



MICHIGAN DEPARTMENT OF  
**LABOR & ECONOMIC  
OPPORTUNITY**

**EMPLOYMENT  
& TRAINING**

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# **Request for Proposals**

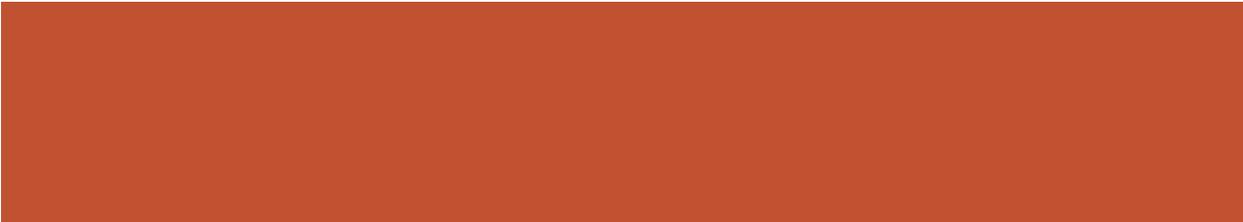
## **MICHIGAN REVOLUTION FOR ELECTRIFICATION OF VEHICLES (MiREV)**

**September 22, 2021**

**DEADLINE FOR SUBMISSIONS:  
5:00 PM, Monday, November 8, 2021**

**CONTACT:**

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Workforce Development – Sector Strategies  
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616-522-7271



# CONTENTS

A. PURPOSE .....	2
B. GLOSSARY OF TERMS .....	2
C. MICHIGAN REVOLUTION FOR ELECTRIFICATION OF VEHICLES ACADEMY/ACADEMIES RFP ACRONYMS .....	3
D. BACKGROUND .....	3
E. THE OPPORTUNITY .....	4
F. SCOPE OF WORK .....	4
G. FUNDING .....	6
H. ALLOWABLE USE OF GRANT FUNDS .....	7
I. PROHIBITED USES OF GRANT FUNDS .....	7
J. GRANT PERIOD OF PERFORMANCE .....	8
K. ELIGIBLE RFP RESPONDENTS .....	8
L. REQUIRED PARTNERS .....	8
M. PERFORMANCE MEASURES .....	9
N. REQUIRED DOCUMENT SUBMISSION .....	10
O. REVIEW AND SELECTION .....	11
P. RFP EVALUATION CRITERIA .....	12
Q. TIMELINE .....	13
R. PRE-BID WEBINAR/QUESTIONS .....	14
S. CONDITIONS UPON AWARD .....	14
T. DISQUALIFIED/INELIGIBLE RFP RESPONDENTS .....	14

Attachment A – Proposal Template

Attachment B – Individual Participant Form

Attachment C – MiREV Proposal Checklist

## A. PURPOSE

As the world of automotive mobility and electrification continues to grow and develop, investments in manufacturing, technology, and testing are leading to significant growth, expanding opportunities for companies, investors, and workers. Michigan is positioning itself to be at the center of that growth by proactively preparing the talent needed for automotive mobility and electrification current, emerging, future jobs, and career pathways. Through strategic partnerships of employers, educators, workforce development, economic development, and other stakeholders, an accessible platform accelerates the capacity to develop and align education and training curriculum with the industry's rapidly growing talent needs is being created. This talent pipeline development strategy collaboratively builds supply chain-based high-performing industry, education, and workforce partnerships who deliver a measurable return on investment for the end customers - both employers and learners.

The Michigan Department of Labor and Economic Opportunity, Employment and Training (LEO-E&T) seeks a convener of the Michigan Revolution for Electrification of Vehicles Academy/Academies (MiREV), an employer-led collaborative (ELC), designed to respond to specific knowledge and skill demands of the automotive mobility and electrification industry.

MiREV, will facilitate pre-hire and post-hire education and training in technologies supporting the automotive mobility and electrification industry. MiREV ELC employers will provide important input and resources to shape current and future education and training offerings through the Academy/Academies.

Up to \$1,500,000 over the five-year grant period will be awarded to the successful Respondent(s) targeting efforts around mobility, specifically pertaining to:

- Electrification
- Electric Vehicles
- Electric Vehicle Componentry (i.e., batteries, battery components, etc.)
- Electric Vehicle Supply Equipment (EVSE); (i.e., chargers and charging infrastructure)

Successful Respondent(s) would be committed to serving as a neutral host organization bringing together an ELC, which ensures employers address their most critical workforce needs and learners get better employment outcomes including upward mobility opportunities through the development and alignment of education and training programs.

The successful Respondent(s) will be responsible for facilitating the ELC's formulation of recruitment, training and education, placement, and retention solutions to fill identified talent gaps within the in-demand and emerging occupations within the automotive mobility and electrification industry.

## B. GLOSSARY OF TERMS

**Career Pathways:** Series of structured and connected education programs and support services that enable students, often while they are working, to advance over time to better jobs and higher levels of education and training.

**Electric Vehicles (EV):** A vehicle, also referred to as an electric drive vehicle, which uses one or more electric motors for propulsion. EVs store electricity in an energy storage device such as a battery.

**Electric Vehicle Supply Equipment:** A device which permits the transfer of electric energy (by conductive or inductive means) to a battery or other energy storage device in an EV.

**Employer-Led Collaborative (ELC):** A group of businesses coming together to address its most critical workforce needs using talent supply chain strategies and practices to solve a common or shared workforce problem.

**High-Wage Occupations:** Occupations paying more than the all-industry, all-ownership median wage for statewide or a particular area.

**High-Demand Occupations:** Occupations having more than the median number of total (growth plus replacement) openings for statewide or a particular area.

**High-Skill Occupations:** Occupations requiring some college, no degree, or a higher level of educational attainment are high skill, as well as occupations requiring a high school diploma or equivalent plus long-term on-the-job training, an apprenticeship, or internship/residency.

**Host Organization:** Provides staff support and management to the ELC. The host organization is a neutral convenor dedicated to business growth and competitiveness and chosen or affirmed by the employer members.

