, 2029**

**IN-SCHOOL AND OUT OF SCHOOL  
YOUTH PROGRAMS  
SAGINAW, MIDLAND, BAY, GRATIOT  
AND ISABELLA COUNTY**

**APRIL 3, 2026**

## **BACKGROUND INFORMATION:**

Through this Request for Proposals (RFP), Great Lakes Bay Michigan Works! is seeking to partner with creative and innovative programs designed to reduce the high school dropout rate and to transition In-School and Out of School Youth into career pathways that will lead to meaningful subsidized and unsubsidized employment or employer recognized credentials through post-secondary education. GLBMW will provide funding to expand or enhance existing or soon-to-exist programs in that regard. GLBMW shall provide funding for at least one program in Saginaw, Midland, Bay, Gratiot and Isabella counties. The funding provided by GLBMW shall come from federal Workforce Innovation and Opportunity Act (WIOA) Youth Program funds and other Youth funds. This RFP shall refer to this program as WIOA Youth Programs (YOUTH).

The successful bidder shall be required to determine or document WIOA eligibility. The successful bidder shall be required to:

- Employ and provide adequate supervision of program staff.
- Implement program procedures required by GLBMW as they may change during the course of the contract.
- Work cooperatively with GLBMW in developing program procedures.
- Use the One-Stop Management Information System data base / reporting system, and other data base / reporting system or case management system required by GLBMW.
- Provide specific WIOA services such as:
  - Eligibility determination;
  - Assessment and Individual Service Strategy Development;
  - Case Management and maintenance of participant files;
    - MIS data entry.
  - Follow up after the completion of participation as required by the specific funding source.
- Other functions required by the specific grant program.

Eligible programs shall be those that include services for students who are at risk of dropping out as defined by the school district. Programs must offer all of the following 14 Youth service program components to those youth assessed as needing the service(s) to meet their educational and employment goals. The program does not have to provide every participant with each of the program components. Instead, the program should make all of the components available to each participant depending on the participant's needs either through direct services or in collaboration with another entity. Service providers have the discretion to determine what specific program component will be provided to a youth participant, based on each participant's objective assessment and individual service strategy.

- (1) Tutoring, study skills training, and instruction leading to secondary school completion, including dropout prevention strategies;
- (2) Alternative secondary school offerings or dropout recovery services.
- (3) Paid and unpaid work experiences, with an academic and occupational education component.
- (4) Occupational skill training with a focus on recognized postsecondary credentials within in-demand occupations.

- (5) Leadership development opportunities, that may include community service and peer-centered activities encouraging responsibility and other positive social behaviors;
- (6) Supportive service
- (7) Adult mentoring
- (8) Follow-up services for at least 12 months after program completion.
- (9) Comprehensive guidance and counseling, including drug and alcohol abuse counseling,
- (10) Integrated education and training for a specific occupation or cluster
- (11) Financial literacy education
- (12) Entrepreneurial skills training
- (13) Services that provide labor market information about in-demand sectors and occupations.
- (14) Postsecondary preparation and transition activities.

GLBMW is seeking programs that can operate without YOUTH funding. The funding provided by GLBMW shall be used to add more participants to the program and/or to add one or more of the above program components that are not currently being provided.

GLBMW funding may only be used to support new program participants who are defined as eligible for WIOA YOUTH Programs. In general, for the purposes of this RFP, those eligibility criteria are:

**WIOA Youth In-School Participants**

- Must be in regular K-12 education, or alternative education;
- Must not have a high school diploma or G.E.D;
- Must be “at risk of dropping out” as defined by the school district;
- Must be 16 to 21 years of age;
- Must be low income as defined by GLBMW;
- Must be within one or more of the following categories:
  - Individual with a disability
  - Deficient in basic literacy skills;
  - English language learner;
  - Homeless, runaway, or foster child;
  - Pregnant or parenting;
  - Offender; or
  - Requires additional assistance to complete an educational program or to secure or hold employment.

**WIOA Youth Out-of-School Participants**

- Must be 16 to 24 years of age
- Must be out of school without an expected return to school date
- Must be within the age of compulsory school attendance but has not attended school for at least the most recent complete school year calendar quarter.
- Must be within one or more of the following categories:
  - Is a recipient of a secondary school diploma or its recognized equivalent who is low income and is either basic skills deficient or an English language learner.

- An offender
- A homeless individual
- An individual in foster care or who has aged out of the foster care system.
- An individual who is pregnant or parenting
- An individual with a disability
- A low income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.

In addition, the successful bidder may also be required to serve WIOA YOUTH participants carried in from the prior program year.

The successful bidder will be required to determine and document WIOA eligibility. Specific WIOA requirements that shall be provided by the successful bidder include WIOA registration, objective assessment, Individual Service Strategy development, participant file maintenance, Management Information System data entry, and perhaps other requirements.

