

**THE GENESEE/SHIAWASSEE
WORKFORCE DEVELOPMENT BOARD**

**REQUEST FOR QUOTES FOR
FINANCIAL CONSULTANT**

FOR FISCAL YEAR 2011-2012

INQUIRIES AND BIDS SHOULD BE DIRECTED TO:

Genesee/Shiawassee Michigan Works! Career Alliance, Inc.

Financial Consultant RFQ

Attention: Workforce Training Department

P.O. Box 528

Flint, MI 48501

An Equal Employment Opportunity Organization. Auxiliary Aids and Services, Including Accommodations, Are Available Upon Request to Individuals With Disabilities. TTY 233-4242.

I. GENERAL INFORMATION

A. Purpose

The Michigan Works! Career Alliance, Inc. (CAI) has been designated, by the Governor of Michigan and the Workforce Development Board, as the Michigan Works! Agency (MWA) for Genesee and Shiawassee Counties. Workforce Development Board is soliciting quotes from qualified agencies or individual(s) for Financial Consultant for Fiscal Year 2011-2012.

This Request for Quote (RFQ) is being released to solicit for a Financial Consultant for Fiscal Year 2011-2012. The quote includes options for two additional years.

Financial Consultant Time Line:

Bidders' List Letters Sent Out	December 22,2011
Legal Notice Run	December 22, 2011
RFQ Released	January 3, 2012 after 5:00 p.m.
Proposal Due Date	January 13, 2012
Proposals Rated By	January 20, 2012
WDB Board Approval	January 27, 2012
Notification of Accepted Proposal	Week of January 30, 2012

B. Who May Respond

Only qualified Agency or individual (s) may respond to this RFQ.

C. Bidder's Conference

There will not be a bidders conference for this solicitation.

D. Instructions on Quote Submission

In order to have your quote considered, prospective candidates must complete the attached informational packet. Failure to complete all aspects of information requested, may result in your quote being disregarded.

If the application is being submitted by a agency, the agency must: (1) designate one individual for consideration and complete the information based on the individual qualifications; or (2) complete the requested information for all partners and/or associates being submitted for consideration. Women and minorities are strongly encouraged to apply.

In addition to the forms attached, to be considered, the following attachments must be included for each individual being submitted for consideration:

Copies of Degree's/Certifications
Current Resume/Vitae (including professional references)
Copy of State Certification/License (if applicable)

Copy of DBA/Articles of Incorporation

1. Closing Submission Date

Proposals must be postmarked no later than 5:00 p.m. on Monday, January 13, 2012.

2. Inquires

Inquiries concerning this RFP should be emailed to Tricia Snelgrove at tsnelgrove@careeralliance.org.

3. Conditions of Quote

All cost incurred in the preparation of a quote responding to this RFQ will be the responsibility of the Offeror and will not be reimbursed by Career Alliance Inc. (CAI) or the Genesee/Shiawassee Workforce Development Board (GSWDB).

4. Instructions to Prospective Contractors

Your quote MUST be addressed as follows:

**Genesee/Shiawassee Michigan Works! Career Alliance, Inc.
Financial Consultant RFQ
Attention: Workforce Training Department
P.O. Box 528
Flint, Michigan 48501**

Any proposals not delivered to the above Post Office Box address, will be returned to the sender, unopened, refused and rejected for funding consideration. Late proposals will not be considered.

It is the responsibility of the Offeror to insure that the quote is received by the date and time specified in this RFQ to the above listed location.

Late quotes will not be considered.

5. Right to Reject

Career Alliance Inc. and the GSWDB reserves the right to accept or reject any or all quotes received as a result of the RFQ, to negotiate with all qualified sources, or to cancel, in part or in whole, this RFQ if it is in the best interest of the CAI or GSWDB.

CAI/GSWDB is the only office authorized to change, modify, amend, alter, clarify, etc., the specifications, terms, and conditions of the RFQ, and any awarded contract as a result of this RFQ. A contract for the accepted bid will be based upon the factors described in the RFQ.

6. Small and/or Minority-Owned Business

Efforts will be made by Career Alliance, Inc. to utilize small businesses and minority-owned business.

An Offeror qualifies as a small business firm, if it meets the definition of “small business” as established by the Small Business Administration (13 CFR 121.3-8), by having average annual receipts for the last three fiscal years of less than four million dollars.

