

Request for Proposals

Energy Waste Reduction Workforce Development Program Statewide Governance and Administration Coordination

Due Date: Friday, November 6, 2026, 5:00 PM (EST)

Inquiries and Proposals Should Be Directed To:

Natasha Allen
Director of Strategic Initiatives
allenn@michiganworks.org

BACKGROUND INFORMATION

Michigan Works! Association

The Michigan Works! Association (the Association) is a 501(c)(3) non-profit membership organization that provides services and support to Michigan's talent development system – the Michigan Works! network. The mission of the Association is to provide leadership and services and promote quality and excellence for the advancement of Michigan's workforce development system and its customers and professionals.

Michigan Works! Network

The Michigan Works! Network is the first unified workforce development system in the country. Its 16 local Michigan Works! Agencies are each independently operated and led by private sector-led Workforce Development Boards, and together provide a statewide network of resources for employers and job seekers.

Energy Waste Reduction Workforce Development Program

The Association has entered into a contract with a major utility company in Michigan to administer the Energy Waste Reduction Workforce Development Program (the Program), with approximately \$2.3 million in funding for the program year July 1, 2026 – June 30, 2027, and an optional extension once the initial program year concludes. Under the Program, the 16 local Michigan Works! Agencies deliver services to participants – recruitment, training, barrier-removal services, placement, and retention support – while the Association is responsible for statewide administration, monitoring, reporting, and coordination with the utility provider.

The Program supports a flexible workforce development model organized around four primary pathways: On-the-Job Training (OJT), Registered Apprenticeship, Short-Term Training and Pre-Apprenticeship, and Incumbent Worker Upskilling. Through these pathways, local Michigan Works! Agencies will work with participants and employers to address immediate workforce needs while building longer-term talent pipelines for occupations aligned with the utility company's Energy Waste Reduction efforts. Program activities may include occupational training, work-based learning, industry-recognized credentials, supportive services, employer engagement, placement and retention services, and skill development for existing workers. The Association is responsible for coordinating these activities statewide and ensuring consistent implementation, documentation, reporting, and compliance across the 16 local Michigan Works! Agencies.

The Program carries significant data, reporting, and compliance requirements, including monthly, quarterly, and annual reporting; monthly data feeds to the utility company's tracking systems; program dashboards; complaint and issue tracking with same-day response timelines; evaluation (EM&V) support; and information security requirements. The Association will use monday.com and Microsoft Power Automate as core tools to coordinate the work of 16 agencies and track Program outcomes.

STATEMENT OF NEED

The Michigan Works! Association is seeking a contractor to support Statewide Governance and Administration Coordination for the Program. The successful bidder will support the Association in administering and coordinating the Program but will not replace the Association as the contractual party responsible to the utility company. The Association retains final authority for Program policy, interpretation of requirements, approval of subgrantee guidance, fiscal decisions, communications with the utility company, and decisions regarding monitoring findings and corrective action.

The successful bidder will build and operate the systems that allow the Association to coordinate 16 local agencies, track outcomes, and meet reporting and compliance requirements, with key components to include the following areas:

1. Statewide Governance and Program Coordination

- Work with MI Works Assn to coordinate the governance structure, which may include coordination of meetings: agendas, Materials, minutes, and action-item tracking. Prepare materials for and support Association participation in regular meetings with the utility company's Program Lead.

Equal Opportunity Employer/Trainer. Auxiliary aids available upon request to individuals with disabilities.

- Maintain a statewide compliance and deliverables calendar tracking each agency's obligations under its subgrantee agreement and the Association's obligations to the utility company.
- Support implementation and ongoing maintenance of the Program Manual, forms, templates, tools, FAQs, and administrative guidance used by the 16 Michigan Works! Agencies, including incorporation of changes directed by the utility company or the Association.
- Support subgrantee monitoring, including desk review tools, monitoring review schedules, and tracking of findings and corrective action plans through resolution.

2. Outcome Tracking and Workflow Systems (monday.com and Power Automate)

- Enhance and administer a monday.com workspace in the Association's account that serves as the Program's coordination hub, including boards for agency deliverables, participant outcome milestones, complaint and issue tracking, marketing material approvals, monitoring findings, and staffing changes.
- Build and maintain Power Automate flows that automate data collection from local agencies, deadline reminders and escalations, approval routing, and the transfer of data between monday.com, Microsoft 365/Excel, and the Program's Participant & Work Management System (PWMS).
- Configure time-sensitive workflows to support response requirements, including complaint escalation that allows the Association to respond to the utility company within four business hours and safety incident reporting within 24 hours.
- Provide documentation and training for Association staff and local agency users, and ensure the Association can operate and maintain all workspaces and flows independently.

