

REQUEST FOR QUALIFICATIONS
MICHIGAN ECONOMIC DEVELOPMENT CORPORATION
QUALIFIED VENDORS FOR PROPOSAL WRITING
RFQ-CASE-354904

REMINDER

Please check your application to make sure you have included all of the specifications in the Request for Qualifications. In addition, please submit an electronic version of each of the following:

- Technical Application (Section II-A);

APPLICANTS ARE RESPONSIBLE FOR ASSURING THAT THE FOLLOWING IDENTIFYING INFORMATION APPEARS IN THE SUBJECT LINE OF YOUR EMAIL: “*RFQ-CASE-354904 Application*” with *Company Name*, and “*message 1 of 3*” as appropriate if the submission consists of multiple emails.

The Michigan Economic Development Corporation (the “MEDC”) will not respond to telephone inquiries, or visitation by Applicants or their representatives. Applicant’s sole point of contact concerning the RFQ is below and any communication outside of this process may result in disqualification.

Contracts Services
Michigan Economic Development Corporation
300 North Washington Square, 3rd Floor
Lansing, Michigan 48913
contractsandgrants@michigan.org

IMPORTANT DUE DATES

- **June 29, 2022, at 3:00 p.m.:** Questions from potential Applicants are due via email to contractsandgrants@michigan.org. Please note: The MEDC will not respond to questions that are not received by the above date and time. In addition, questions that are phoned, faxed or sent through regular mail will not be accepted.
- **July 6, 2022, by close of business:** Responses to all qualifying questions will be posted on the MEDC’s website, www.michiganbusiness.org/354904.
- **July 20, 2022, at 3:00 p.m.:** Electronic version of your Application due to the MEDC via email to contractsandgrants@michigan.org. **Applications will not be accepted via U.S. Mail or any other delivery method.**

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REQUEST FOR QUALIFICATIONS
Cybersecurity Compliance Consulting Service
RFQ-CASE-354904

This Request for Qualifications (the “RFQ”) is issued by the MEDC, Contracts Services unit (the “CS”). CS is the sole point of contact with regard to all bidding and contractual matters relating to the services described in this RFQ. CS is the only office authorized to change, modify, amend, alter, clarify, etc. the specifications, terms and conditions of this RFQ and any contract(s) awarded as a result of this RFQ (the “Contract”). CS will remain the SOLE POINT OF CONTACT throughout the bidding process. ***The MEDC will not respond to telephone inquiries, or visitation by Applicants or their representatives. Applicant’s sole point of contact concerning the RFQ is below and any communication outside of this process may result in disqualification.***

Contracts & Procurement Services
Michigan Economic Development Corporation
300 North Washington Square
Lansing, Michigan 48913
contractsandgrants@michigan.org

SECTION I

STATEMENT OF WORK

A) PURPOSE

The MEDC is seeking to identify contractors to provide bid preparation and writing services for Michigan businesses that will assist in successfully winning United States Departments of Defense (“DoD”) and Homeland Security (“DHS”) contracts.

B) BACKGROUND STATEMENT AND OBJECTIVES

Background: The Michigan Defense Center (“MDC”) was created within the Michigan Strategic Fund pursuant to 2006 PA 317 in order to leverage business development opportunities associated with Departments of Defense and Homeland Security contracts. In particular, the MDC was tasked with supporting the statewide Procurement Technical Assistance Centers (“PTACs”) and focusing on communities most impacted by the contraction in the manufacturing sector. PTAC information can be found at www.ptacsofmichigan.org. The MDC works to discover, identify, and prioritize defense and homeland security federal opportunities for Michigan businesses; captures, categorizes, and communicates Michigan capabilities; builds and cultivates strategic partnerships; and executes statewide initiatives.

Objectives: To prequalify experienced vendors that will support Michigan businesses in writing and responding to DoD and DHS bid opportunities.

C) QUALIFICATIONS

Demonstrated experience, including number of years and examples of successful bids, in writing bids for federal government opportunities, specifically DoD and DHS opportunities. Specifically, provide the following:

- Process Flow Maps for bid writing support services
- Three (3) sample bids submitted on behalf of clients
- Five (5) references
- Number of bids submitted to the DoD and DHS and the number of bids that were awarded.