7. Notification of Award

It is expected that a decision selecting the successful agency or individual will be made within (2) weeks of the closing date for the receipt of quotes.

It is expected that the contract shall be a fixed price for a fixed numbers of hours contract, with options for additional hours if needed.

B. Description of Entity and Records

Career Alliance, Inc. is a private, non-profit organization, which serves as the Michigan Works! Agency for Genesee and Shiawassee Counties. Career Alliance, Inc. is exempt from Federal income tax under Section 501 (c) (3) of the Internal Revenue Code. It is governed by a (28) member volunteer Board of Directors with a \$30,000,000 annual budget. Administrative offices and all records are located at 711 N. Saginaw St. Suite 300, Flint MI 48503. Other satellite offices are located throughout the service delivery area at the following locations.

Shiawassee Service Center
1795 W. Main Street, Suite 115
Owosso, MI 48867

AND

Sylvester Broome Training Technology Center
4119 N. Saginaw Street
Flint, MI 48505

C. Options

At the discretion of Career, Alliance Inc. the Financial Consultant contract may be extended. The Career Alliance, Inc. and the Offeror will agree upon the cost for the option periods.

D. Contract Instrument

CAI is requesting the agency to assist with review of financial procedures.

Agency is to possess any and all licenses and/or permits required for the furnishing of services pursuant to the services to be provided.

Agency is to comply with all federal, state, and local statutes, laws, ordinances, rules and regulations, which apply.

The CAI will not be responsible nor will it pay for any expenses incurred by agency while providing the required services.

CAI will not be responsible nor it will it pay for any benefits offered by the agency to its employees.

The agency will be responsible for the hiring, firing, supervising and disciplining of all its personnel assigned to providing the service

CAI will make payment to for only those services and is not responsible for providing any training required by its employees to perform the services.

Agency will inform CAI of its designee of the any incidences that arise at any of the properties belonging to CAI, and of any problem or issue, which jeopardizes, may jeopardize, or will jeopardize performance of the services required.

CAI may perform an evaluation of the quality of the agency's services upon completion of those services. Such an evaluation, should it be performed, will concern only the quality of agency's final work and will not address details of how the services were performed unless those details involve the violation of any laws, statutes, ordinances, rules or regulations with which agency was to comply.

II. SPECIFICATION SCHEDULE

A. To be able to assist with financial matters:

1. Assist with review and modification of the MWA cost allocation plan and procedures.
2. Assist with review and revision of procedures related to charging "rent" costs to the programs and other partners.
3. Assist with analysis of the CFO duties (invoice coding and approval, etc.) and determination of the delegation of these duties until the CFO position is replaced.

B. Price

The Offeror's proposed price should be submitted with the quote packet. And should include information indicating how the price was determined. For example, the Offeror should indicate the estimated number of hours by staff level, hourly rates, and total cost by staff level. Any out-of-pocket expenses should also be indicated. The pricing information should be in a separate sealed envelope.

C. Payment

Payment will be made when Career Alliance, Inc. has determined that the total work effort has been satisfactory completed. Should Career Alliance, Inc. reject an invoice, the Chief Financial Officer's authorized representative will notify the Offeror in writing of such rejection, giving the reason(s). The right to reject an invoice shall extend throughout the term of the contract and for ninety (90) days after the Offeror submits the final invoice for payment.

D. Work papers

1. Upon request, the Offeror will provide a copy of any pertinent work papers.
2. The work papers will be retained for at least three years from the end of the period.
3. The work papers will be available for examination by authorized representatives of the cognizant federal or state audit agency, and Career Alliance, Inc.

E. Confidentiality

The Offeror agrees to keep the information related to all legal matters and contracts in strict confidence. The Offeror agrees not to publish, reproduce or otherwise divulge such information in whole or in part, in any manner or form or authorize or permit others to do so, taking such reasonable measures as are necessary to restrict access to the information, while in the Offeror's possession, to these employees on the Offeror's staff who must have the information on a "need-to-know" basis. The Offeror agrees to immediately notify, in writing, Career Alliance, Inc.'s authorized representative in the event the Offeror determines or has reason to suspect a breach of this requirement.