3. Reporting, Data, and Dashboards

- Produce or automate monthly Program reports and dashboards covering participants, training pathways, occupational placements (O*NET-SOC), barrier services, employer engagement, priority populations, expenditures (actual and forecasted), and outreach results.
- Support monthly data feeds and balancing reports in the utility company's specified formats, and the monthly cycle-time report due on the first workday of each month.
- Support monthly budget allocation updates, subgrantee expenditure tracking, and the quarterly planned-versus-actual FTE report.
- Support review and reconciliation of subgrantee expenditure reports, budget-to-actual performance, spending projections, cost-category compliance, potential de-obligation/reallocation, and grant closeout.
- Identify fiscal or programmatic issues requiring Association review and maintain documentation of resolution.
- Prepare data extracts for the utility company's evaluation (EM&V) contractor and regulatory reporting, as requested.
- Support development of the annual impact report and Program-year final report, including compilation and validation of statewide participant, employer, fiscal, outreach, and performance information.

4. Performance Management and Continuous Improvement

- Track statewide and agency-level progress toward Participant Outcome Goals and flag performance gaps early.
- Establish and maintain data-quality review processes to identify incomplete, inconsistent, duplicate, or potentially inaccurate records before submission to the utility company and track corrections through resolution.
- Support development and tracking of the Supplier Performance Management balanced scorecard, retention action plans, and corrective action plans.
- Analyze complaint and issue trends and document root causes and process improvements.

5. Data Security and Transition

- Comply with applicable utility and Association information-security requirements and participate in or provide information necessary for any required security review or VSRQ process.
- Prepare a grant closeout report. It should include final expenditures, outstanding participant/outcome documentation, unresolved monitoring findings, data reconciliation, records, subgrantee closeout and final reporting.
- At the end of the contract, transfer all workspaces, flows, documentation, and data to the Association in accordance with the Program's exit and transition requirements.

MINIMUM QUALIFICATIONS

The following qualifications are required. Proposals that do not document each of them will be deemed non-responsive and will not be scored.

1. **monday.com:** Demonstrated experience designing, building, and administering monday.com workspaces for at least two (2) clients or programs within the past three (3) years, including boards, automations, dashboards, and user permissions.
2. **Power Automate:** Demonstrated experience building and maintaining production Microsoft Power Automate flows for at least two (2) clients or programs within the past three (3) years, including integrations with Excel, SharePoint, or other Microsoft 365 applications and at least one external system.
3. **Key staff:** The individual(s) proposed to perform the work must personally have hands-on experience with both monday.com and Power Automate.
4. **Data security:** Willingness to complete utility's Vendor Security Review Questionnaire and comply with information security and confidentiality requirements.

Finalists will be asked to demonstrate a monday.com workspace and Power Automate flow they have built, using sample or anonymized data.

Preferred Qualifications

- Experience with workforce development programs, WIOA, or grant-funded program administration.
- Experience coordinating multi-site or multi-organization programs.
- Experience with utility-funded or energy efficiency programs.
- Relevant monday.com or Microsoft Power Platform certifications.

DELIVERABLES AND TIMELINE

Deliverable	Due
Implementation plan and system enhancements	30 days after contract execution
monday.com workspace and core Power Automate flows operational	30 days after contract execution
Local agency user onboarding and training completed	45 days after contract execution
Monthly reports, dashboards, and data balancing support	Monthly, per utility deadlines
Quarterly FTE and performance summary	Quarterly
System documentation and administrator guide	60 days after contract execution; updated as changed
Transition of all workspaces, flows, documentation, and data	At contract end

CONTRACT TERM

The anticipated contract term is from the date of award through September 30, 2027. The contract may be extended for up to three (3) additional years, subject to the utility company's extension of the Program, satisfactory performance, and the availability of funding.

BUDGET

Proposal submissions should include a breakdown of costs by the five areas outlined in the Statement of Need, along with hourly rates for all proposed staff.

The Michigan Works! Association anticipates the overall budget for this RFP not to exceed **\$80,000.00** for the contract term, with terms negotiable during the bid selection process. Budgetary considerations are a large part of the selection process for our small, non-profit organization.

The Association will provide and own all monday.com and Microsoft 365/Power Automate licenses. Proposals should not include software license costs. All workspaces, flows, and data will be built in Association-owned accounts and are the property of the Association.

PROPOSAL PROCESS

The purpose of this RFP is to identify potential vendors to provide services described in the Statement of Need.