YOUTH program funds will only be used to support program activities for individuals who are eligible for and enrolled in the GLBMW YOUTH program. It is anticipated that the successful bidders program will also serve other individuals who are not funded by GLBMW.

GLBMW is looking for programs that will result in the achievement of required performance measures in the following areas. The definitions below have been summarized for brevity. The actual performance requirements percentages and definitions will contain more detail, and will be presented when available from the federal and state governments.

- Percentage of program participants who are in education or training activities, or in unsubsidized employment during second quarter after exit.
- Percentage of participants who are participating in education or training activities, or in unsubsidized employment during fourth quarter after exit.
- Median earnings of participants in unsubsidized employment during second quarter after exit.
- Percentage of participants who obtain a recognized postsecondary credential, secondary school diploma or equivalent during participation or within 1 year after program exit.
- Percentage of participants who during a program year are in education that leads to a recognized postsecondary credential or employment and who are achieving measurable gains towards those goals.
- Indicators of effectiveness in serving employers

GLBMW has not received its allocations for Youth programs. At this point, it is anticipated the following amount may be available for YOUTH programs.

Saginaw, Midland, Bay, Gratiot, Isabella Counties:                   \$1,900,000.00

**Note that GLBMW YOUTH funds must not be used to supplant other funds currently used for existing programs. The GLBMW YOUTH funds may be used to expand or enhance existing programs.**

## **GENERAL INSTRUCTIONS TO BIDDERS:**

It is anticipated that successful bidders will each receive 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 one-year of the contract.

Do not submit proposals in notebooks or binders. Faxed 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 "YOUTH PROPOSAL FOR SAGINAW, MIDLAND, BAY, GRATIOT AND ISABELLA COUNTIES", and must be emailed to [rayo@michiganworks.com](mailto: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., as determined by the clock located at Michigan Works, 1409 Washington, Midland, Michigan 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 **“YOUTH PROPOSAL FOR SAGINAW, MIDLAND, BAY, GRATIOT AND ISABELLA COUNTIES.”** 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). However, only one copy of the required audit document needs to be submitted. In addition, 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**

**YOUTH SERVICES  
FOR GREAT LAKES BAY MICHIGAN WORKS! PROGRAMS**

**OCTOBER 1, 2026 THROUGH SEPTEMBER 30, 2029**

COUNTY(ies) TO BE SERVED: \_\_\_\_\_

PROPOSING AGENCY: \_\_\_\_\_

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

TYPE OF AGENCY:

\_\_\_ Private-for-profit \_\_\_ Private-nonprofit \_\_\_ Government \_\_\_ Public Education

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 YOUTH Services 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, its experience working with job seeking youth, engaging employers in employment experience programs and dropout prevention programs. *[0 to +10 points]*

*[Answer in one page or less.]*

2. As stated above, GLBMW is seeking programs that exist or can exist in some fashion without GLBMW funding. With that in mind, for a bidder that is a school district or a community based or "alternative" learning center or academy, describe your program assuming it does not receive YOUTH funding. Include descriptions of eligibility criteria, numbers served, successes, and challenges. If a bidder is not a community school or learning center or part of a school district, respond with documented evidence of an established relationship to a school district, community based or "alternative" learning center or academy and how that school or school district's students will access YOUTH program resources through the bidder. Include descriptions of eligibility criteria, numbers served, successes, and challenges. *[0 to +20 points]*

*[Answer in three pages or less.]*

3. Describe the need for additional YOUTH funds for drop out prevention strategies and youth employment strategies. *[0 to +10 points]*

*[Answer in one page or less.]*

4. Describe how the program will change with the inclusion of requested YOUTH funds including the number of WIOA registered youth to receive services, and the types of services received. Describe which of the 14 WIOA Youth program components will be provided, and how they will be provided. Describe which of the 14 components will not be provided. *[0 to +25 points]*

*[Answer in three pages or less.]*

5. Describe the proposing agency's ability to determine and document WIOA eligibility. Describe the proposing agency's first-hand experience providing specific WIOA requirements including, but not limited to, WIOA registration, objective assessment, Individual Service Strategy development, participant file maintenance, and Management Information System data entry. If the bidder has no or limited first-hand experience administering the WIOA program, bidder will document relationship(s) with entity(ies) proficient in WIOA program administration and how the bidder will leverage this relationship to deliver excellent service to participants, employers and GLBMW. *[-40 to +5 points]*

*[Answer in two pages or less.]*

6. Provide a proposed October 1, 2026-September 30, 2027 budget to support the request for YOUTH funds. Use the budget format on the following pages. Add more lines if necessary. Do not break out budget between In School and Out of School. Assume ISY and OSY allocations at 50% and 50% respectively.