**Mobility:** A user-centric concept – mobility recognizes transportation products and services must be responsive to the needs, habits, and preferences of consumers. (Cox Automotive, 2019). Mobility technologies include services which enable a safer, more sustainable, efficient, and equitable movement of people and goods.

**Underemployed:** Includes workers who are highly skilled but working in low-paying or low-skill jobs and part-time workers who would prefer to be full-time.

## **C. MICHIGAN REVOLUTION FOR ELECTRIFICATION OF VEHICLES ACADEMY/ACADEMIES RFP ACRONYMS**

BSBP	Bureau of Services for Blind Persons
DC	Direct Current
MiREV	Michigan Revolution for Electrification of Vehicles Academy/Academies
ELC	Employer-Led Collaborative
EV	Electric Vehicle
EVSE	Electric Vehicle Supply Equipment
LEO-E&T	Labor & Economic Opportunity, Employment & Training
MRS	Michigan Rehabilitation Services
MVAA	Michigan Veteran Affairs Administration
MWA	Michigan Works! Agency
RFP	Request for Proposal
VES	Veteran Employment Services
WIOA	Workforce Innovation Opportunity Act

## **D. BACKGROUND**

Due to the rapid growth of automotive mobility and electrification, numerous opportunities are starting to arise for employers, investors, educators, and workers throughout the state. The adoption of autonomous vehicles brings forth a possible labor market impact with a projected number of between 1.4 and 2.6 million jobs lost by 2051. However, there is an estimated projection of 700,000 to 1.7 million new jobs created throughout a variety of industries due to this technology. This presents an opportunity for new and enhanced jobs and career pathways, and it is imperative to be proactive with talent pipeline development to support the economic stimulation which will occur throughout this technological evolution.

Michigan, being the heart of the automotive industry, is in the prime position to have a positive impact and be at the center of this fast-rising opportunity. In 2018, the state partnered with PlanetM to launch the \$8 Million Michigan Mobility Challenge, Michigan's mobility initiative.

Since 2020, the industry has seen a rise in EV, and it has been projected by Bloomberg New Energy Finance EV sales will quintuple between 2018 and 2025. Michigan's Big Three auto manufacturers, General Motors, Ford, and Stellantis have already identified strategies to lead in this growth.

The state's drive encompasses continued strides towards advancing competitiveness in Michigan's automotive core and growing the ecosystem around new companies and technology shaping mobility. Michigan is currently securing commitments for building 75 additional Direct Current (DC) Fast Charging stations with approximately 300 chargers throughout Michigan by 2030. There are currently 16 colleges and universities throughout the state with degree programs in automotive technology and design, infrastructure, and additional emerging mobility technologies. The State of Michigan is looking to partner with host organizations with experience in developing ELCs and engaging electrification and mobility companies, educational institutions, and community stakeholders. These host organizations will facilitate the development of strategies that will assist in developing adequate talent for current, emerging, and future workforce talent needs of employers.

## **E. THE OPPORTUNITY**

Michigan is positioning itself to be at the center of automotive mobility and electrification growth by proactively preparing the talent needed for current, emerging, and future jobs and career pathways requires addressing the following opportunities:

- Advanced technology has reduced demand for gas-powered vehicles and increased demand for more energy-efficient solutions for mobility, changing the skills, and competencies needed within the workforce.
- The need to have a competitively skilled workforce which supports economic development, attraction, and expansion of automotive mobility and electrification industry.
- Michigan employers are struggling to meet the demand for skilled professionals in high-growth, high-wage automotive mobility and electrification occupations.
- The COVID-19 pandemic made it more difficult to meet the workforce demand in many industries.
- Insufficient state-wide/regional/local initiatives promoting sustainable collaboration among like employers to identify industry needs and training requirements to meet those needs.
- Limited opportunities and resources for employers and training providers to engage in developing education and training solutions that lead to in-demand career pathways.

## **F. SCOPE OF WORK**

LEO-E&T is seeking partners to successfully convene the automotive mobility and electrification business community using an ELC approach to address critical workforce needs. Successful Respondent(s) to this RFP will define a clear approach and associated work plan using talent supply chain strategies and practices to support the work of ELC(s) resulting in the development of education and workforce partnerships that produce an electrification and mobility talent pipeline. As a result of these partnerships, a comprehensive end-to-end talent pipeline will include:

- Demand planning - Identification of projected job openings
- Identification of competencies, credentials, and other hiring requirements
- Reskilling and upskilling incumbent workers
- Training opportunities for job seekers interested in the automotive mobility and electrification industry

- Career pathways which provide advancement opportunities within and outside of the ELC companies
- Career awareness, exploration, and promotion of the automotive mobility and electrification industry occupations to Michigan's future workforce – K-20

ELC(s) will work to increase economies of scale, scope, and promote learning across companies. The success and sustainability of the ELC(s) is crucial to the development and expansion of highly qualified and skilled workforce talent pipelines in the automotive mobility and electrification industry.

The successful RFP Respondent(s) must:

- Be a neutral host organization acting as a facilitator to mobilize the appropriate partners and provide a forum for beginning and maintaining a discussion of current and emerging electric vehicle and mobility workforce needs and solutions.
- Possess the capacity to carry out their responsibilities to coordinate, perform administrative activities, and oversee the planning and implementation of the collaborative goals and outcomes.
- Facilitate discussions about industry workforce challenges, listen for common challenges, and bring multiple stakeholders together to design and implement joint, customized training solutions surrounding electric vehicles and mobility.
- Have the unique ability to convene and administratively support the ELC while allowing employers to dictate the direction.
  - Bonus points will be given to Respondents whose key staff experienced developing ELCs as the result of completing The U.S. Chamber Foundation, Talent Pipeline Management (TPM) Academy. Partial bonus points will be given to Respondents currently in training or confirming a commitment to apply to the TPM Academy with 12 months of receiving an MiREV ELC award.

