

PROPOSAL INSTRUCTIONS

Department of Technology, Management, and Budget – Procurement

**Prepaid Inpatient Health Plan (PIHP)
 Request for Proposal No. 250000002670**

Solicitation Manager Name: Marissa Gove
 Direct Phone: 517-449-8952
 Email: Govem1@michigan.gov
 Main Phone: 1-855-MI-PURCH 1-855-647-8724

**This is a Request for Proposal (RFP) for:
 Prepaid Inpatient Health Plan (PIHP)**

RFP Timeline

Event	Time	Date
RFP issue date	N/A	Monday, August 4, 2025
Rate Setting Meeting	10:00 a.m. Eastern	Monday, August 11, 2025
Bidder’s Conference	1:00 p.m. Eastern	Monday, August 11, 2025
Deadline for bidders to submit questions about this RFP	12:00 p.m. Eastern	Wednesday, August 20, 2025
Anticipated date the State will post answers to bidder questions on www.michigan.gov/SIGMAVSS	5:00 p.m. Eastern	Friday, August 29, 2025
Proposal deadline*	11:50 a.m. Eastern	Monday, September 29, 2025
Anticipated date of contract signature (start of transition period)	N/A	Tuesday, February 24, 2026
Contract effective date (services begin)	N/A	Thursday, October 1, 2026

***A bidder’s proposal received at 11:50:01 a.m. Eastern is late and subject to disqualification.**

This RFP is subject to change. Check www.michigan.gov/SIGMAVSS for current information.

1. **PROPOSAL PREPARATION.** The State recommends reading **all** RFP materials prior to preparing a proposal, particularly these Proposal Instructions and the Vendor Questions Worksheet. Bidders must follow these Proposal Instructions and provide a complete response to the items indicated in the RFP Structure and Documentation table below. References and links to websites or external sources may not be used in lieu of providing the information requested in the RFP within the proposal. Include the bidder’s company name in the header of all documents submitted with your proposal. **Note that all documents and information submitted as part of a proposal will become public record immediately upon receipt by the State. Proposals received by the State may be posted on the State’s publicly available website after bidders are notified of the award recommendation.**

RFP Structure and Documentation

Document	Description	Bidder Response Instructions
Cover Page	Provides RFP title and number, important dates, and contact information for Solicitation Manager	Informational
Proposal Instructions	Provides RFP instructions to bidders	Informational
Confidential Treatment Form	Required verification on whether bidder’s proposal contains confidential information	Bidder to complete and submit by proposal deadline
Vendor Questions Worksheet	Questions to bidders on background and experience	Bidder to complete and submit by proposal deadline
Contract Terms	Provides legal terms for a contract awarded through this RFP	Deemed accepted by bidder unless information required in the Evaluation Process section of this document is submitted by proposal deadline
Schedule A – Statement of Work	Statement of work	Bidder to complete and submit by proposal deadline
Schedule B – Pricing	Pricing for goods and services sought by the State through this RFP	Bidder to complete and submit by proposal deadline
Schedule C – Insurance Requirements	Insurance Requirements	Deemed accepted by bidder unless information required in the Evaluation Process section of this document is submitted by proposal deadline
Schedule D – Data Security Requirements for Hybrid Purchases	Data Security Requirements for Hybrid Purchases	Deemed accepted by bidder unless information required in the Evaluation Process section of this document is submitted by proposal deadline
Schedule E – Reporting Requirements	Reporting Requirements	Informational
Schedule F - HIPAA Business Associate Agreement	HIPAA Business Associate Agreement	Deemed accepted by bidder unless information required in the Evaluation

Document	Description	Bidder Response Instructions
		Process section of this document is submitted by proposal deadline
Schedule G – Definitions/Explanation of Terms	Definition of Terms	Informational
Schedule H - Medicaid Mental Health and Substance Use Disorder Payment Responsibility Grid	Medicaid Mental Health and Substance Use Disorder Payment Responsibility Grid	Informational
Schedule I – Network Adequacy Procedure	Network Adequacy Procedure	Informational
Schedule J – Narrative Submission Questions	Narrative Questions	Bidder to complete and submit by proposal deadline
Appendix 1 - PIHP Region Map	PIHP Region Map	Informational
Appendix 2 – Grant Agreement Samples	Samples of grant agreements	Informational
Appendix 3 – Historical Cost and Utilization Data	Historical Cost and Utilization Data – Medicaid Behavioral Health Program	Informational
Appendix 4 – Major Service Category Mapping	Major Service Category Mapping	Informational
Appendix 5 – SFY 2023 Data Exhibits	SFY 2023 Data Exhibits	Informational
Appendix 6 – Projected CCBHC Funding	Projected CCBHC Funding	Informational