III. OFFEROR'S TECHNICAL QUALIFICATIONS

The Offeror, in its quotes, shall, as a minimum, include the following:

A. Prior Financial Consulting Service Experience

The Offeror should describe its prior experience including the names, addresses, duties, number of years experience, and telephone numbers of prior organizations. Experience should include the following categories:

1. Prior experience working with non-profit corporations.

2. Prior experience working with non-profit management.
3. Prior experience working with General Business.
4. Prior experience working with Workforce Development Boards
5. Prior experience with programs financed by the federal and state government
6. Any additional relevant experience.

B. Organization, Size, and Structure

The Offeror should describe its organization, size and structure. Indicate if appropriate, if the agency is a small or minority-owned business. Offeror should include a copy of the most recent Peer Review, if the Offeror has had a Peer Review.

C. Staff Qualifications

The Offeror should describe the qualifications of staff to be assigned to the Career Alliance Inc. Descriptions should include:

1. Agency make-up.
2. Overall supervision to be exercised.
3. Prior experience of the individual assigned to Career Alliance Inc.

Only include resumes of staff to be assigned to the Career Alliance Inc. identifying education, position in agency, years and types of experience, and continuing/professional education.

D. Understanding of Work to be Performed

The Offeror should describe its understanding of work to be performed, procedures, and estimated hours, and other pertinent information.

E. Certifications

The Offeror must sign and include as an attachment to its bid the Certifications enclosed with this RFQ. Career Alliance, Inc. will not provide the publications mentioned in the Certifications to potential Offerors because Career Alliance, Inc. desires to contract only with an Offeror who is already familiar with these publications.

IV. RFQ EVALUATION

A. Submission of Quotes

All bids shall include two copies of the Offeror's technical qualifications, two copies of the quote packet, and two copies of the signed Certification. These documents will become part of the contract.

B. Nonresponsive Quote

Quotes may be judged nonresponsive and removed from further consideration if any of the following occur:

1. The quote is not received timely in accordance with the terms of this RFQ.
2. The quote does not follow the specified format.
3. The quote does not include the Certifications.
4. The quote is not adequate to form a judgment by the Reviewers.

C. Evaluation

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

<u>Factors</u>	<u>Point Range</u>
1. Prior experience working with Non-Profit Corporations	0-5
2. Prior experience working with Profit Corporations	0-5
3. Prior experience working with General Business	0-5
4. Prior experience working with Workforce Development Boards	0-5
5. Prior experience with programs financed by the federal and state government	0-5
6. Any additional relevant experience	0-5
7. Organization, size, and structure of Offeror's agency (Considering size in relation to duties to be performed.)	
a. Adequate size of the agency	0-5
b. Minority/small business	0-5
8. Qualifications of staff to be assigned to the duties to be performed. This will be determined from resumes submitted. Education, position in agency, years and types of experience, continuing professional education will be considered.	

a. Agency makeup	0-10
b. Overall supervision to be exercised	0-5
c. Prior experience of the individual assigned to CAI	0-10
9. Offeror's understanding of work to be performed	0-10
10. Price	<u>0-25</u>
MAXIMUM POINTS:	<u>100</u>

*** Career Alliance, Inc. may contact prior references to verify the experience provided by the Offeror.**

D. Review Process

Career Alliance, Inc. may, at its discretion, request presentations by or meetings with any or all Offerors, to clarify or negotiate modifications to the Offerors' quotes. However, Career Alliance, Inc. reserves the right to make an award without further discussion of the Quotes submitted. Therefore, quotes should be submitted initially on the most favorable terms, from both technical and price standpoints, which the Offeror can propose.

Career Alliance, Inc. contemplates award of the contract to the responsible Offeror with the highest total points.

CERTIFICATIONS

On behalf of the Offer:

- A. The individual signing certifies that he/she is authorized to contract on behalf of the Offeror.
- B. The individual signing certifies that the Offeror is not involved in any agreement to pay money or other consideration for the execution of this agreement, other than to an employee of the Offeror.
- C. The individual signing certifies that the prices in this bid have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition.
- D. The individual signing certifies that the Offeror prior to an award to any other Offeror or potential Offeror has not knowingly disclosed the prices quoted in this bid.
- E. The individual signing certifies that there has been no attempt by the Offeror to discourage any potential Offeror from submitting a bid.
- F. The individual signing certifies that the Offeror is a properly licensed/certified.
- K. The individual signing certifies that he/she has read and understands all of the information in this Request for bid.
- L. The individual signing certifies that the Offeror, has not been debarred or suspended from doing work with any federal, state or local government. (If the Offeror or any individual to be assigned to CAI has been found in violation of any state or professional standards, this information must be disclosed.)