The activities supported by this funding awarded through this RFP include, but are not limited to:

### **Organization and Coordination of ELC(s)**

Providing coordination between employers to discuss shared challenges and talent management strategies for the ELC may include, but not limited to:

- Unfilled job openings
- Onboarding, training, reskilling and upskilling, and retention of current and future employees
- Expanding customized talent solutions and strategies to address skill gaps
- Career advancement, turnover, and retention
- Increasing diversity, equity, and inclusion
- Supporting employer activities, which support career exploration and direct linkages to classroom exposure
- Development of articulated career pathways
- Economic development needs (infrastructure updates, supply chain issues, access to capital, permit/licensing issues, expansion, or relocation)

### **Demand Planning**

Demand planning involves engaging ELC(s) employers in developing their own projections of future openings for automotive mobility and electrification occupations. Labor market information (LMI) data may be used to educate and support ELC(s) statewide and regional data; however, data used to develop ELC solutions must be specific to member employers.

## **Competency and Credential Requirements Development and Communication**

To identify electrification and mobility competency requirements, ELC(s) will:

- Develop and communicate their combined needs for talent and hiring requirements.
- Come to shared agreement on the language describing automotive mobility and electrification occupations work tasks, knowledge, skills, and tools and technologies, as well as the most critical competency and credential requirements.

## **Talent Flow Analysis**

To identify electrification and mobility talent sources, ELC(s) will identify current and prospective sources of talent by back mapping the existing sources of hires. The back mapping process reviews where existing internal and external talent sourcing networks for supplying the qualified talent needed to fill job openings. This includes reviewing all major sources of talent (i.e., existing employees, training providers, and other employers). The ELC talent flow analysis also addresses the percentage of talent coming from identified internal and external talent pipeline sources that are not hired or are hired but not retained by ELC employers.

## **Implementation of ELC Solutions**

ELC(s) move to implementation of shared agreement of solutions. These shared solutions include, but are not limited to:

- Establishment goals and outcome metrics
- Development of a timeline for accomplishing the goals and outcomes
- Engaging training providers to develop ELC customized training (if appropriate) to include:
  - Developing and/or expanding school-to-career
  - Work-based learning
  - Apprenticeship and apprenticeship readiness programs
  - Internships and co-op programs
  - Summer employment opportunities with ELC employers
- Recruitment of talent into automotive mobility and electrification occupations
- Development of career pathways
- Participation in career awareness and exploration events
- Training and hiring of electrification and mobility talent
- Partnering with other MiREV award recipients to create a unified statewide collaborative, addressing the workforce needs of the electrification and mobility industry

## **Evaluation and Continuous Improvement of ELC Metrics and Sustainability**

ELC(s) will use data from goals and metrics to develop and/or identify:

- Scorecard outlining areas of success and improvement
- Root causes in areas needing improvement and the development of an improvement plan
- Guide for possible scaling across the state
- ELC employer Return on Investment (ROI) calculation of aggregated cost benefits realized by the collaborative and cost benefits gained by individual employers
- Three-year sustainability plan beyond the grant period

## **G. FUNDING**

Successful Respondent(s) will receive awards ranging from \$900,000 to \$1,500,000 to support the MiREV ELC development and/or enhancement and training of individuals interested in the electrification and mobility industry and re-skilling and upskilling of incumbent workers over the five-year period of the program. Total funding available is \$5,000,000.

## **H. ALLOWABLE USE OF GRANT FUNDS**

### **Employer-Led Collaborative Development and Implementation Activities**

- Convening relevant partner discussion sessions and planning meetings
- Convening, coordination, and meeting planning costs.
  - Meeting costs may include facility rental, speaker fees, costs of meals, and local transportation
- Community outreach and communication related to the ELC activities
- Conducting research related to project goals and objectives
- Gathering and disseminating technical information to ELC partners and other stakeholders
- Monitoring the progress of program participants in training and employment

### **Education and Training Activities**

- Developing new and/or aligning existing education and training curriculum
- Developing industry-recognized credentials including certificates
- Training for skills gaps identified by employers
- School-to-work activities
- Apprenticeships
- Internships
- Co-op programs
- Recruiting students and jobseekers

### **Employer Support**

- Providing technical assistance and mentor training to employers.

### **Administrative Costs**

- General administrative costs (limited to 7% of program costs)
- Any expenses not included in the grant application budget will require prior approval by the LEO-E&T.

### **Participant Training**

- Grant funds may be used to support tuition and related education and training costs.

### **Supportive Services**

- Costs for these services are only allowed for participants who are enrolled in a MiREV training program.
- Supportive Services includes necessary needs-related payments in order to allow individuals to participate in apprenticeship activities funded by this grant.
- Examples of supportive services include, but are not limited to transportation, childcare, dependent care, and housing.
- No more than 10 percent of grant funds can be used for supportive services.

## **I. PROHIBITED USES OF GRANT FUNDS**

### **Participant Wages**

- Grant funds may not be used to directly pay wages for program participants.

### **Salary Caps**

- None of the funds appropriated under the heading "Employment and Training" in the appropriation statute(s) may be used by a recipient or subrecipient of such funds to pay the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of Executive Level II.

- See Public Law 113-235, Division G, Title I, section 105, and Training and Employment Guidance Letter number 05-06 for further clarification:  
[https://wdr.doleta.gov/directives/corr\\_doc.cfm?DOCN=2262](https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2262).

### **Equipment**

- Equipment purchases and other capital expenditures are not an allowable cost under this grant program.

## **J. GRANT PERIOD OF PERFORMANCE**

Successful Respondent(s) will be notified within 30 days of the submission deadline. Submissions are due to the LEO-E&T no later than 5:00 PM, Monday, November 8, 2021. The grant period will be five years starting **January 19, 2022, to January 18, 2027**.

## **K. ELIGIBLE RFP RESPONDENTS**

In many regions across the state, groups already working together on automotive mobility and electrification industry workforce development initiatives may be well-positioned to develop proposals in response to this RFP. Submissions must include Letters of Commitment from all required and recommended partners who will participate in grant activities.

Successful Respondent(s) to this RFP will become responsible for MiREV implementation and work to establish ELC(s) related solutions to ensure performance targets are achieved. The successful Respondent(s) will have overall program and fiduciary responsibility for the award, related activities, and performance outcomes.