Timeline

Activity	Date
RFP released	Friday, October 16, 2026
Deadline for inquiries	Friday, October 23, 2026, 5:00 PM (EST)
Responses to inquiries posted	Friday, October 30, 2026, 5:00 PM (EST)
Proposals due	Friday, November 6, 2026, 5:00 PM (EST)
Notification of award	By Wednesday, November 11, 2026
Anticipated contract start	Monday, November 16, 2026

INSTRUCTIONS ON PROPOSAL SUBMISSION

This notice is forwarded for information and invitation only and is not to be construed as a contract, or as a commitment to contract. Award of any contract(s) is subject to the availability of funding.

Offerors may submit their proposals (**Section I and II**) electronically; proposals will be accepted through **Friday, November 6, 2026 5:00 PM (EST)**.

Electronic proposals must be submitted in PDF format only to **Natasha Allen, Director of Strategic Initiatives**, allenn@michiganworks.org

INQUIRIES

To ensure the Association maintains an open competition process, inquiries regarding this RFP must be sent electronically to allenn@michiganworks.org. Inquiries will be accepted through **Friday, October 23, 2026, 5:00 PM (EST)**. Inquiries and responses will be posted at <https://www.michiganworks.org/open-rfps> by **5:00 PM (EST) on Friday, October 30, 2026**.

CONDITIONS OF PROPOSAL

All costs incurred in the preparation of a proposal will be the responsibility of the Offeror and will not be reimbursed by the Michigan Works! Association. The Michigan Works! Association reserves the right to make an award without further discussion of the proposals submitted.

GENERAL INFORMATION/RIGHT TO REJECT

This RFP does not commit the Michigan Works! Association to award a contract, to pay any costs incurred in the preparation of a proposal to this request, or to procure or contract for services or supplies. The Association may award a contract, based on offers received, without discussion of such offers. Accordingly, each offer should be submitted on the most favorable terms from a price and technical standpoint. The Association reserves the right to accept or reject any or all proposals received because of this request, if it is in the best interest of the Michigan Works! Association. The Association may require the offerors selected to participate in negotiations and to submit such cost, technical, or other revisions of their proposals because of negotiations. The Association is not liable for any costs incurred by the bidder prior to the signing of a contract and/or written authorization from the Association to proceed with the service.

The Michigan Works! Association encourages small businesses, minority-owned firms, women-owned, and veteran-owned business enterprises to submit a proposal, and to indicate as such on the cover sheet.

Termination Prior to Completion:

The Association reserves the right to terminate its commitment if the successful bidder fails to make sufficient progress toward completion of the project or if the Association receives funding reductions, including any reduction or termination of the Program by the utility company, which make the proposed project unfeasible. The determination of the sufficiency of grounds for termination under this clause shall be within the sole discretion of the Association. The Association reserves the right, with no penalty, to change the budget, and services may be added or deleted as necessary. Upon issuance of a contract, both parties will have the option to terminate the contract upon 30 days' written notice to the other party.

Award:

Upon conclusion of final negotiations with the successful bidder, the Association may award a contract, based on offers received, without discussion of such offers. Accordingly, each offer should be submitted on the most favorable terms from a price and technical standpoint. The Association reserves the right to request additional data in support of written proposals. Please do not contact the Association to check the status of proposals.

Payment:

Payments shall be made on a cost reimbursement basis with no advances. Invoices shall be submitted monthly and shall detail expenses based on the line items in the proposal budget. The Michigan Works! Association will pay invoices within 30 days of receipt unless questions arise as to the appropriateness of an expense.

ADMINISTRATIVE REQUIREMENTS

The selected vendor must sign and return all contracts to the Michigan Works! Association within ten (10) days of the receipt of the contract.

The resulting contract will incorporate applicable requirements of the Association's contract with the utility company, including confidentiality, data security, safety, and records access provisions. Changes to key staff assigned to the contract require the Association's advance written approval.

All invoices and supporting documentation must be submitted within thirty (30) days of the contract end date. Failure to do so may result in non-payment.

DISCLAIMER

The Michigan Works! Association assumes no responsibility or liability for costs incurred by the proposer prior to the effective date of any contract resulting from this RFP. The bidder may be required to obtain licenses and liability insurance, including cyber liability coverage and bonding of staff responsible for financial transactions; comply with the Americans with Disabilities Act; and maintain Equal Opportunity Employment between the bidder and its employees.

NOTIFICATION OF AWARD

Proposals will be reviewed with notification of acceptance or refusal by Friday, November 11, 2026.

EVALUATION

Proposal Evaluation Criteria

All proposals will be reviewed and rated by a Michigan Works! Association review team. Incomplete proposals or proposals that fail to follow the submission guidelines will not be considered for review.

Proposals may be judged non-responsive and removed from further consideration if any of the following occur:

1. The proposal is not received timely in accordance with the terms of this RFP.
2. The proposal does not follow the specified format.
3. The proposal does not document each of the Minimum Qualifications.
4. The proposal is not adequate to form a judgment by the reviewers.

