



**RFQu 012018  
Veteran's Service Coordinator**

**Bay County Finance Department  
Purchasing Division  
On behalf of  
Bay County Administrative Services**

**JAMES BARCIA  
BAY COUNTY EXECUTIVE**

**REQUEST FOR PROPOSAL---THIS IS NOT AN OFFER**

IF FOR ANY REASON YOU CANNOT BID, RETURN THIS FORM SO STATING TO ENSURE THAT YOUR NAME MAY BE RETAINED ON OUR PROPOSERS LIST

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<b>DATE OF REQUEST</b>	FEBRUARY 2, 2018
<b>REFERENCE PROPOSAL NUMBER</b>	RFQu 012018
<b>DEADLINE FOR VENDOR QUESTIONS</b>	FEBRUARY 9, 2018 5:00 PM
<b>RESPONSES DUE FROM COUNTY</b>	FEBRUARY 16, 2018 5:00 PM
<b>PROPOSED DATE/TIME REQUIRED</b>	FEBRUARY 23, 2018 3:00 P.M
<b>SUBMIT PROPOSAL TO:</b>	BAY COUNTY FINANCE DEPARTMENT PURCHASING DIVISION BAY COUNTY BUILDING 515 CENTER AVENUE 7 <sup>TH</sup> FLOOR BAY CITY, MI 48708-5128
<b>MARK PROPOSAL:</b>	“VETERANS SERVICE COORDINATOR”

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The Bay County Purchasing Division on behalf of the Bay County Administrative Services is soliciting sealed letters of qualification from a qualified individual to be considered as an independent contractor to act as a Veteran’s Service Coordinator.

**SCOPE OF SERVICES:**

Under the general direction of the County Executive and Director of Administrative Services, coordinates services for veterans and/or dependents for the purpose of obtaining benefits available to them. Assesses, develops, and processes claims for benefits from the Veteran’s Administration and the State of Michigan for veterans and their families. In accordance with applicable guidelines, maintains accurate records on eligible veterans. Interviews and assists veterans and their dependents regarding benefits and other issues.

Regularly assists in preparing claims and supporting documents, researches and assembles documents for claims applications. Ensures veterans have discharge papers and other necessary documentation.

Stays abreast of services available through community agencies and coordinates efforts with Soldiers Relief Commission and other agencies as appropriate.

Acts as a representative on behalf of and liaison to the Veterans Affairs Council at trainings and conferences along with various meeting with service organizations and other non-governmental groups. May be called upon to make community presentations regarding veteran benefit programs.

Establishes and maintains current department reference library of federal, state, and local veteran laws, codes manuals, and judicial decisions.

Attends conferences and seminars in order to stay current and informed on veteran issues, including new legislation and changes in eligibility.

The independent contractor is millage funded and the budget for this service is not to exceed \$800 per month.

## **REQUIREMENTS**

Acts as an advocate on behalf of veterans and their dependents.

Visits veterans and/or families in their homes, hospitals, nursing homes and other locations.

Prepares and submits an annual report to the Bay County Veterans Council, the Bay County Executive and Bay County Board of Commissioners.

Works with Administrative Services Department in monitoring financials through the Bay County Finance Department.

Other responsibilities may include:

- Attendance at meeting/events outside of normal business hours/days.
- Attendance at conferences/trainings out-of-town.
- Attendance of veteran service organizational meetings in the area.

Performs other duties as assigned.

Educational level: Bachelor's degree preferred. Effective verbal and written communication skills.

Experience: Must have or be willing to achieve and maintain accreditation and membership by and in the Michigan Association of County Veterans Officers (MACVO).

## **OTHER REQUIREMENTS:**

Preference will be given to honorably discharged veterans of the U.S. Armed Forces

Thorough working knowledge of interviewing skills preferred.

Thorough working knowledge of veteran's benefits and individual programs preferred.

Ability to prioritize and work well under pressure.

Communicate information and ideas in writing.

Show compassion and care when working with veterans and their families.

Respond to upset or disagreeable clients in a calm, productive and professional manner.

Work with other county employees and departments.

## **SUBMISSION DOCUMENTATION**

Please provide a list of the qualifications.

Please return a signed copy of "Attachment A – Certification"

## **MODIFIED QUALIFICATIONS-BASED SELECTION (MQBS) PROCESS TO BE USED**

The *Bay County Purchasing Policy* provides for the use of a Modified Qualifications Based Selection (MQBS) Process. This fair and rational procedure facilitates the selection of professional services on the basis of qualifications and competence in relation to the scope and needs of the particular project. The committee is charged to implement the QBS process and provide recommendations to the Bay County Executive and Bay County Board of Commissioners. Members of a MQBS committee will review materials submitted by each person, compare, and rate them according to the selection requirements stated in this MQBS.