Eligible Respondents include, but are not limited to:

- Chambers of Commerce
- Economic Development Organizations
- Employer/Business/Industry Associations
- Employer-Led Collaboratives (Groups of employers, multiple employers)
- Labor Organizations
- Michigan Works! Agencies (MWA)/Workforce Development Boards
- Nonprofit Organizations

Please Note:

- Single, individual employers are not eligible Respondents.
- Education and training institutions whose primary function is training are not eligible Respondents.
  - Education and training institutions are a required partner and should be used as a potential pipeline provider, not a driver of the ELC.

## **L. REQUIRED PARTNERS**

Required partners include:

- Employers (3 or more) with documented electrification and mobility talent need
- Labor Organizations, if applicable
- Michigan Works! Agencies
- Post-Secondary Educational Institutions\*
- Secondary Educational Institutions\*

*\* Required partners but are not eligible to respond to the RFP.*

Employers must serve as champions and in leadership roles of the proposed collaborative. This allows for real-time and direct information on careers and skills required for career-ready employment and addressing known skills gaps.

Secondary and post-secondary educational institutions are required partners in each proposed ELC. They are vital partners to successful talent pipeline development and management.

Respondents are encouraged to submit proposals which promote braiding of funds including Workforce Innovation Opportunity Act (WIOA) funding and other sources. Post-secondary education and training institutions are encouraged to use Carl D. Perkins (Perkins) State Leadership Funds to support local employer-led collaboratives goals and initiatives. Examples for eligible activities for the use of Perkins State Leadership Funds include, but are not limited to:

- Collecting employer/industry engagement metrics
- Representation of employers/industry at State-sponsored professional development conferences
- Participation by special populations, including:
  - Individuals with Disabilities
  - Economically Disadvantaged Individuals
  - Non-traditional Participants
  - Single Parents
  - Displaced Homemakers
  - Individuals with Limited English Proficiency
- Developing, improving, or expanding the use of technology in career and technical education

Recommended partners include, but are not limited to:

- Apprenticeship Intermediaries (Region- or Sector-Based)
- Business Associations or Chambers of Commerce
- Other public agencies or non-profit organizations
- Talent Development Liaisons (TDLs) (Region- or Sector-Based)
- Veteran Employment Services
- Vocational Rehabilitation

Recommended partners can be critical to successful recruitment and engagement of underrepresented job seekers. Proposals which include Recommended partners will receive bonus points during proposal scoring.

## **M. PERFORMANCE MEASURES**

All desired outputs align with the key objectives from the Office of Future Mobility and Electrification (OFME) which include:

- Increase mobility investment in Michigan
- Expand Michigan's smart infrastructure
- Engage more mobility startups
- Further increase Michigan's mobility workforce
- Accelerate electric vehicle adoption in Michigan
- Bolster Michigan's mobility manufacturing core

Performance Measures	Proposed Outcomes
Total number of employers involved in the ELC	
Total number of other stakeholders/partners involved in the ELC	
Total number of participants enrolled in training through MiREV	
Total number of participants completing training through MiREV	
Total number of industry recognized credentials/certifications of value earned by participants for high-wage, high-demand occupations in the region	
Total number of participants unemployed/underemployed prior to training through MiREV	
Total number of participants employed as a result of training completion	
Total number of participants retained in employment after six months	
Total number of participants from underrepresented populations include youth, veterans, women, people of color, ex-offenders, and persons with disabilities.	
Dollar amount of participants' earnings increases annually because of new skill attainment	
Respondent – Specific Performance Measure(s)	

All participants are required to complete the Free Application for Federal Student Aid (FAFSA). Respondents should describe the intake process for all participants and how they will document the completed FAFSA.

Respondents must describe how they will track and achieve their goals and these metrics for their ELC using the Project Work Plan, which outlines goals and deliverables of the proposed project including clearly defined responsibilities and timeframes for accomplishing project tasks. Successful Respondents will be required to report on these items and any additional metrics as determined by LEO-E&T on a regular basis throughout the grant period.

## N. REQUIRED DOCUMENT SUBMISSION

The following items must be completed and submitted to [LEO-MiREV@michigan.gov](mailto:LEO-MiREV@michigan.gov) by 5:00 PM, Monday, November 8, 2021, to be considered for funding.

- Completed Proposal Template
- Employer and Required Partners Letters of Commitment

### **Employer and Required Partners Letters of Commitment must minimally:**

- Be written on company letterhead or email communication which includes official title and company logo
- Be from automotive mobility and electrification industry employer with current and projected job vacancies in the designated region
- Include an estimate by the employer of the number of current openings and projected openings expected over the grant period
- Be signed by a C-level representative from the company indicating executive level commitment to proposal
- Describe in detail how the employer will be involved in the ELC including specific staff and their roles and responsibilities
- Identify specific resources being provided by the employer to support the ELC
  - Employers must commit to in-kind and/or financial support to the collaborative being proposed
- Describe employer's galvanizing issue and their role in solving it.
- Describe how the employer will support career awareness, exploration, and promotion undertaken by the ELC

### **O. REVIEW AND SELECTION**

To be considered for an award, Respondents must submit a complete response to this RFP, using the template provided in Attachment A, by **5:00 PM, Monday, November 8, 2021**. No other distribution of proposals is to be made by the Respondents. The proposal must be submitted in the format outlined below. There should be no attachments, enclosures, or exhibits other than those required in the RFP or considered by the Respondents to be essential to a complete understanding of the proposal. Each section of the proposal should be clearly identified with appropriate headings.

The RFP must be signed electronically by an official of the Respondent who is authorized to bind the Respondent to the provisions of its proposal. The proposal must include a statement as to the period during which it remains valid; this period must be at least ninety (90) days from **November 8, 2021**. The rates quoted in the Budget must remain firm for the 90-day period.

Proposal narrative is limited to 16 (8.5 x 11) pages, single-spaced, single-sided, with 12-point Arial font, using one-inch margins. Each proposal should be prepared simply and economically, providing a straightforward, concise description of the Respondent's ability to meet the requirements of the RFP. Emphasis should be on completeness and clarity of content. Proposal narrative includes:

- Proposal Respondent Information Page
- Required Partner Composition and Experience
- Scope of Work
- Work Plan
- Staff Competence, Experience and Capacity
- Performance Measures and Proposed Outcomes
- Budget
- Budget Narrative
- Sustainability Plan

Proposals must include signed letters of commitment from identified employers and required partners. Add letters of commitment as an attachment. These are not counted in the 16-page proposal narrative.