2. **CONTACT INFORMATION FOR THE STATE.** The sole point of contact for the State concerning this RFP is listed on the Cover Page. Contacting any other State personnel, agent, consultant, or representative about this RFP may result in bidder disqualification.

3. **OPTIONAL RATE SETTING MEETING AND BIDDER’S CONFERENCE.**

An optional Rate Setting Meeting and a separate Bidder’s Conference will be held on Monday, August 11, 2025 at 10:00 AM and 1:00 PM Eastern, respectively via Microsoft Teams.

The purpose of the Rate Setting Meeting is to discuss rate setting methodologies for the Contract. The purpose of the Bidder’s Conference is to discuss the overview of the RFP and process. Discussions, including answers given by the State at the meeting, are not official. To obtain an official answer to any questions, the Bidder must submit the question in writing via email to govem1@michigan.gov per **Section 5. Questions**.

Statements made by the Solicitation Manager or designee at a pre-proposal meeting are not considered modifications to the RFP. If, however, the Solicitation Manager determines modifications to the RFP are warranted after the meeting, modifications will be posted in writing on www.michigan.gov/SIGMAVSS as explained in the **Modifications** section of this document

Attendance at the Bidder’s Conference and Rate Setting Meeting is limited to 2 individuals per bidder. Subcontractor sign-in is permitted in lieu of the bidder as evidence of attendance. Accessibility requests for reasonable accommodations at the pre-proposal meeting should be made with the Solicitation Manager at least 3 business days prior to the date of the meeting. Accommodation requests received outside this time period cannot be guaranteed.

Bidders who plan on participating must RSVP to which meetings they plan on attending by no later than 5:00 p.m. Eastern on August 7, 2025. The RSVP response must be emailed to govem1@michigan.gov and include the name of the Bidder’s organization, and the names and email addresses of participants.

4. **MODIFICATIONS.** The State may modify this RFP at any time. Modifications will be posted on www.michigan.gov/SIGMAVSS. This is the only method by which the RFP may be modified.
5. **QUESTIONS.** Bidder questions about this RFP must be emailed to the Solicitation Manager no later than the time and date specified on the Cover Page. In the interest of transparency, only written questions are accepted. Answers to questions will be posted on www.michigan.gov/SIGMAVSS. **Submit questions using the format below;** a Microsoft **Excel format** or similar is suggested.

Q #	Document and Section	Page #	Bidder Question

6. DELIVERY OF PROPOSAL.

Electronic – The bidder must submit its proposal, all attachments, and any modifications or withdrawals electronically through www.michigan.gov/SIGMAVSS. The price proposal should be saved separately from all other proposal documents. The bidder should submit all documents in a modifiable (native) format (examples include but are not limited to Microsoft Word or Excel and Google Docs or Sheets). In addition to submitting documents in a modifiable format, the bidder may also submit copies of documents in PDF. Attachment file size is limited to 30 MB per document. Bidder’s failure to submit a proposal as required may result in disqualification. The proposal and attachments must be fully uploaded and submitted prior to the proposal deadline. **Do not wait until the last minute to submit a proposal**, as the SIGMA VSS system requires the creation of an account and entry of certain information, in addition to uploading and submitting the materials. The SIGMA VSS system **will not** allow a proposal to be submitted after the proposal deadline identified in the solicitation Closing On/Closing Date fields (Summary view/Detail view), even if a portion of the proposal has been uploaded.

Questions on how to submit information or how to navigate in the SIGMA VSS system can be answered by calling **(517) 284-0540 or (888) 734-9749**. The Solicitation Manager will not provide assistance related to the submittal of the proposal and all attachments on the day of the proposal deadline. Responsibility for a complete submission lies with the bidder. **Note that all documents and information submitted in any manner as part of a proposal will become public record immediately upon receipt by the State. Proposals received may be posted by**

the State on the State’s publicly available website after bidders are notified of the award recommendation.