### **The MQBS process to be used for this project involves a number of steps:**

1. The Bay County Board of Commissioners identifies the general scope of the work.
2. A selection schedule is established.
3. Qualification documents are requested.
4. Qualification documents are evaluated.
5. A short list of proposers who receive sixty (60) points or more is prepared for further consideration with the top proposer(s) being interviewed and evaluated.
6. Interviews are conducted.
7. Individuals are ranked for selection.
8. A contract is negotiated with the top ranked individual.
  - a. If an agreement cannot be reached, those negotiations are ended and negotiations are begun with the second ranked individual and so on down the line, until agreement is reached and an individual<sup>66</sup> selected.
9. All individuals involved receive post-selection communications.

## **QuBS COMMITTEE MEMBERS**

The QBS Committee for the Veteran's Service Coordinator may include or their designee:

- Chairman of the Board of Commissioners or designee
- Board Analyst Robert Redmond
- Purchasing Agent Frances Moore
- Finance Officer Jan Histed
- Corporation Counsel Amber Davis-Johnson
- Director of Administrative Services
- Personnel Director Tiffany Jerry
- Soldiers Relief Commission Representative

## **GENERAL INFORMATION**

1. **CHANGES TO RFP:** All additions, corrections or changes to the solicitation documents will be made in the form of a written Change Form signed by Frances Moore. Bidders shall not rely upon interpretations, corrections, or changes made in any other manner, whether by telephone or in person. Additions, corrections, and changes shall not be binding unless made by such a written, signed Change Form. All written, signed Change Forms

issued shall become part of the Agreement documents. Change Forms will be sent to all known potential bidders by e-mail.

2. CONTACT INFORMATION: To receive these communications, possible bidders are asked immediately to send contact information by email to Frances Moore, Bay County Purchasing Agent, at [mooref@baycounty.net](mailto:mooref@baycounty.net); failure to do so may limit your ability to submit a complete, competitive Proposal.
3. RIGHT TO WITHDRAW BIDS: By submitting a Proposal in response to this RFP, Bidder agrees to be bound by this RFP's terms and conditions. Proposals may be withdrawn by the Bidder without penalty at any time before notification that the Bidder's Proposal has been selected. However, if the Bidder withdraws after selection of its Proposal but before executing the Contract for any reason ("Late Withdrawal"), Bidder shall pay liquidated damages to the County in an amount equal to five percent (5%) of the amount of the Proposal ("Liquidated Damages"). The County and Bidder intend these Liquidated Damages to constitute compensation and not a penalty. The parties acknowledge and agree that the harm caused to the County by such a Late Withdrawal of a Proposal would be impossible or very difficult to accurately estimate at the time of the Late Withdrawal and that the Liquidated Damages are a reasonable estimate of the anticipated or actual harm that might arise from such a Late Withdrawal. Bidder's payment of the Liquidated Damages shall be Bidder's sole liability and entire obligation and County's exclusive remedy for Late Withdrawal of Bidder's Proposal.
4. RFP, PROPOSALS AND ACCEPTANCE DO NOT OBLIGATE: The parties agree that they will not consider either distribution of this RFP or receipt of Proposals by the County or even notification of Proposal acceptance by the County as an obligation or commitment by the County to enter into a contractual agreement. Rather, the parties understand that the County will have no binding obligation until it signs the Contract approved by its legal counsel.
5. TAX-EXEMPT STATUS: Bay County is a tax-exempt entity. The successful bidder will receive a tax-exempt form.
6. FOIA: All bids are confidential until the listed bid opening time and date; however, as a public entity, Bay County is subject to the Michigan Freedom of Information Act (FOIA). Information contained in proposals may be subject to FOIA requests.
7. RESPONSIBILITY: Bidder is solely responsible for ensuring its bid is received by the Bay County Purchasing Agent in accordance with the solicitation requirements, before the date and time specified in this Request, and at the place specified.

The Bay County Purchasing Agent shall not be responsible for any delays in mail or by common carrier or mistaken delivery. Delivery of bid shall be made to the Bay County Purchasing Agent, Bay County Building, 7<sup>TH</sup> Floor, Bay City, MI 48708.

Deliveries made before the due date and time but to the wrong office will be considered non-responsive unless re-delivery is made to the office specified before the due date and time specified in this request.