## P. RFP EVALUATION CRITERIA

Each proposal submission will be scored based on:

1. Overall Compliance to RFP
2. Composition and Experience
  - a. Eligible Respondent
  - b. Required Partner Involvement
  - c. Recommended Partner Involvement (bonus points)
  - d. Recommended Experience of Key Staff (bonus points)
3. Scope of Work
  - a. ELC Priorities
    - i. Demand Planning
    - ii. Competency, Credential, and Communication Requirements
    - iii. Upskilling of Incumbent Workers
    - iv. Development and Expansion of Electrification and Mobility Talent Pipelines
      - (a) Training opportunities
      - (b) Career awareness
      - (c) Career exploration
      - (d) Career pathway development
  - b. Inclusion Plans for each ELC priority above
    - i. Underrepresented Participant Expansion
    - ii. Recruitment and Engagement of Employers and Jobseekers
  - c. Development and implementation of statewide ELC partnership to address the workforce needs of the EV and mobility industry
4. Project Work Plan
5. Staff Competence, Experience and Capacity
6. Performance Measures and Proposed Outcomes
7. Budget/Budget Narrative
8. Sustainability Plan

SCORING CRITERIA	SCORING POINTS AVAILABLE	EXEMPLARY	ADEQUATE	NEEDS IMPROVEMENT	MISSING INFORMATION	BONUS POINTS	SCORE
Proposal RFP Compliance (Up to 5 Points)	5						
Required Partner Composition & Experience Narrative (Up to 10 Points) Recommended Partner Bonus (1 Point/Partner Up to 5 Points)	10/15						
Scope of Work (Up to 30 Points)	30						
Project Work Plan (Up to 15 Points)	15						
Staff Competence, Experience & Capacity (Up to 10 Points) Recommended Staff Experience Bonus Talent Pipeline Academy (TPM) Completion (5 Points) Current student in (TPM) (3 Points) Commitment to apply to TPM (1 Point)	10/11/13/15						
Performance Measures & Proposed Outcomes (Up to 10 Points)	10						
Budget/Budget Narrative (Up to 10 Points)	10						
Sustainability Plan (Up to 10 Points)	10						
<b>TOTALS</b>	<b>100/110</b>						

## Q. TIMELINE

Proposals must be submitted to the contact person listed below via email **by 5:00 PM, Monday, November 8, 2021.**

### Contact:

Lauri Berryhill  
Michigan Department of Labor and Economic Opportunity  
Workforce Development – Sector Strategies  
[LEO-MiREV@michigan.gov](mailto:LEO-MiREV@michigan.gov)  
616-522-7271

All Respondents will be contacted regarding their status and/or potential grant award per the following schedule:

DATE	ACTIVITY
Wednesday, September 22, 2021	RFP Posted
Friday, October 1, 2021, 10:00 AM	Pre-Bid Webinar
Monday, November 8, 2021	<b>Deadline for Submission</b>
Monday, December 13, 2021	Awardees Notified
Wednesday, January 19, 2022	Awards Announced
Friday, January 21, 2021	Grant Orientation Meeting
January 19, 2022 – January 18, 2027	Grant Period of Performance

## R. PRE-BID WEBINAR/QUESTIONS

A pre-bid webinar will occur on October 1, 2021 from 10:00-11:30 AM. Please register for the pre-bid webinar at: <https://mirev-pre-bid-webinar.eventbrite.com>. The pre-bid webinar will be recorded. The pre-bid webinar recording, PowerPoint, and a comprehensive list of Frequently Asked Questions (FAQs) will be available at: [Michigan.gov/MICA](http://Michigan.gov/MICA). Questions can be submitted to [LEO-MiREV@michigan.gov](mailto:LEO-MiREV@michigan.gov).

## S. CONDITIONS UPON AWARD

To receive the total amount of funding requested, selected Respondent(s) will need to successfully complete designated activities and show progress toward milestones to ensure total receipt of funding awarded under the discretion of LEO-E&T.

Successful Respondent(s) must submit Letters of Commitment from all required and recommended partners who participate in grant activities with the proposal at the time of application.

Further information will be provided to grantees selected for awards in the grant award documentation. Completion and submission of any additional items will serve as a requirement to formally receiving the grant award funds through the State of Michigan's Management of Awards to Recipients Program. Funding is also contingent upon timely submission of required quarterly performance, narrative, and financial reporting documents submission.

## T. DISQUALIFIED/INELIGIBLE RFP RESPONDENTS

- Organizations submitting multiple applications.
- Proposals which fail to meet mandatory requirements. There are criteria in the RFP which must be complied with by the Respondent. These criteria are mandatory requirements.
- Applicants submitting materials electronically with timestamp **5:01 PM on or after Monday, November 8, 2021.**

## ATTACHMENT A

State of Michigan

Labor and Economic Opportunity, Employment & Training (LEO-E&T)

Michigan Revolution for Electrification of Vehicles (MiREV)

### Proposal Template

**Deadline for Submissions: 5:00 PM, Monday, November 8, 2021**

#### GRANT PROPOSAL:

Please complete this proposal template which will serve as your response to the RFP for the Michigan Revolution for Electrification of Vehicles Grant Funding

#### PROPOSAL RESPONDENT INFORMATION:

Organization Name: [Click here to enter Organization Name](#)  
Contact Name: [Click here to enter Contact Name](#)  
Title: [Click here to enter Title](#)  
Address: [Click here to enter Street Address](#)  
[Click here to enter City, State, and Zip Code](#)  
Prosperity Region: Select Talent Region [Michigan Prosperity Regions Map](#)  
Phone: [Click here to enter Phone Number](#)  
Email: [Click here to enter Email Address](#)

#### GRANT RECIPIENT (Individual with Signatory Authority and Responsibility)

Legal Organization Name: [Click here to enter Organization Name](#)  
Federal Employer Identification Number (FEIN): [Click here to enter FEIN](#)  
Data Universal Numbering System (DUNS): [Click here to enter DUNS](#)  
Grant Recipient Name: [Click here to enter Contact Name](#)  
Title: [Click here to enter Title](#)  
Address: [Click here to enter Street Address](#)  
[Click here to enter City, State, and Zip Code](#)  
Email: [Click here to enter Email Address](#)  
Phone: [Click here to enter Phone Number](#)

## **STRATEGY DESCRIPTIONS:**

### **REQUIRED PARTNER COMPOSITION AND EXPERIENCE NARRATIVE**

**(Up to 10/15 Points - 1 Point per Partner)**

**Recommended Partner Bonus (Up to 5 Bonus Points)**

Please provide a narrative description of the composition of the new or established ELC in relation to LEO-E&T's required and recommended partners, the governance structure, establishment and operational experience, and the Lead Respondent's organization and experience relevant to MiREV.