7. MANDATORY MINIMUM REQUIREMENTS. To avoid disqualification, the bidder must provide documentation in their application to support how the bidder’s organizational structure meets one of the following requirement in Schedule A Section 1.1 General Requirements.

1. **Nonprofit Organization:** a corporation incorporated under the laws of this state, to carry out any lawful purpose or purposes that does not involve pecuniary profit or gain for its directors, officers, shareholders, or members. Plans must include documentation of the non-profit application submitted to the Internal Revenue Service (IRS) or provide a determination letter approving non-profit status confirming tax-exempt status.
2. **Public Body / Governmental Entity:** a public entity as defined under MCL 15.321(b), including “the state including all agencies thereof, any public body corporate within the state, including all agencies thereof, or any non-incorporated public body within the state of whatever nature, including all agencies thereof.” This includes counties, municipalities, public authorities, and regional intergovernmental entities.
3. **Public University:** a state university as defined in MCL 380.501(f), referencing Article VIII, Sections 4, 5, and 6 of the Michigan Constitution of 1963, which include: “The University of Michigan, Michigan State University, Wayne State University, and other state universities governed by an elected or governor-appointed board with constitutional autonomy.”

Only proposals meeting the mandatory minimum requirement will be considered for evaluation.

8. EVALUATION PROCESS. The State will evaluate each proposal based on the following factors:

	Technical Evaluation Criteria	Weight
1.	Vendor Questions Worksheet - Experience	200
2.	Vendor Questions Worksheet – Excluding Experience	16
3.	Schedule A – Statement of Work, Section 1.1. General Requirements through Section 1.8. Required Functionality Relating to Data Retention, Disposal, and Retrieval	73
4.	Schedule A – Statement of Work, Section 2. Staffing, Organizational Structure, Governing Body, and Subcontractors through Section 6. Service-Level Agreement	31
5.	Schedule J - Narrative Submission Questions	790
	Total	1110

Proposals receiving 888 or more technical evaluation points will have pricing evaluated and considered for award.

The State may utilize all bidder information, without regard to a proposal’s technical score, to determine fair market value for goods or services sought. The State is not obligated to accept the lowest price proposal. If applicable, the State’s evaluation will include consideration of a bidder’s qualified disabled veterans/service-disabled veteran owned business(QDV/SDVOB)

status under [MCL 18.1261\(8\)](#). Additional information on the SDVOB preference is available at: Michigan.gov/SDVOB.

The State strongly encourages strict adherence to the Contract Terms. The State reserves the right to deem a bid non-responsive for failure to accept the Contract Terms. Nevertheless, the bidder may submit proposed changes to the Contract Terms in track changes (i.e., visible edits) with an explanation of the bidder's need for each proposed change. Failure to include track changes with an explanation of the bidder's need for the proposed change constitutes the bidder's acceptance of the Contract Terms. General statements, such as that the bidder reserves the right to negotiate the terms and conditions, may be considered non-responsive. Failure to respond timely to requests for proposed changes to Contract Terms during ongoing negotiations may be cause for disqualification.

The State may but is not required to conduct an on-site visit to tour and inspect the bidder's facilities; require an oral presentation of the bidder's proposal; conduct interviews, research, reference checks, and background checks; and request additional price concessions at any point during the evaluation process.

Submit a Regional Proposal. Bidders must submit proposals by region as defined in the RFP, not by individual counties. Bidders may bid on more than one region; however, only one proposal submission is required when bidding on more than one region. Bidders must demonstrate the ability to be fully operational across the entire geographic area of the region for which they are submitting a proposal. Bidders that cannot provide services throughout the entire region will not be considered.