D) DELIVERABLES

During the contract period, provide expert bid writing assistance to Michigan companies seeking contracts with DoD and DHS.

SECTION II

APPLICATION FORMAT

To be considered, each Applicant must submit a COMPLETE application in response to this RFQ using the format specified. Applicant's application MUST be submitted in the format outlined below. There should be no attachments, enclosures, or exhibits other than those required in the RFQ or considered by the Applicant to be essential to a complete understanding of the application. Each section of the application should be clearly identified with appropriate headings:

A) **APPLICATION**

1. Business Organization and History – State the full name, address, and phone and facsimile number of your organization and, if applicable, the branch office or other subordinate element that will perform, or assist in performing, the work hereunder. Indicate whether it operates as an individual, partnership, or corporation; if as a corporation, include the state in which it is incorporated. If appropriate, the submission must state whether the organization is licensed to operate in the State of Michigan.
2. Statement of the Need – State in succinct terms your understanding of the need(s) presented by this RFQ.
3. Narrative – Include a narrative summary description of the proposed effort and of the services(s)/products(s) that will be delivered.
4. Technical Work Plans – Provide a detailed research outline and timelines for accomplishing the work.
5. Prior Experience – Describe the prior experience of your organization which you consider relevant to the successful accomplishment of the project defined in this RFQ. Include sufficient detail to demonstrate the relevance of such experience. Submissions submitted should include, in this Section, descriptions of qualifying experience to include project descriptions, costs, and starting and completion dates of projects successfully completed; also include the name, address, and phone number of the responsible official of the client organization who may be contacted.

The MEDC may evaluate the Responder's prior performance with the MEDC, and prior performance information may be a factor in the qualifying a Responder.

6. Project Staffing – The Responder must be able to staff a project team which possesses talent and expertise in the field of the requirements of this RFQ. Identify a Project Manager and staff assigned by name and title. Include biographies, experience and any other appropriate information regarding the work team's qualification for this initiative. Indicate staff turnover rates. Show where the project team will be physically located during the time they are engaged in the work. Indicate which of these individuals you consider key to the successful completion of the work. Indicate the amount of dedicated management time for the Responder's Project Manager and other key individuals. Resumes of qualifications should be supplied for proposed project personnel.

Please Note: The MEDC further reserves the right to interview the key personnel assigned by the Contractor to this project and to recommend reassignment of personnel deemed unsatisfactory.

7. Subcontractors – List here all subcontractors that will be engaged to accomplish the project described in this RFQ; include firm name and address, contact person and complete description of work to be subcontracted. Include descriptive information concerning subcontractor's organization and abilities. Also, the information provided in response to A-5, above, should include detailed information about each potential subcontractor.
8. Responder's Authorized Expediter – Include the name and telephone number of person(s) in your organization authorized to expedite any proposed contract with the MEDC.
9. Additional Information and Comments – Include any other information that is believed to be pertinent, but not specifically asked for elsewhere.

B) APPLICATION SUBMITTAL

Submit Application via email to contractsandgrants@michigan.org not later than **3:00 p.m. on July 20, 2022**. The MEDC has no obligation to consider any application that is not timely received. **Applications will not be accepted via U.S. Mail or any other delivery method.**

APPLICANTS ARE RESPONSIBLE FOR ASSURING THAT THE FOLLOWING IDENTIFYING INFORMATION APPEARS IN THE SUBJECT LINE OF YOUR EMAIL: "*RFQ-CASE-354904 Application*" with *Company Name*, and "*message 1 of 3*" as appropriate if the bid consists of multiple emails.

SECTION III

RFQ PROCESS AND TERMS AND CONDITIONS

A) **QUESTIONS**

Questions from Applicants concerning the specifications in this RFQ must be received via e-mail no later than **3:00 pm on June 29, 2022**. Questions must be submitted to:

Contracts & Procurement Services
contractsandgrants@michigan.org

B) **APPLICATIONS**

To be considered, Applicants must submit a complete response to this RFQ, using the format provided in Section II of this RFQ, by **3:00 p.m. on July 20, 2022**. No other distribution of applications is to be made by the Applicant.