In addition to employers, ELCs under MiREV funding must include other principal stakeholders positioned to address the challenges facing the region and industry. Each ELC are expected to include the appropriate partner organizations and their commitment to align with other workforce and training initiatives. The proposal must describe the collaboration with education and training providers (secondary and post-secondary) and other partners to leverage stakeholder connections. Partners must have a clear understanding and definition of their role within the ELC. Partners can include, but are not limited to, K-12 educational institutions, post-secondary educational institutions, economic development organizations, Michigan Works! Agencies, workforce development boards, labor and trade organizations, employer/business/industry associations, faith-based organizations, community-based organizations, advocacy or interest groups, chambers of commerce, and local or state government organizations.

List below the partners who will be engaged and their importance to the proposed or revitalized ELC. Respondents must submit Letters of Commitment from all required and recommended partners, that will participate in grant activities, except for Michigan Department of Labor and Economic Opportunity partners (MRS, TDL, and VES), with the proposal at the time of submission.

Application must include:

- Names of employers in the identified industry sector and the specific employers filling leadership roles within the ELC. Employers must drive the work of the ELC.
- At least three commitment letters from employer champions within in the identified industry cluster. Employer champions are employers who demonstrated involvement within other employers for the purpose of addressing key workforce issues and understanding a collaborative employer-led approach. Employer champions know they are a part of a collaborative employer group and have a clear definition of their expanded leadership role to direct education and workforce partnerships in an effective talent supply chain management.
- A description of the employer champion role.
- A description of the process used to continue building a new ELC or revitalize an ELC during the development of the initiative and how the individual members within the industry were involved in its development.

*Click here and enter employer engagement strategy description (500 words or less)*

Use single-spaced 12-point Arial.

Please identify the employers committed to the proposed ELC. Attach additional sheets, if necessary, to identify more employers. List of employers and partners and letters of commitment are not counted against the 16-page proposal narrative limit.

**EMPLOYER #1:**

Employer Name: [Click here to enter Employer Name.](#)  
Contact Name: [Click here to enter Contact Name](#)  
Title: [Click here to enter Title](#)  
Address: [Click here to enter Street Address](#)  
[Click here to enter Street Address](#)  
Phone: [Click here to enter Phone Number](#)  
Email: [Click here to enter Email Address](#)

**EMPLOYER #2:**

Employer Name: [Click here to enter Employer Name.](#)  
Contact Name: [Click here to enter Contact Name](#)  
Title: [Click here to enter Title](#)  
Address: [Click here to enter Street Address](#)  
[Click here to enter Street Address](#)  
Phone: [Click here to enter Phone Number](#)  
Email: [Click here to enter Email Address](#)

**EMPLOYER #3:**

Employer Name: [Click here to enter Employer Name.](#)  
Contact Name: [Click here to enter Contact Name](#)  
Title: [Click here to enter Title](#)  
Address: [Click here to enter Street Address](#)  
[Click here to enter Street Address](#)  
Phone: [Click here to enter Phone Number](#)  
Email: [Click here to enter Email Address](#)

**EMPLOYER #4:**

Employer Name: [Click here to enter Employer Name.](#)  
Contact Name: [Click here to enter Contact Name](#)  
Title: [Click here to enter Title](#)  
Address: [Click here to enter Street Address](#)  
[Click here to enter Street Address](#)  
Phone: [Click here to enter Phone Number](#)  
Email: [Click here to enter Email Address](#)

**EMPLOYER #5:**

Employer Name: [Click here to enter Employer Name.](#)  
Contact Name: [Click here to enter Contact Name](#)  
Title: [Click here to enter Title](#)  
Address: [Click here to enter Street Address](#)  
[Click here to enter Street Address](#)  
Phone: [Click here to enter Phone Number](#)  
Email: [Click here to enter Email Address](#)

  
**PARTNER #1:**

Partner Type: Select Partner Type  
*If Other:* Click here to specify  
Organization Name: Click here to enter Organization Name  
Contact Name: Click here to enter Contact Name  
Title: Click here to enter Title  
Address: Click here to enter Street Address  
Click here to enter Street Address  
Phone: Click here to enter Phone Number  
Email: Click here to enter Email Address  
Role in Partnership: Click here to enter Partner Role

**PARTNER #2:**

Partner Type: Select Partner Type  
*If Other:* Click here to specify  
Organization Name: Click here to enter Organization Name  
Contact Name: Click here to enter Contact Name  
Title: Click here to enter Title  
Address: Click here to enter Street Address  
Click here to enter Street Address  
Phone: Click here to enter Phone Number  
Email: Click here to enter Email Address  
Role in Partnership: Click here to enter Partner Role

**PARTNER #3:**

Partner Type: Select Partner Type  
*If Other:* Click here to specify  
Organization Name: Click here to enter Organization Name  
Contact Name: Click here to enter Contact Name  
Title: Click here to enter Title  
Address: Click here to enter Street Address  
Click here to enter Street Address  
Phone: Click here to enter Phone Number  
Email: Click here to enter Email Address  
Role in Partnership: Click here to enter Partner Role

**PARTNER #4:**

Partner Type: Select Partner Type  
*If Other:* Click here to specify  
Organization Name: Click here to enter Organization Name  
Contact Name: Click here to enter Contact Name  
Title: Click here to enter Title  
Address: Click here to enter Street Address  
Click here to enter Street Address  
Phone: Click here to enter Phone Number  
Email: Click here to enter Email Address  
Role in Partnership: Click here to enter Partner Role

**PARTNER #5:**

Partner Type: Select Partner Type  
*If Other:* Click here to specify  
Organization Name: Click here to enter Organization Name  
Contact Name: Click here to enter Contact Name  
Title: Click here to enter Title  
Address: Click here to enter Street Address  
Click here to enter Street Address  
Phone: Click here to enter Phone Number  
Email: Click here to enter Email Address  
Role in Partnership: Click here to enter Partner Role

**SCOPE OF WORK (Up to 30 Points)**

Please provide a narrative description of the Respondent's approach to address the selected Michigan Revolution for Electrification of Vehicles priorities. The description should include a detailed explanation of the proposed project, including project partners, project services, project participants and how key MiREV strategies will be integrated into the project.