Dated this _____ day of _____, 20____

(Offeror's Agency Name)

(Signature of Offeror's Representative)

(Printed Name and Title of Individual Signing)

**MANDATORY
DOCUMENTS
AND
ATTACHMENTS**

ATTACHMENT 1

ASSURANCES AND PROPOSAL CERTIFICATION. - To be completed by all bidders.

1. General Assurances

The bidder assures that, if awarded offeror will comply with:

- a. The Workforce Investment Act, all applicable State and Federal rules, regulations, interpretations and contractual requirements made by Michigan Works! Agency (MWA), and all contractual requirements stipulated by the MWA/MWCA.
- b. The Age Discrimination Act of 1975, as amended.
- c. Section 504 of the Rehabilitation Act of 1978, as amended.
- d. Title IX of the Education Amendments of 1972, as amended.
- e. Title VI of the Civil Rights Act of 1964, as amended.
- f. Section 3 of the Military Selective Service Act.
- g. The Michigan Occupational Safety and Health Act (MIOSHA) #154, of 1974, as amended.
- h. Public Act 278 of 1980, as amended.
- I. The Michigan Civil Rights Act, P.A. 453 of 1976, as amended.
- j. Grove City Civil Rights Bill, S557-PL-100-259, as amended.
- k. The Michigan Handicappers Civil Rights Act, P.A. 220 of 1976, as amended.
- l. Equal Employment Opportunity requirements expressed in
 - i. Executive Directive 1975-3 (signed 6/20/75)
 - ii. Executive Directive 1975-6 (signed 12/2/75)
 - iii. Executive Directive 1979-4 (signed 9/7/79)
- m. The Michigan Youth Employment Standards Act, P.A. 90, as amended, or the federal Child Labor Regulations, Part 570, as amended, whichever is more stringent.
- n. Executive Order 1259, Debarment and Suspension, 29 CFR Part 98, Section 98.510
- o. Michigan Minimum Wage Law of 1964, Act 154, as amended.

- p. Michigan Department of Labor, Employment Standards, Overtime Compensation Rules R 408.721-408.735.
- q. Michigan Payment of Wages and Fringe Benefits Act 390 of 1978, as amended.
- r. Michigan Workers Disability Compensation Act of 1968, and Administrative Rules, as amended.
- s. Michigan Open Meetings Act 15.261 et. seq., as amended.
- t. Michigan Contracts with Employers Engaging in Unfair Practices Public Act 1989 No. 278, as amended.
- u. The Americans with Disabilities Act.
- v. All other applicable Federal and State legislation

Further, the bidder, if awarded, assures that:

- w. Individuals who participate in activities supported by funds provided under this Act, shall not be discriminated against.
- x. Participation in programs funded under the Act shall be open to:
 Citizens and Nationals of the U.S.
 Permanent Resident Aliens
 Lawfully Admitted Refugees and Parolees
- y. They will comply in full with the Genesee/Shiawassee Workforce Development Board Equal Employment Opportunity, (EEO) Affirmative Action, (AA) Sexual Harassment and Drug Free Workplace Policies.

2. Genesee/Shiawassee MWA Held Harmless - Insurance Requirements

If awarded a contract, the bidder shall defend, indemnify and hold harmless Michigan Works! Agency, the Genesee/Shiawassee Workforce Development Board, Genesee/Shiawassee Counties, their officers, agents and employees from all claims and losses incurred by any person, firm, or corporation who may be damaged or injured by the bidder in the performance of said contract.

If the Bidder is awarded a contract, they shall maintain the following insurance at their expense:

Worker Compensation Insurance;
 Comprehensive General Liability Insurance; and
 If providing transportation, Automobile Liability Insurance

3. Monitoring and Evaluation

The Bidder assures that, if awarded, staff and representatives of the MWA, Genesee/Shiawassee Counties, Michigan Department of Labor and Economic Growth and/or U.S. Departments of Labor shall be provided access to all programmatic, financial and participant records necessary for program evaluation.