The Application must be **signed physically or electronically** by the Applicant.

C) **ECONOMY OF PREPARATION**

Each application should be prepared simply and economically, providing a straightforward, concise description of the Applicant's ability to meet the requirements of the RFQ. Emphasis should be on completeness and clarity of content.

D) **SELECTION CRITERIA**

Responses to this RFQ will be evaluated based upon a three-step selection process. The application must address the requirements described in Section II of this RFQ.

The first step is an evaluation of which applications satisfactorily meet the requirements of this RFQ as stated in Section II.

1) Step I – Initial evaluation for compliance

a) *Application Content* – Contracts & Procurement Services will screen the applications for technical compliance to include but not be limited to:

- Timely submission of the application.
- Application signed physically or electronically.
- Applications satisfy the form and content requirements of this RFQ.

2) Step II – Criteria for Satisfactory Applications

a.) During the second step of the selection process, applications will be considered by a Joint Evaluation Committee (the "JEC") comprised of individuals selected by the MEDC. Only those applications that satisfy the requirements described in this RFQ, as determined in the sole discretion of the JEC, will be considered for evaluation in Step II. The JEC reserves the right to request additional information

from any Applicant.

- b.) *Competence, Experience and Staffing Capacity* – The application should indicate the ability of the Applicant to meet the requirements of this RFQ, especially the time constraints, quality, and recent projects similar to that described in this RFQ. The application should indicate the competence of the personnel whom the Applicant intends to assign to the project, including education and experience, with particular reference to experience on projects similar to that described in this RFQ and qualifications of Applicant's Project Manager and the Project Manager's dedicated management time, as well as that of other key personnel working on this project.

E) APPLICANTS COSTS

The MEDC is not liable for any costs incurred by any Applicant prior to signing of the Contract by all parties.

F) TAXES

The MEDC may refuse to award a contract to any Applicant who has failed to pay any applicable taxes or if the Applicant has an outstanding debt to the State of Michigan or the MEDC.

Except as otherwise disclosed in an exhibit to the Application, Applicant certifies that all applicable taxes are paid as of the date the Applicant's Application was submitted to the MEDC and the Applicant owes no outstanding debt to the State of Michigan or the MEDC.

G) CONFLICT OF INTEREST

The Applicant must disclose, in an exhibit to the application, any possible conflicts of interest that may result from the award of the Contract or the services provided under the Contract.

Except as otherwise disclosed in the application, the Applicant affirms that to the best of its knowledge there exists no actual or potential conflict between the Applicant, the Applicant's project manager(s) or its family's business or financial interests ("Interests") and the services provided under the Contract. In the event of any change in either Interests or the services provided under the Contract, the Applicant will inform the MEDC regarding possible conflicts of interest which may arise as a result of such change and agrees that all conflicts shall be resolved to the MEDC's satisfaction or the Applicant may be disqualified from consideration under this RFQ. As used in this Section, "conflict of interest" shall include, but not be limited to, the following:

- 1) Giving or offering a gratuity, kickback, money, gift, or anything of value to a MEDC official, officer, or employee with the intent of receiving a contract from the MEDC or favorable treatment under a contract;
- 2) Having or acquiring at any point during the RFQ process or during the term of the Contract, any contractual, financial, business or other interest, direct or indirect, that would conflict in any manner or degree with Applicant's performance of its duties and responsibilities to the MEDC under the Contract or otherwise create the appearance of impropriety with respect to the award or performance of the Contract; or
- 3) Currently in possession of or accepting during the RFQ process or the term of the Contract

anything of value based on an understanding that the actions of the Applicant or its affiliates or Interests on behalf of the MEDC will be influenced.

H) BREACH OF CONTRACT

Except as otherwise disclosed in an exhibit to Applicant's application, Applicant is not in material default or breach of any contract or agreement that it may have with the State of Michigan or any of its departments, commissions, boards or agencies, or any other public body in the State of Michigan. Further, Applicant represents and warrants that it has not been a party to any contract with the State of Michigan or any public body that was terminated within the previous five (5) years because the Applicant failed to perform or otherwise breached an obligation of such contract.