Click here to enter **Scope of Work**

## PROJECT WORK PLAN (Up to 15 Points)

In determining the quality and viability of the proposed MiREV Academy, LEO-E&T will consider the Work Plan which outlines the goals and deliverables of the proposed project including clearly defined responsibilities and timeframes for accomplishing project tasks. Use this template to enter **Project Work Plan**

Project Goals and Deliverables:		
<b>Goal #1:</b>		
<b>Deliverable(s)</b>	<b>Timeframe</b>	<b>Deliverable Dates</b>
•		
•		
<b>Implementer(s)</b>		
•		
<b>Goal #2:</b>		
<b>Deliverable(s)</b>	<b>Timeframe</b>	<b>Deliverable Dates</b>
•		
•		
<b>Implementer(s)</b>		
•		
<b>Goal #3:</b>		
<b>Deliverable(s)</b>	<b>Timeframe</b>	<b>Deliverable Dates</b>
•		
•		
<b>Implementer(s)</b>		
•		
<b>Goal #4:</b>		
<b>Deliverable(s)</b>	<b>Timeframe</b>	<b>Deliverable Dates</b>
•		
•		
<b>Implementer(s)</b>		
•		
<b>Goal #5:</b>		
<b>Deliverable(s)</b>	<b>Timeframe</b>	<b>Deliverable Dates</b>
•		
•		
<b>Implementer(s)</b>		
•		

**STAFF COMPETENCE, EXPERIENCE, AND CAPACITY (Up to 10 Points)**  
**Recommended Staff Experience Bonus Points (Up to 5 Points)**

Please provide a narrative description of the Respondent's *Competence, Experience, and Staffing Capacity* pertaining to the management and administration of ELC driven workforce development projects/programs:

Recommended Staff Experience Bonus Points:

- Talent Pipeline Management Academy (TPM) Completion (5 Points)
- Current student in TPM (3 Points)
- Commitment to apply to TPM Academy (1 Point)

[Click here to enter \*\*Competence, Experience, and Staffing Capacity\*\*](#)

**PERFORMANCE MEASURES AND PROPOSED OUTCOMES (Up to 10 Points)**

LEO-E&T has established ten (10) performance measures for each project awarded under the Michigan Revolution for Electrification of Vehicles Grant Program, as outlined in the chart below. In addition, Respondents must propose project-specific performance measures and performance targets consistent with the selected ELC's priorities and proposed project.

Use the following template to enter **Performance Measures and Proposed Outcomes**

LEO-E&T Established Performance Measures	
Performance Measures	Proposed Outcomes
Total number of employers involved in the ELC	
Total number of other stakeholders/partners involved in the ELC (i.e., community-based organization, educational training providers, industry associations, etc.)	
Total number of participants enrolled in training programs	
Total number of participants completing training	
Total number of credentials/certifications earned by participants for high-wage, high-demand occupations in the region	
Total number of participants unemployed/underemployed prior to training	
Total number of participants employed as a result of training completion	
Total number of participants retained in employment after six months	
Total number of participants from underrepresented populations include youth, veterans, women, people of color, ex-offenders, and persons with disabilities.	
Average dollar amount of participants' earnings increases annually as a result of new skill attainment	
Respondent – Specific Performance Measure(s)	

Respondents must describe: 1) how each performance measure, both LEO-E&T established and project-specific will accurately measure the performance of the proposed project; 2) baseline data related to each measure as appropriate; 3) why and how each proposed outcome is ambitious and yet achievable; 4) the data collection and reporting methods that will used and an assessment of the method's reliability and validity.

All participants are required to complete the Free Application for Federal Student Aid (FAFSA). Respondents should describe the intake process for all participants and how they will document that the FAFSA has been completed.

Respondents must describe how they will track and achieve these metrics for their ELC. Selected awardees will be required to report on these items and any additional metrics as determined by the LEO-E&T on a regular basis throughout the grant period.

Click here to enter **Performance Measures and Proposed Outcomes Narrative**

No more than two pages of the total 16-page proposal narrative - single-spaced 12-point Arial.

## BUDGET/BUDGET NARRATIVE (Up to 10 Points)

### Allowable expenditures include:

- **ELC Development and Implementation Activities**
  - Convening relevant partner discussion sessions and planning meetings
  - Convening, coordination, and meeting planning costs. Meeting costs may include facility rental, speaker fees, costs of meals, and local transportation
  - Community outreach and communication related to the sector partnership activities
  - Conducting research related to project goals and objectives
  - Gathering and disseminating technical information to sector partners and other stakeholders
  
- **Training Activities**
  - Apprenticeship readiness training
  - Developing industry-recognized credentials including certificates
  - Training for skills gaps identified by employers
  - School-to-work activities
  - Internships
  - Co-op programs

### Budget Detail: Grant Costs and Leveraged Dollars

Please outline the costs (both proposed to be charged to the grant and leveraged) associated with the strategy outlined in the previous section. Please note all budgets are negotiable and contingent upon grant award and availability of funds.

Please identify the source for any leveraged funds. Include a description of the amount and the activities for which the leveraged funds will be used in the Budget Narrative.

