

Request for Proposal(s) Training Business Intelligence with Operational Integration Services

Statement of Need

Kinexus is seeking proposals for a contractor to provide training and consulting on a business intelligence gathering system with operational integration across the Michigan Works! Service Center system. The intent of the training is develop a framework for the gathering of real time and future business intelligence to: assist the Kinexus team to execute and align their actions on Kinexus' strategy; establish a highly functioning operating rhythm for the Business Solutions team on both tactical and strategic operations; create a structure to implement decision making systems on what data will be relevant to the Michigan Works! Service Center system for enhanced enrollments into business demand occupational training and to build staff capacity in leadership development; help to create just in time execution strategies and enhanced communication protocols for the dissemination of business intelligence data. Furthermore, the consulting will provide a solution for the disparate business and labor market data gathering processes and its input into the Kinexus Customer Service Relationship Management System (Salesforce) that will help Kinexus reach peak performance and exceed the area's workforce and business development needs.

It is requested that the majority of services be on site, within a condensed time frame in order to meet program/fiscal year startup requirement of July 1, 2017. Kinexus understands that residual work will continue into the program year for any further training needs on this project.

Budget Amount and Contract Period

The proposal budgets and deliverables shall be judged, awarded, or accepted independently on a project basis. Contract period shall begin no earlier than May 17, 2017 and run through August 30, 2017.

The timeframe for service delivery will be May 2017 through August 30, 2017. The contract may be extended based upon performance and needs of Kinexus. The initial budget amount is estimated to be under \$25,000.00 for the time period above. If any further deliverables are necessary and in alignment with the request for proposal(s), modifications to dollar amount, duration and statement of work will occur as determined by Kinexus.

Bidder Qualifications

In selecting the successful bidder, Kinexus will take into consideration skill, capacity, experience, ability, responsibility, previous work, and or current work being carried on by the bidder. Of particular interest is your experience in operational consulting, team integration, and leadership/business development projects. Inability of any bidder to meet the requirements mentioned above may be cause for rejection of bid. Please see rating criteria and points described below.

Proposal Requirements

Proposals must clearly outline services and deliverables to be provided, be sure to:

- 1. Provide a description of how you will provide the requested deliverables. Include**

the number of days on site and off site. Please provide a projected calendar of site visits.

2. Provide a description of your experience in leadership/business development,
3. Provide a total cost for the project and submit a detailed budget for the required services.

Closing Submission Date

Electronic or hardcopy proposals must be received by Kinexus no later than 12:00 noon, Eastern on Friday, April 28, 2017. Late proposals will not be considered. Electronic proposals must be submitted in PDF or MS Office file formats. Electronic submission is the preferred method of submittal. **It is your responsibility to assure that your bid has arrived. You may contact me to gain that assurance at 269-927-1064 ext 1113.**

Send electronic proposals to: stacy@kinexus.org
Mail hardcopy proposals to: Stacy Neidlinger
Procurement Specialist
Kinexus
330 W. Main Street
Benton Harbor, MI 49022

Inquiries

If you have specific questions regarding the goods and services requested in this RFP, submit them via e-mail to Stacy Neidlinger at stacy@kinexus.org. **Verbal Q&A will not be permitted.** To ensure an equitable dissemination of information, responses to e-mailed questions will be forwarded to all proposal offerors who identify themselves as interested bidders. **Proposers must file an Intent-To-Bid form with Kinexus before submitting questions regarding this RFP.**

RFP Evaluation

Evaluation of each proposal will be based on the following criteria:

Criteria	Max. Points Possible
Description of Services	50
Bidder Qualifications	40
Price	10
Total Possible Points	100

During the proposal rating process, Kinexus staff may contact you for clarification or to request additional information.

Notification of Award

The winning proposal offeror will be notified within 5 business days of the closing submission date.

The Kinexus Competitive Procurement Process

Kinexus conducts all procurement transactions in a manner to provide open and free competition. The award shall be made to the proposal offeror whose proposal is responsive to the solicitation and is most advantageous to Kinexus with respect to price, quality, and other relevant factors.

This RFQ does not commit Kinexus to award a contract or pay any cost incurred in the preparation of a proposal. Kinexus reserves the right to accept or reject any or all proposals or parts of proposals received as a result of this request.

Send electronic proposals to: stacy@kinexus.org
Or: Mail hardcopy proposals to: Stacy Neidlinger
Procurement Specialist
Kinexus
330 W. Main Street
Benton Harbor, MI 49022

---PROPOSAL TEMPLATE BEGINS ON THE NEXT PAGE---

PROPOSAL

– General Information – COVER PAGE

Applicant Organization Federal ID Number/SSN

Street Address

City State Zip Code

Printed Name and Title of Applicant's Authorized Representative

Telephone Number

Fax Number

E-mail address

Projected Costs

Certification

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

Signature of Authorized Representative

Date

- A. Please answer the following questions.
- B. Please do not exceed two pages in length for the total response.

- 1. Provide a description of how you will provide the requested deliverables.**
- 2. Provide a description of your experience in leadership/business development,**
- 3. Please indicate a per diem for total flat fee to perform the various services and functions.**

If applicable, identify all other non-personnel costs, such as travel, per diem, or costs no included in your per diem rate etc. that you may bill for under a contract with Kinexus. If costs are included be sure to state that within your fee.

EC01HH1Y • WOR\FORCE- C6MWCJN1*1

INTENT-TO-BID FORM



If you intend to bid on this Request for Proposal, we ask that you complete this form as soon as possible and e-mail it to Stacy Neidlinger at stacy@kinexus.org. You may also mail a copy of this form to the following address:

Stacy Neidlinger, Procurement Specialist
Kinexus
330 W Main Street, Ste 110
Benton Harbor, MI 49022

If you identify yourself as a potential bidder, Kinexus will be able to notify you of any RFP changes or revisions and forward you our responses to questions submitted by other bidders.

Please Note:

Filing an Intent-to-Bid form is voluntary: it is NOT required by Kinexus in order for you to submit a proposal.

Filing an Intent-to-Bid does not commit you to bidding.

Filing an Intent-to-Bid is required if you wish to submit specific questions concerning this RFP.

————— INTENT-TO-BID —————

RFP Name:

Name of Organization:

Address:

Name of Contact Person:

E-Mail:

Phone:

Type of Organization: Private for Profit Private Non-Profit
 Public Government Minority/ Woman/Veteran owned

Other (Specify) _____



Kinexus is an Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request for individuals with disabilities. Michigan Relay Center: 711 Voice and TDD.