Rating Criteria (Out of 100 points):

Points	Criterion
Pass/Fail	Minimum Qualifications – monday.com and Power Automate experience, key staff, and data security (required to be scored)
30	Technical Approach & Work Plan – quality of the proposed monday.com and Power Automate solution, reporting approach, and implementation timeline
30	Organizational Background & Qualifications – depth of relevant experience, strength of key staff, portfolio, and references
25	Budget Considerations & Cost – sufficient detail provided to assure reasonable cost. The lowest-cost responsive proposal receives 25 points; other proposals receive points in proportion to the lowest cost.
5	Accuracy and Completeness of Proposal
5	Location – 5 points will be awarded to all Michigan-based firms (firms headquartered in the State of Michigan)
5	Small-Minority-Women-Veteran Owned Business
100	Total Points Awarded

The review team may invite the highest-scoring proposers to a finalist demonstration and adjust scores based on the demonstration. In the case of a tie, preference will be provided to small businesses and women, veteran, or minority-owned businesses.

SECTION I – PROPOSAL COVER PAGE

Michigan Works! Association
**Energy Waste Reduction Workforce Development Program – Statewide Governance and
Administration Coordination**

Applicant Organization

Federal Employer ID Number

Street Address, City, State Zip Code

Name and Title of Applicant's Authorized Representative

Telephone Number

E-mail Address

Website

☐ Small Business ☐ Female-Owned ☐ Minority-Owned ☐ Veteran-Owned

Certification

I certify that:

- a) I have been authorized to submit and sign this proposal on behalf of the submitting organization;
- b) the quote is accurate and true to the best of my knowledge, and the costs are reasonable and necessary for the proposed service;
- c) the proposed costs do not duplicate other funds already available, or which may become available, to pay the projected costs;
- d) my organization will implement the services in compliance with the stipulations and guidelines set forth by and under the broad supervision of the Michigan Works! Association;
- e) the organization that I represent is an equal opportunity employer/provider;
- f) my organization will fully comply with all applicable federal, state, and local laws and regulations;
- g) the prices in this proposal have been arrived at independently, without consultation, communication, or agreements made for the purpose of restricting competition;
- h) there has been no attempt by me or anyone in my organization to discourage any potential applicant from submitting a proposal;
- i) I have read and understand all the information in this Request for Proposals;
- j) all information received by the contractor during the contract period is considered confidential and shall be protected to the utmost ability of the contractor, including compliance with information security requirements;
- k) all products produced for the contract awarded under this RFP, including monday.com workspaces, Power Automate flows, documentation, and data, are the sole property of the Michigan Works! Association and shall not be used without prior consent from the Association;
- l) my organization has disclosed any actual or potential conflict of interest, including any financial or business relationship with a local Michigan Works! Agency, utility company, or Association staff or board members;
- m) the contract awarded under this RFP shall be subject to and interpreted under the laws and jurisdiction of the State of Michigan.

Authorized Signature

Title

Date

SECTION II – QUALIFICATIONS / PROPOSAL COMPONENTS

Complete the following information and submit **one electronic copy** with the signed Proposal Cover Page (**Section I**). Complete responses are required for each section. All proposals must include the following:

1. Organizational Background

Provide a brief description (100 words or less) of your organization.

2. Minimum Qualifications

For each Minimum Qualification, describe at least two (2) relevant projects completed within the past three (3) years, including the client, the purpose of the system, what you built (boards, automations, flows, integrations, dashboards), your role, and the proposed staff member(s) who performed the work. Screenshots with sensitive data removed are encouraged.

3. Portfolio & Qualifications

Include résumés or brief bios for each individual who will deliver the proposed services, with their role and estimated hours on the contract. Examples of work with workforce development, grant-funded, or multi-organization programs are encouraged. Examples of previous work with the Michigan Works! Association or local Michigan Works! Agencies should be included in this section, if applicable.

4. Technical Approach & Work Plan

Describe your approach to each of the five areas in the Statement of Need, including a proposed monday.com workspace structure, the Power Automate flows you would prioritize, how you would integrate with the Program's data systems and Excel-based dashboards, how you would protect participant information, and a timeline aligned with the Deliverables and Timeline section.

5. Budget

Provide overall costs by Statement of Need area, hourly rates for all proposed staff, and estimated hours by deliverable. Do not include software license costs.

6. References

Attach references, including names, organization, and contact information, for three (3) clients who can provide insights regarding skills, qualifications, and delivery of services. At least one (1) reference must be able to speak to your monday.com and/or Power Automate work.

7. Conflict of Interest Disclosure

Disclose any financial or business relationship with a local Michigan Works! Agency, utility company, or Association staff or board members, or state that none exists.