4. Certification Regarding Debarment and Suspension

Instructions for the Debarment and Suspension form may be found in **Attachment 3**.

5. Certification Regarding Lobbying.

Instructions for the Disclosure of Lobbying Activities form may be found in **Attachment 4**.

6. Proposal Certifications

These certifications must be signed by a representative of the proposing organization who is so authorized. Persons in an administrative, monitoring or oversight policy-making capacity with WIA should not appear as signatory for this RFQ.

I hereby certify:

- a. that the proposing bid organization understands and assures compliance with the assurances and certifications contained in this RFB; and
- b. that all information contained in this bid is true and accurate; and
- c. that completion of this bid is an application and does not ensure that the bid will be awarded; and
- d. that if awarded, the bidding organization will be bound by the information contained herein as well as by the terms and conditions of the resultant contract or agreement.

SIGNATURE

DATE

NAME

TITLE

ORGANIZATION

NOTE: The following pages regarding debarment/suspension and lobbying activities must also be signed.

ATTACHMENT 2

AGENCY BACKGROUND AND ADMINISTRATIVE CAPABILITY - To be completed by all bidders.

1. Proof of Signatory Authority:

Append to your bid a copy of board minutes, corporate charter, or other documents which delineate by name and title those members of your organization authorized to sign this bid and any contracts which may result. **Label this document clearly as Attachment 7.**

2. Date of establishment/incorporation: (does not apply to government entities or public schools).

3. List the members of your applicable governing body (i.e. School Board, Board of Directors, etc.)

4. Date of last independent financial audit: _____

Name and address of audit firm: _____

Attach a copy of this audit. **Label this document clearly as Attachment 8.**

5. **Agency Fiscal Year** _____

**Corporation Status
(i.e., private non-profit,
private for-profit, etc.)**

Instructions for Certification Regarding Debarment and Suspension

1. By signing and submitting this bid, the prospective recipient of Federal assistance funds is providing the certification as described.
2. The 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 bidder 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 bidder shall provide immediate written notice to the person to whom this bid is submitted if at any time they learn that their certification was erroneous when submitted or has become erroneous because of changed circumstances.
4. The bidder agrees that if funded they shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, or declared ineligible unless authorized by the DOL.
5. The bidder further agrees, 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.

ATTACHMENT 3

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

This certification is required by the regulations implementing Executive Order 12548, 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 INSTRUCTIONS, ON PAGE 63, WHICH IS AN INTEGRAL PART OF THE CERTIFICATION?

- (1) The prospective recipient of federal assistance funds certifies, by submission of this certification, 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 certification.

AGENCY/ORGANIZATION AUTHORIZED SIGNATURE

DATE

ATTACHMENT 4

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, any 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 any 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, A Disclosure Form to Report Lobbying, in accordance with its instructions. **(See Attachment 5, for this form if needed).**
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontract, subgrants and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation 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 1325, 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 such failure.

Agency/Organization Authorized Signature

Date

**DISCLOSURE OF LOBBYING ACTIVITIES
CONTINUATION SHEET**

Reporting Entity: _____ Page _____ of _____

**ATTACHMENT 6
CONFLICT OF INTEREST FORM**

Agency/Organization Name

WORKFORCE DEVELOPMENT BOARD AFFILIATION LIST

List below any individuals directly affiliated with your firm who are members of the Genesee Shiawassee Workforce Development Board, EAG, its task forces, or governing body. The term “directly affiliated” means paid staff and administrators, members of your governing board, and others with policy or oversight, or managerial responsibility. Please place a check mark in front of those who are actively involved in your agency or proposed activity.

WORKFORCE DEVELOPMENT BOARD MEMBERS

December 19, 2011

Daniel Shepherd	Suzanne Howell	Tracy Atkinson
Donald Stevens	Kimberly Raup	Jeffrey Deason
Justin Horvath	Joe Perez	Jerry Ragsdale
Jawad Shah	Amy Roddy	Robert Hardy
Rene McMann	Norwood Jewell	Sandi Mose
Susan Theakston	Leo Turnwald	Mary Sumpter
Vera Perry	Mark Miller	Kevin J. Keane
Lewis Driskell	Elisabeth Saab	Tony Trischler
Frank Ervin	Ruth Person	Clarence Pierce

List the name(s) and title(s) of all the owners, members of the board of directors, and other officers of the agency, corporation or business. *Indicate owners, or members, or officers who are present members of the WDB, EAG or the Career Alliance, Inc. board, with an asterisk (*). Individuals who are known to be directly related to members of the WDB, EAG or the CAI board should also be noted.