**REQUESTED GLBMW FUNDED CENTRAL OFFICE/OVERHEAD BUDGET**

<b>1. CENTRAL OFFICE/OVERHEAD</b>						
<b>1.1. Salaries And Wages</b>						
	Position Title	No. in the position	Annual Salary	% of time this project		Total
1						
2						
3						
4						
5						
	<b>TOTAL</b>					
<b>1.2. Fringe Benefits</b>						
	Benefits	Months	Percent	Amount	FTE	Total
1	FICA					
2	Health Insurance					
3	Life Insurance					
4	Retirement					
5	Workers Compensation					
6	Unemployment Ins.					
7						
8						
	<b>TOTAL</b>					
<b>1.3. Travel</b>						
	Travel by Specific Position	Miles/Week	Rate/Mile	Number/Weeks		Total
1						
2						
3						
4						
5						
	<b>TOTAL</b>					
<b>1.4. Other</b>						
		Full Cost		% to this project		Total
1	Audit					
2						
3						
4						
	<b>TOTAL</b>					

**TOTAL CENTRAL OFFICE/OVERHEAD**

Central Office/Overhead includes all costs attributable to audit, fiscal, general personnel (other than supervision of program staff), and general management. GLBMW allows "adequate" fiscal and personnel staff. All other Central Office/Overhead staff must be charged at 20% or less of their time. **It is allowable to include an approved indirect cost rate.**

## REQUESTED GLBMW FUNDED PORTION OF THE PROGRAM SERVICES BUDGET

<b>1. PROGRAM SERVICES</b>						
<b>1.1. Salaries And Wages</b>						
	Position Title	No. in the position	Annual Salary	% of time this project		Total
1						
2						
3						
4						
5						
6						
7						
8						
	<b>TOTAL</b>					
<b>1.2. Fringe Benefits</b>						
	Benefits	Months	Percent	Amount	FTE	Total
1	FICA					
2	Health Insurance					
3	Life Insurance					
4	Retirement					
5	Workers Compensation					
6	Unemployment Ins.					
7						
8						
	<b>TOTAL</b>					
<b>1.3. Travel</b>						
	Travel by Specific Position	Miles/Week	Rate/Mile	Number/Weeks		Total
1						
2						
3						
4						
5						
	<b>TOTAL</b>					
<b>1.4</b>	Other	Full Cost		% to this project		Total
1						
2						
3						
4						
5						
	<b>TOTAL</b>					

Note: Direct supervision of program staff is considered a Program cost rather than an Overhead cost.

Total Bidder's Overall (proposed GLBMW budget +bidder's budget not supported by GLBMW) Budget (including profit if any): \_\_\_\_\_

Total GLBMW-only supported Central Office/Overhead plus Program Services: \_\_\_\_\_

Total GLBMW-only supported Profit (private-for-profit organizations only): \_\_\_\_\_

Total GLBMW-only supported funds including profit: \_\_\_\_\_

*Points as follows:*

*GLBMW supported Central Office/Overhead: -5 to +5 points*

*GLBMW supported Program Services: 0 to +5 points*

*GLBMW supported Profit: -5 to +5 points*

*GLBMW supported Total Budget: 0 to +5 points*

*Percentage of GLBMW Supported Budget to Bidder's Total Overall Budget: 0 to +10 points*

*Understanding of WIOA Youth Budgeting: 0 to +10 points*

## **7. MANDATORY QUESTIONS/CERTIFICATIONS**

A. Has the proposing agency been audited within the last three years?

\_\_\_\_\_ YES \_\_\_\_\_ NO (Include a copy of each recent management letter and audit opinion covering that time period as an addendum. For all audits identified above, indicate what action has been taken in regard to the letters of opinion.)

B. Program Management: Indicate your agency's experience over the past four years in reference to the following items. Check one for each item:

YES	NO	
_____	_____	Grievance or complaints against the 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.

- C. If the bidder receives a contract, the bidder agrees to assume financial liability for any and all disallowed costs it causes and indemnify GLBMW. (See the contract language in the RFP for detail.) **The bidder must place a check mark next to the manner in which financial liability will be assumed and provide a written description.**

\_\_\_\_\_ Taxing Authority. Describe.

\_\_\_\_\_ Insurance that is acceptable to GLBMW. Describe.

\_\_\_\_\_ Pledging assets in an amount sufficient to cover all disallowed costs. Describe.

\_\_\_\_\_ Deposit of non-Federal funds sufficient to cover all disallowed costs. Describe.

- D. **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".

## **Workforce Development Board:**

### 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



**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.

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Contractor		Typed Name and Title of Certifying Official
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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.

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**Name and Title of Authorized Contractor Representative**

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**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.