9. **NOTICE OF DEFICIENCY.** The State reserves the right to issue a **Notice of Deficiency** to bidders if the State determines after the proposal deadline that a portion of the RFP was deficient, unclear, or ambiguous. Failure to respond to a **Notice of Deficiency** timely may be cause for disqualification.
10. **CLARIFICATION REQUEST.** The State reserves the right to issue a **Clarification Request** to a bidder to clarify its proposal if the State determines the proposal is not clear. Failure to respond to a **Clarification Request** timely may be cause for disqualification.
11. **RESERVATIONS.** The State reserves the right to:
 - a. Disqualify a bidder for failure to follow these instructions.
 - b. Discontinue the RFP process at any time for any or no reason. The issuance of an RFP, your preparation and submission of a proposal, and the State's subsequent receipt and evaluation of your proposal does not commit the State to award a contract to you or anyone, even if all the requirements in the RFP are met.
 - c. Consider late proposals if: (i) no other proposals are received; (ii) no complete proposals are received; (iii) the State received complete proposals, but the proposals did not meet mandatory minimum requirements or technical criteria; or (iv) the award process fails to result in an award.
 - d. Consider an otherwise disqualified proposal if no other proposals are received.

- e. Disqualify a proposal based on: (i) information provided by the bidder in response to this RFP; (2) the bidder's failure to complete registration on www.michigan.gov/SIGMAVSS; or (3) if it is determined that a bidder purposely or willfully submitted false or misleading information in response to the RFP.
 - f. Consider prior performance with the State in making its award decision.
 - g. Consider overall economic impact to the State when evaluating proposal pricing and in the final award recommendation. This includes but is not limited to: considering principal place of performance, number of Michigan citizens employed or potentially employed, dollars paid to Michigan residents, Michigan capital investments, job creation, tax revenue implications, and economically disadvantaged businesses.
 - h. Consider total-cost-of-ownership factors (e.g., transition and training costs) when evaluating proposal pricing and in the final award recommendation.
 - i. Refuse to award a contract to any bidder that has failed to pay State taxes or has outstanding debt with the State.
 - j. Enter into negotiations with one or more bidders on price, terms, technical requirements, or other deliverables.
 - k. Award multiple, optional-use contracts, or award by Contract Activity.
 - l. Evaluate the proposal outside the scope identified in the **Evaluation Process** section of this document if the State receives only one proposal.
- 12. AWARD RECOMMENDATION.** The contract will be awarded to the responsive and responsible bidder who offers the best value to the State, as determined by the State. Best value will be determined by the bidder meeting the minimum point threshold and offering the best combination of the factors stated in the **Evaluation Process** section of this document, and price, as demonstrated by the proposal. The State will post an **Award Recommendation and Evaluation Synopsis** on www.michigan.gov/SIGMAVSS or in the manner it was originally published.
- 13. DEBRIEF MEETING AND BID PROTEST.** The State will publish an **Award Recommendation and Evaluation Synopsis** which will provide instructions on how to request a debrief meeting.
- If you wish to initiate a protest of the award, you must submit your written protest electronically at BidProtest-DTMB@michigan.gov no later than 5:00 p.m. Eastern, 10 business days after the **Award Recommendation and Evaluation Synopsis** is posted on SIGMA VSS. The State reserves the right to adjust this timing and will publish any change.
- Additional information about the protest process is available at [DTMB - Programs and Policies \(michigan.gov\)](http://DTMB - Programs and Policies (michigan.gov)) under the "Bidder Protests" link.
- 14. STATE ADMINISTRATIVE BOARD.** Contracts equal to \$250,000 or greater than require approval by the State Administrative Board. The State Administrative Board's decision is final; however, its approval does not constitute a contract. The award process is not complete until the awarded contractor receives a contract fully executed by all parties.
- 15. GENERAL CONDITIONS.** The State will not be liable for any costs, expenses, or damages incurred by a bidder participating in this solicitation. The bidder agrees that its proposal will be

considered an offer to do business with the State in accordance with its proposal, including the Contract Terms, and that its proposal will be irrevocable and binding for a period of **180** calendar days from date of submission. If a contract is awarded to the bidder, the State may, at its option, incorporate any part of the bidder's proposal into a contract. This RFP is not an offer to enter into a contract. This RFP may not provide a complete statement of the State's environment or contain all matters upon which agreement must be reached. The bidder understands that their proposal will become public record immediately upon receipt by the State. Other than verified trade secrets, proposals submitted via www.michigan.gov/SIGMAVSS are the State's property.