I) DISCLOSURE OF LITIGATION

Except as otherwise disclosed in an exhibit to Applicant's application, there is no criminal litigation, investigations or proceedings involving the Applicant (and each subcontractor, if subcontractors will be used to provide the goods/services requested under this RFQ) or any of the Applicant's officers or directors or any litigation or proceedings under the Sarbanes-Oxley Act. In addition, Applicants must disclose in the exhibit requested under this Section of the RFQ any civil litigation, arbitration or proceeding to which the Applicant (or, to the extent Applicant is aware, any subcontractor) is a party and which involves: (1) disputes that might reasonably be expected to adversely affect the viability or financial stability of the Applicant (or subcontractor); or (2) a claim or written allegation of fraud or breach of contract against Applicant (or, to the extent Applicant is aware, subcontractor), by a governmental or public entity arising out of their business dealings with governmental or public entities. Details of any settlements which Applicant is prevented from disclosing under the terms of the settlement may be annotated as such.

J) FALSE INFORMATION

If the MEDC determines that an Applicant purposefully or willfully submitted false information in response to this RFQ, the Applicant will not be considered for an award and any resulting Contract that may have been executed may be terminated.

K) DISCLOSURE

All Applicants should be aware that applications submitted to the MEDC in response to this RFQ may be subject to disclosure under the provisions of Public Act 442 of 1976, as amended, known as the Freedom of Information Act ("FOIA"). Accordingly, confidential information should be excluded from Applicants' applications. Applicants, however, are encouraged to provide sufficient information to enable the MEDC to determine the Applicant's qualifications and to understand or identify areas where confidential information exists and could be provided. The FOIA also provides for the complete disclosure of the Contract and any attachments or exhibits thereto.

L) CLARIFICATION/CHANGES IN THE RFQ

Changes made to the RFQ as the result of responses made to qualifying questions or concerns will be posted on www.michiganbusiness.org/354904. Applicants are encouraged to regularly check this site for changes or other information related to the RFQ.

M) ELECTRONIC BID RECEIPT

ELECTRONIC VERSION OF YOUR APPLICATION MUST BE RECEIVED AND TIME-STAMPED BY THE MEDC TO contractsandgrants@michigan.org, ON OR BEFORE **3:00 P.M. ON July 20, 2022**. APPLICANTS ARE RESPONSIBLE FOR TIMELY SUBMISSION OF THEIR APPLICATION. THE MEDC HAS NO OBLIGATION TO CONSIDER ANY APPLICATION THAT IS NOT RECEIVED BY THE APPOINTED TIME.

N) RESERVATION OF MEDC DISCRETION

Notwithstanding any other statement in this RFQ, the MEDC reserves the right to:

- 1) reject any and all applications;
- 2) waive any errors or irregularities in the bidding process or in any application;
- 3) rebid the project;
- 4) negotiate with any Applicant for a reduced price, or for an increased price to include any alternates that the Applicant may propose;
- 5) reduce the scope of the project, and rebid or negotiate with any Applicant regarding the revised project; or
- 6) defer or abandon the project.

The MEDC's decision is final and not subject to appeal. Any attempt by an applicant, collaborating entity, or other party of interest to the project to influence the awards process, to appeal, and/or take any action, including, but not limited to, legal action, regarding the application or awards process in general may result in the applicant's disqualification and elimination from the award process.

O) JURISDICTION

In the event that there are conflicts concerning this RFQ that proceed to court, jurisdiction will be in a Michigan court of law. Nothing in this RFQ shall be construed to limit the rights and remedies of the MEDC that are otherwise available.

P) ADDITIONAL CERTIFICATION

Pursuant to Public Act 517 of 2012, an Iran linked business is not eligible to submit a bid on a request for proposal, with a public entity.

Bidders must include the following certification in the technical proposal:

“Bidder certifies that it is not an Iran-linked business as defined in MCL 129.312.”

Failure to submit this certification may result in disqualification from consideration.