8. INSURANCE: The Bidder shall purchase and maintain insurance sufficient to protect it from any and all claims which may arise out of or result from the Bidder's services related to this RFP and any resultant contract, whether such service be by the Bidder individually or by any subcontractor or by anyone directly or indirectly employed Bidder, or by anyone for whose acts Bidder may be liable, including independent contractors. Insurance policies purchased and maintained shall include, but are not limited to, the following:

- a. Worker's compensation insurance for claims under Michigan's Workers' Compensation Act or other similar employee benefit act of any other state applicable to an employee in the minimum amount as specified by statute;
- b. Employer's liability insurance, in conjunction with workers' compensation insurance, for claims for damages because of bodily injury, occupational sickness or disease or death of an employee when workers' compensation may not be an exclusive remedy, subject to a limit of liability of not less than \$100,000 each incident;
- c. Commercial General Liability insurance for claims for damages because of bodily injury or death of any person, other than the Bidder's employees, or damage to tangible property of others, including loss of use, which provides coverage for contractual liability, with a limit of not less than \$1,000,000 each occurrence and mandatory \$1,000,000 annual aggregate;

Professional liability coverage (error and omissions) with limits of liability of \$1,000,000 claim applicable to this retention.

Insurance required shall be in force until acceptance by the County of the entire completed work, and shall be written for not less than any limits of liability specified above. The Bidder has the responsibility of having any subcontractor comply with these insurance requirements. Certificates of insurance shall be provided to the County's Department of Corporation Counsel no less than ten (10) working days prior to commencement of the project.

All coverages shall be with insurance carriers licensed and admitted to do business in Michigan, and are subject to the approval of the County.

All Certificates of Insurance and duplicate policies shall contain the following clauses:

*"It is understood and agreed that thirty (30) days advance written notice of cancellation, non-renewal, reduction and/or material change in coverage will be mailed to Bay County's Department of Corporation Counsel, 515 Center Avenue, Suite 402, Bay City, MI 48708"; and*

*"It is understood and agreed that the following are listed as additional insureds: The County of Bay, including all elected and appointed officials, all employees and volunteers, all boards, commissions, departments and/or authorities and their board members, employees and volunteers."*

9. COST OF DEVELOPING PROPOSAL: The Respondent shall be responsible for all costs incurred in the development and submission of its Proposal.
10. PROPOSAL DELIVERY: To be considered, the Proposal must be delivered in a sealed envelope and be clearly marked "**Veterans Service Coordinator**" and contain five (5) copies of that portion of the proposal including all attachments.

**The County will not accept proposals sent by FAX machine or E-mail.**

11. NON-DISCRIMINATION: In the performance of the proposal and resultant contract, bidder agrees not to discriminate against or grant preferential treatment to any individual or group on the basis of race, sex, color, ethnicity, or national origin in the operation of public employment, public education, or public contracting.

Bidder shall not discriminate against any employee or applicant for employment to be employed in the submission of this Proposal or in performance of the duties necessitated by an award of the proposed contract with respect to his or her hire, tenure, terms, conditions or privileges of employment, or any matter directly or indirectly related to employment, because of his or her race, color, religion, national origin, ancestry, gender, height, weight, marital status, age, except where a requirement as to age is based on a bona fide occupational qualification, or disability that is unrelated to the individual's ability to perform the duties of a particular job or position. Any breach of this provision will be regarded as a material breach of the contract.

12. PROPOSAL OPENING: There will be a public proposal opening immediately following the deadline to receive proposals in the Bay County Finance Department conference room located in the Bay County Building, 7<sup>th</sup> Floor, 515 Center Avenue, Bay City, Michigan. All bidders are invited to attend and hear the proposals read.
13. PROPOSAL REJECTION/ACCEPTANCE: The County reserves the right to accept or reject any or all proposals, to waive any irregularities and to make the final determination as to the best low qualified proposal.
14. PROPOSAL AWARD: In the event the bid is awarded directly by the Finance Officer, a Notice of Intent to Award will be used to notify all bidders of her intent to award the bid to the vendor providing the best value to the County. If a bidder disagrees with this intent, the bidder may obtain from the Purchasing Office, a bid protest form, which must be completed and returned to Frances Moore, Bay County Purchasing Agent, Bay County Finance Department Purchasing Division, 7<sup>th</sup> Floor, Bay County Building, 515 Center Avenue, Bay City, MI 48708-5128, (989) 895-4037 within ten (10) working days from the date of the notice of intent to award.
15. CONTRACT: The County's award of this proposal is conditioned upon the execution of a formal agreement for products and services between the selected bidder and the County. In submitting a proposal, bidder acknowledges that contents of this RFP will become incorporated within any formal agreement. This RFP does not include every term and condition which shall appear in the formal agreement. In the event that the bidder does not execute the formal agreement within the stated time limit, the County may reject the selected bidder and proceed to accept another qualified proposal, or reject all proposals. A copy of a bidder's suggested terms and conditions may be submitted with bidder's Proposal, however, neither the County's acceptance of any proposal nor award of any contract pursuant to this RFP shall be construed as any definitive acceptance by the County of Bidder's suggested terms and conditions. In the event of a conflict of terms, the order of precedence to resolve the conflict will be as follows: Michigan State law, the terms and conditions of the signed contract, the terms and conditions of this RFP, and last, the Bidder's Proposal.
16. QUESTIONS: All questions about this RFP must be directed **in writing, via email**, to:

Frances Moore  
Purchasing Agent  
mooref@baycounty.net

**Under no circumstances will phone calls be accepted.**

Responses to any inquires will be issued in one (1) Addendum no later than February 16, 2018 and will be sent to all known bidders. Every attempt to answer your inquiries will be made however Bay County has the right to not answer any questions received after the February 9, 2018 due date.

Correspondence or inquiries made directly to bidders regarding their proposals from all other persons are to be directed to those County employees designated above for appropriate review and response. Contact with other County staff or County Board Commissioner could be reason for disqualification.

Any significant explanation desire by a proposer, regarding the meaning or interpretation of the Request for Proposals must be requested with sufficient time allowed for a reply to reach all prospective proposers to submit their proposals. Any information giving to a prospective bidder concerning the Request for Proposal will be furnished to all prospective bidders as an amendment or addendum to the Request for Proposal, if such information would be of significance to uninformed bidders. The County shall make the sole determination as to the significance to uninformed bidders.

17. DISPUTES: In the event a proponent disagrees with the recommendation of the Bay County Finance Officer concerning this award, the individual may obtain from the Purchasing Division a Bid Protest Form which may be completed and returned to Frances Moore, Bay County Purchasing Agent, Bay County Finance Department, Bay County Building, 7th Floor, 515 Center Avenue, Bay City, Michigan, 48708-5128, (989) 895-4037, within ten (10) working days of the Notice of Bid action.

#### **I. ADA ASSISTANCE**

The County of Bay will provide necessary and reasonable auxiliary aids and services, such as a signer for the hearing impaired and audio tapes of printed materials being considered, to individuals with disabilities upon two days' notice to the County of Bay. Individuals with disabilities requiring auxiliary aids or services should contact the County of Bay by writing or calling:

Amber Davis-Johnson  
Corporation Counsel  
Bay County Building  
515 Center Avenue  
4rd Floor  
Bay City, MI 48708-5128  
Telephone (989) 895-4131  
TDD (989) 895-4049

Frances Moore, Purchasing Agent  
Finance Department, Purchasing Division  
Bay County Building  
515 Center Ave  
7<sup>th</sup> Floor  
Bay City, MI 48708-5128  
Telephone: (989) 895-4037  
FAX Number: (989) 895-4039  
Email: [Mooref@baycounty.net](mailto:Mooref@baycounty.net)

**THIS QUALIFICATION PROCESS WILL BE CONDUCTED IN CONFORMITY WITH THE BAY  
COUNTY PURCHASING POLICY AS FOUND ON THE BAY COUNTY WEBSITE  
[www.baycounty-mi.gov](http://www.baycounty-mi.gov).**



**CERTIFICATION**

The individual signing below certifies:

1. He/She is fully authorized to submit this Proposal, including all assurances, understanding and representations contained within it which shall be enforceable as specified.
2. He/She has been duly authorized to act as the official representative of the bidder to provide additional information as required and, if selected, to consummate the transaction subject to additional, reasonable standard terms and conditions presented by County.
3. This Proposal was solely developed and prepared without any collusion with any competing Proposer and/or Bay County employee and Bidder has not entered into any type of agreement of any nature to fix, maintain, increase or reduce prices or competition regarding the items covered by this Proposal.
4. The content of this Proposal has not and will not knowingly be disclosed to any competing or potentially competing proposer prior to the proposal opening date, time, and location indicated.
5. No action to persuade any person, partnership, or corporation to submit or withhold a Proposal has been made.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Date: \_\_\_\_\_