NAME	TITLE	LOCATION

**SELF EVALUATION:
PROGRAM ACCESSIBILITY**

COORDINATOR: _____

RESPONSIBLE PERSON: _____

EVALUATION COMPLETION DATE: _____

AGENCY/BUREAU/UNIT: _____

TELEPHONE: _____

List persons involved in assessment:

Various disability characteristics represented:

List steps taken to ensure that persons with disabilities and other interested persons had an opportunity to comment on the self-evaluation process:

Consider formal and informal program eligibility and admission criteria or licensing standards. Particular attention should be paid to policies incorporating or establishing:

- Physical or mental fitness or performance requirements;
- Safety standards;
- Testing requirements;
- Educational requirements;
- Work experience requirements;
- Income level requirements;
- Credit rating requirements;
- Requirements based on disability;
- Requirements that prohibit participation because of disability; and
- Insurability requirements

1. List the exclusionary/limiting policies/practices that will be altered or eliminated to allow participation by persons with disabilities and describe the changes. Also, explain how you will communicate the changes to agency staff and the public.

NOTE: If physical barriers to access exist, be sure to cover how these programs will be made accessible when viewed in their entirety. Remember, structural changes should be a part of the transition plan.

2. List the exclusionary/limiting policies/practices that will be retained by your agency and include a complete justification for the retention of any exclusionary or limiting policies or practices.
3. Identify programs, activities, or services that are denied or limited to an individual based on drug usage and make sure that the governing policies for such restrictions do unlawfully discriminate against former drug users, as opposed to individuals who are currently engaged in illegal use of drugs.

HISTORIC PROGRAMS

1. For any historic program, review the governing policies to ensure that it gives priority to methods that provide physical access to persons with disabilities.

SERVICES AND EQUIPMENT

1. Explain how you communicate telephonically with deaf and hearing-impaired individuals:
 - a. if you use telecommunication devices for the deaf (TTY's), list location, telephone number, and organization or TTY directories in which the TTY number is listed.
 - b. if you use TTY relay services, list name of company and type of service.
 - c. if you have "800" incoming WATS telephone service, list how you ensure it is usable by persons with hearing impairments.

2. Verify that the following services are available when needed:

NOTE: A method for securing these services should be developed, including guidance on when and where these services will be provided.

- _____ provision for readers for individuals with visual impairments.
 - _____ provision for interpreters or other alternative communication measures, as appropriate for individuals with hearing impairments.
 - _____ provision for amanuenses for individuals with manual impairments.
3. List steps to take to make applicants/participants aware of available support services.
4. Identify any of the following services or benefits provided to program participants:

_____ transportation services	_____ counseling services
_____ health services/insurance/benefits	_____ employment services
_____ housing	_____ food services
_____ financial aid	
_____ social, recreational or athletic activities	

5. List steps to ensure that:
- Service/benefit is equally effective for and usable by persons with disabilities
 - Administration of service/benefit will be free from discrimination based on disability
 - Communications will reach all persons (including those with hearing and sight impairments)
 - Application instructions to receive the services are effective for persons with disabilities (including those with hearing and vision impairments).
6. Identify equipment and devices (such as elevators or automatic doors) used by the public and assess the equipment to ensure its usability by persons with disabilities, particularly individuals with hearing, visual, and manual impairments.

Review policies to determine if they ensure that equipment is maintained in operable working order.

NOTE: For example, power doors may open automatically but close so quickly that a person using a wheelchair may not be able to enter before the doors close shut.

EMPLOYEE ORIENTATION

1. Describe measures that have been or will be taken to ensure the employees are familiar with the policies and practices for the full participation of persons with disabilities, including the operation of TTY's. Explain how and when training will be provided to staff.