<b>Budget Detail</b>		
<b>Employer-Led Collaborative Development and Implementation Activities</b>	<b>Grant Costs</b>	<b>Leveraged Dollars</b>
1. Salaries/Personnel		
2. Fringe Benefits		
3. Travel		
4. Supplies		
5. ELC Staff and Member Training		
6. Contractual Costs		
7. Outreach/Digital and Print		
8. Other		
<b>Employer-Led Collaborative Activities Subtotals</b>		
<b>Training Activities*</b>	<b>Grant Costs</b>	<b>Leveraged Dollars</b>
1.		
2.		
3.		
4.		
5.		
<b>Training Activities Subtotals</b>		
<b>Administration (not to exceed 8%)</b>		
<b>Total Budget</b>		

\*Participant training must strictly adhere to **Section H. ALLOWABLE USE OF GRANT FUNDS/MiREV Supported Training** of this RFP. All trainings outside of this guideline are prohibited use of MiREV Grant Funds.

### **Budget Narrative**

Please include below narrative descriptions for all items included in the budget above. LEO-E&T will consider the Respondent's level of investment in the proposed project. Please identify the source for any leveraged resources. Include a description of amounts and activities for which the leveraged resources will be used.

## Employer-Led Collaborative Development and Implementation Activities

1. Salaries/Personnel  
\*Please include time commitments for personnel in terms of full-time equivalents, half-time equivalents, quarter time equivalents etc.: [Click here to enter text](#)
2. Personnel Fringe Benefits  
Calculate percentage of Salaries above [Click here to enter Fringe Benefits.](#): [Click here to enter text](#)
3. Travel: [Click here to enter text](#)
4. Supplies: [Click here to enter text](#)
5. ELC Staff and Member Training: [Click here to enter text](#)
6. Contractual Costs: [Click here to enter text](#)
7. Outreach/Digital and Print: [Click here to enter text](#)
8. Other: [Click here to enter text](#)

### **Training Activities** (Please include in the narrative details for all activity line items:

[Click here to enter text](#)

### **Administration** (Please specify the administrative costs which will be covered by the grant):

[Click here to enter text](#)

## **SUSTAINABILITY PLAN (Up to 10 Points)**

No more than **one page** single-spaced 12-point Arial.

The successful respondent must clearly identify the sustainability of the ELC for at least three (3) years after the grant period has ended. This detailed plan should include which partners will contribute resources, both financial and non-financial, and the dollar amount or dollar value each will be expected to contribute. Documentation should include letters of commitment indicating intent to provide resources needed to sustain the sector partnership beyond the grant period.

Describe Sustainability Plan for the ELC three (3) years beyond the grant period:

[Click here to enter text.](#)



**ATTACHMENT B**  
**Michigan Revolution for Electrification of Vehicles (MiREV)**  
**Individual Participant Form (IPF)**

This form is to be completed by the grant recipient for each participant in the MiREV program. Please maintain all IPFs as part of your grant management records.

**Subrecipient Name:** \_\_\_\_\_

**Participant Enrollment Date:** \_\_\_\_\_

**SECTION I: PARTICIPANT INFORMATION**

**First Name:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_ **Employer Sponsor:** \_\_\_\_\_

**1. Gender, select one:**

- Male
- Female
- Did Not Self-Identify

**2. Select the age category which reflects your current age (select only one):**

- 17 – 24
- 25 – 54
- 55+
- Did Not Self-Identify

**3. Do you have a disability? Select one:**

- Yes
- No
- Did Not Self-Identify

**4. Are you a Veteran? Select one:**

- Yes
- No
- Did Not Self-Identify

**5. Please select one or more:**

- Hispanic
- Black/African American
- Asian
- American Indian/Alaska Native
- Native Hawaiian/Other Pacific Islander
- White
- Did Not Self-Identify

**6. Economically Disadvantaged? Select one:**

- Yes
- Did Not Self-Identify

**SECTION II: GRANTEE INFORMATION**

<b>Grantee</b>	<b>Grantee Name:</b>	
	<b>Contact Name:</b>	<b>Contact Email:</b>
	<b>Contact Phone:</b>	

**SECTION III: OUTCOMES AND SERVICES PROVIDED TO PARTICIPANT**

<b>Services</b>	<input type="checkbox"/> Registered Apprenticeship <input type="checkbox"/> Registration Date: _____ <input type="checkbox"/> New employee <input type="checkbox"/> Incumbent employee <input type="checkbox"/> On-the-Job Training (OJT) <input type="checkbox"/> Supportive Services <input type="checkbox"/> Other
<b>Outcomes</b>	<input type="checkbox"/> Completed Training <input type="checkbox"/> Obtained a credential/certification <input type="checkbox"/> Obtained employment as a result to training <input type="checkbox"/> Retained employment as a result to training <input type="checkbox"/> Retained employment after six months <input type="checkbox"/> Wages six months prior to training _____
<b>Funding</b>	<input type="checkbox"/> Workforce Innovation Opportunity Act (WIOA) <input type="checkbox"/> Going PRO Talent Fund <input type="checkbox"/> Other (Describe)

## ATTACHMENT C

### MiREV Proposal Checklist

Respondents are encouraged to use this checklist to ensure that their proposal is complete. Refer to the RFP Guidelines for proposal submittal deadline and procedures.

No faxed proposal submissions will be accepted. Electronic proposals are to be submitted to: [LEO-MiREV@michigan.gov](mailto:LEO-MiREV@michigan.gov)

Contents	Completed
Proposal Cover Page is complete - <u>all</u> information filled in	<input type="checkbox"/>
Proposal Narrative is limited to 16-pages (single spaced, 12-point Arial font, on an 8.5 x 11 page and using 1-inch margins)	<input type="checkbox"/>
Budget Worksheet is complete and checked for accuracy <ul style="list-style-type: none"><li>• Detail is provided for all cost categories</li><li>• Cost categories match budget page</li><li>• Budget narrative for each line item is included</li></ul>	<input type="checkbox"/>
Projected performance outcomes are well outlined	<input type="checkbox"/>
Employer-Led Collaborative - all required entities are represented, and recommended partners.	<input type="checkbox"/>
Letters of Commitment from all required and recommended partners, that will participate in grant activities, except for MRS, TDL, and VES partners, are included with the application.	<input type="checkbox"/>
Submit complete RFP via email by <b>5:00 PM, Monday, November 8, 2021</b>	<input type="checkbox"/>