- 16. CONFIDENTIAL TREATMENT FORM AND THE FREEDOM OF INFORMATION ACT.** As a public record, all portions of the bidder's proposal and resulting contract are subject to disclosure as required under Michigan's Freedom of Information Act (FOIA), MCL 15.231, et seq. However, the State may exempt some information from disclosure as permitted by law. Under MCL 18.1261(13)(b), records containing "a trade secret as defined under section 2 of the uniform trade secrets act, 1998 PA 448, MCL 445.1902," are exempt from disclosure under FOIA. In addition, "financial or proprietary information" submitted with a bidder's proposal is exempt from disclosure under FOIA. **A bidder's failure to comply with this Section is grounds for rejecting a bidder's proposal as non-responsive.** As a part of its proposal, each bidder must follow the procedure below.

- a. SUBMIT A COMPLETED CONFIDENTIAL TREATMENT FORM WITH YOUR BID.** Completion and submission of the Confidential Treatment Form (CT Form) is required regardless of whether the bidder seeks confidential treatment of information. **Failure to submit a completed CT Form may be cause for disqualification from the solicitation process. If a bidder fails to properly complete and submit the CT Form or otherwise fails to follow CT Form instructions, the proposal may be publicly disclosed in its entirety without redaction after an award recommendation.**

Complete and sign Section 1 of the CT Form if the bidder does NOT request confidential treatment of information contained in its proposal; or

Complete and sign Section 2 of the CT Form if the bidder requests confidential treatment of certain information. **Bidder must also submit a copy of the proposal with the trade secret, financial, and proprietary information redacted and clearly labeled as the "PUBLIC COPY."**

Failure to complete and sign a CT Form may result in disqualification of the bidder. **If a bidder fails to properly complete and submit the CT Form or otherwise fails to follow the CT Form instructions, the proposal, in its entirety, may be publicly disclosed by the State without redaction after an award recommendation.**

- b. FOIA REQUESTS.** If a FOIA request is made for a bidder's proposal, the Public Copy may be distributed to the public along with the bidder's CT Form. The CT Form is a public document and serves as an explanation for the redactions to the Public Copy. Do not put any trade secret, financial, or proprietary information in the CT Form. Do not redact the CT Form itself.
- c. NO ADVICE.** The State will not advise a bidder as to the nature or content of documents entitled to protection from disclosure under FOIA or other laws, as to the interpretation of such laws, or as to the definition of trade secret or financial or proprietary information. Nothing contained in this provision will modify or amend requirements and obligations imposed on the State by FOIA or other applicable law. The State is not obligated to notify a

bidder if a FOIA request for bidder's proposal is received nor if bidder's proposal is made available to the public.

- d. **FAILURE TO REQUEST CONFIDENTIAL TREATMENT.** Failure to request material be treated as confidential as specified herein relieves the State, its agencies, and personnel from any responsibility for maintaining material in confidence.
- e. Bids containing a request to maintain an entire proposal as confidential may be rejected as non-responsive. Bidders may not request confidential treatment with respect to resumes, pricing, and marketing materials. The State reserves the right to determine whether material designated as exempt by a bidder falls under MCL 18.1261 or other applicable FOIA exemptions. If a FOIA request is made for materials that the bidder has identified as trade secret, financial, or proprietary information, the State has the final authority to determine whether the materials are exempt from disclosure under FOIA.
- f. Bidder forever releases the State, its departments, subdivisions, officers, and employees from all claims, rights, actions, demands, damages, liabilities, expenses and fees, which arise out of or relate to the disclosure of all or a portion of bidder's proposal submitted under this RFP. Bidder must defend, indemnify and hold the State, its departments, subdivisions, officers, and employees harmless, without limitation, from and against all actions, claims, losses, liabilities, damages, costs, attorney fees, and expenses (including those required to establish the right to indemnification), arising out of or relating to any FOIA request, including potential litigation and appeals, related to the portion of bidder's proposal submitted under this RFP that bidder has identified as a trade secret, or financial or proprietary information. The State will notify bidder in writing if indemnification is sought. The State is entitled to: (i) regular updates on proceeding status; (ii) participate in the defense of the proceeding; (iii) employ its own counsel; and to (iv) retain control of the defense, or any portion thereof, if the State deems necessary. Bidder will not, without the State's written consent (not to be unreasonably withheld), settle, compromise, or consent to the entry of any judgment in or otherwise seek to terminate any claim, action, or proceeding. If a State employee, official, or law is involved or challenged, the State may control the defense of that portion of the claim. Any litigation activity on behalf of the State, or any of its subdivisions under this Section, must be coordinated with the Department of Attorney General. An attorney designated to represent the State may not do so until approved by the Michigan Attorney General and appointed as a Special Assistant Attorney General.