DOCUMENTS/PUBLICATIONS/AUDIO-VISUAL PRESENTATION

1. Review all materials to ensure that persons with disabilities are:
 - a) Not portrayed in an offensive or demeaning way. Example: stereotypic language in publication such as wheelchair-bound, "victim," deaf and dumb.
 - b) Are portrayed in a positive, inclusive way.
2. Are documents and publications available to sight-impaired persons? Are audiotape, large print, Braille, computer disk or other formats used?
3. Is the content of documents and publications provided in simple, easy-to-understand language for persons with learning disabilities or low reading Levels?
4. Are audio-visual presentations accessible to persons with disabilities?
 - list the audio-visual presentation (film, videotape, or television), whether or not they are captioned, and if not captioned, indicate what steps have been take to ensure that hearing-impaired persons can benefit from these or similar presentations:

NAME OF PRESENTATION	CAPTIONED (YES/NO)	STEPS

MEETINGS/PUBLIC GATHERINGS

1. Describe policies and procedures in place or will be implemented to ensure access to public meetings for persons with disabilities.
2. Are meetings, hearing, and conferences held in accessible locations?
3. Are interpreters, readers, and/or adaptive equipment provided in an expeditious manner, when requested, for meetings, interviews, conference, public appearances by agency officials, and hearings?

4. Are assisted listening devices or other means available for individuals with hearing impairments who do not read sign language?

EMERGENCY EVACUATION

1. Describe procedures to evacuate persons with disabilities (visual, hearing, mobility, and learning disabilities) during an emergency.

NOTE: This may require the installation of visual or audible warning signals and special procedures for assisting persons with disabilities evacuate from a building.

USE OF CONTRACTORS

1. List contractors (including employment and referral agencies, labor unions, and organizations providing or administering fringe benefits to employees or providing training and apprenticeship programs) used to provide programs or activities.
2. Describe how you ensure both contractors and your procurement officials are aware of their obligations to facilitate participation of persons with disabilities in programs or activities contractors operate on behalf of your agency.
3. Describe how this obligation is monitored.

UNDUE HARDSHIP

1. Describe procedures/policies for determining whether an action would fundamentally alter the program activity or service or result in an undue financial and/or administrative burden:
2. If programs or activities would be fundamentally altered, to what extent can persons with disabilities participate or be included? What alternatives have been provided?
3. Is determination made by the department head or his/her designee? Who is the individual by name and title?
4. Does the process require a written statement of the reasons for reaching that conclusion?

**FINANCIAL CONSULTANT
QUOTE PACKET**

FINANCIAL CONSULTANT SERVICE QUESTIONAIR

SECTION I: IDENTIFICATION

Name of Agency (if applicable) _____

Name of Individual (s) Designated: _____

Address: _____

Telephone: _____ Fax: _____ E-mail _____

PRICE/COST INFORMATION

Standard Hourly Rate: _____

Retainer Fee: _____

Other Fees/Rates: _____

SECTION II: GENERAL QUALIFICATIONS

(Please list your experience in the following area:)

A. Experience working with Non-Profit Corporations:

Name of Corporation: _____

Number of years: _____

General Duties: _____

References: _____

B. Experience working with Profit Corporations:

Name of Corporation: _____

Number of years: _____

General Duties: _____

References: _____

C. Experience working with General Business:

Name of Board: _____

Number of Years: _____

General Duties: _____

References: _____

SECTION III: WORKFORCE DEVELOPMENT EXPERIENCE

A. Workforce Development Board

Name of Board: _____

Number of Years: _____

General Duties: _____

References:

SECTION VI: ADDITIONAL RELEVANT EXPERIENCE

(Please list any additional specialty areas and/or significant achievements)

INDIVIDUAL/AGENCY BACKGROUND:

(Please complete the following)

	YES	NO
A. Were grievances or complaints filed against The Individual/Agency (not including Discrimination)?	_____	_____
B. Were lawsuits or judgments files?	_____	_____
C. Were there investigations of fraud, abuse, conflict of interest, political activities, nepotism, or any criminal activities?	_____	_____
D. Was there a default or breach of contract?	_____	_____
E. Were contracts canceled or not renewed due to Non-performance or poor performance?	_____	_____
F. Were there any discrimination complaints or rulings Against the agency within the last two (2) years?	_____	_____
G. Were any ethics violations alleged within the last Five (5) years?	_____	_____

If any of the above are answered "YES", additional information MUST be provide which should include at a minimum:

- A. Date item checked was initiated;
- B. Party or Parties involved;
- C. Brief description of circumstances;
- D. Final Disposition and date (including any judgments);
- E. A brief explanation of action if still pending.