CONFIDENTIAL TREATMENT FORM

INSTRUCTIONS. A signed and dated Confidential Treatment Form (CT Form) must be submitted with your proposal, regardless of whether your proposal contains confidential information.

1. Complete either Section 1 or Section 2 of this form and sign where indicated. **Do not complete both sections.** Note: Completion of Section 2 is required to request confidential treatment.
2. This form must be signed by the individual who signed the bidder's proposal.

Failure to submit a completed CT Form with your bid is grounds for rejecting the proposal as non-responsive.

In addition, failure to follow the instructions on this form or to properly complete and submit it may result in the entire proposal being publicly disclosed by the State without redaction after an award recommendation.

See the **Confidential Treatment Form and the Freedom of Information Act** section of the *Proposal Instructions* for additional information.

Section 1. CONFIDENTIAL TREATMENT IS NOT REQUESTED

This section must be completed, signed, and submitted with the proposal if the bidder does **not** request confidential treatment of any material contained in the proposal. **If this section is completed, do not complete Section 2.**

By signing below, the bidder affirms that confidential treatment of material contained in their proposal is not requested.

RFP Number

RFP Title

Signature

Date

Printed Name, Title, Company

Section 2. CONFIDENTIAL TREATMENT IS REQUESTED

Bidders must complete, sign, and submit this section with the proposal, to request confidential treatment of any material contained in the proposal. **If this section is completed, do not complete Section 1.**

Bidders must specifically identify the information to be protected as confidential and/or proprietary and state the reasons why protection is necessary. As shown in the table below, the following details are required for each confidentiality request.

1. The proposal page number, section number, and paragraph number.
2. Whether the material referenced is Trade Secret (TS), Proprietary Financial Information (FI), or Proprietary Information (PI). Bidders may not request confidential treatment of resumes, pricing, and marketing materials.
3. An explanation of the specific legal grounds that support treatment of the material as TS, FI, or PI and a complete justification as to how the material falls within the scope of an applicable FOIA exemption or relevant case law. Bidders must not simply cite an applicable exemption or case name.
4. The person at their organization authorized to respond to inquiries by the State concerning the material and their contact information.

REQUIRED: Bidders completing this section must also submit a copy of the proposal with the trade secret, financial, and proprietary information redacted and clearly label this redacted copy as the PUBLIC COPY.

(1) Proposal Page #, Section #, Paragraph #	(2) Material is Trade Secret (TS), Proprietary Financial Information (FI), Proprietary Information (PI)	(3) Applicable FOIA Exemption with Written Justification	(4) Bidder Contact Information

Bidders may add rows or additional pages using the same format shown in the table.

State of Michigan FOIA Requests

The State reserves the right to determine whether material designated as exempt by a bidder falls under MCL 18.1261 or other applicable FOIA exemptions.

If a FOIA request is made for materials that the bidder has identified as trade secret, financial, or proprietary information, the State has the final authority to determine whether the materials are exempt from disclosure under FOIA.

The State is not obligated to notify a bidder if a FOIA request for bidder’s proposal is received nor if bidder’s proposal is made available to the public. This form, and any additional justification letters, are not exempt from release under FOIA.

By signing below, the bidder affirms that confidential treatment of material contained in their proposal is requested and has attached to this form a redacted “Public Copy” of the bidder’s proposal.

RFP Number

RFP Title

Signature

Date

Printed Name, Title, Company

VENDOR QUESTIONS WORKSHEET

Provide a detailed response to each question. “You” and “organization” refers to the bidder.

Information Sought	Bidder Response
1. Contact Information	
Bidder’s sole contact person during the RFP process. Include name, title, address, email, and phone number.	
Person authorized to receive and sign a resulting contract. Include name, title, address, email, phone number and vendor customer code in SIGMA VSS.	
2. Company Background Information	
Legal business name and address. Include business entity designation, e.g., sole proprietor, Inc., LLC, or LLP.	
What state was the organization formed in?	
Phone number.	
Website address.	
Number of years in business.	
Number of employees.	
Legal business name and address of parent organization, if any.	
Has there been a recent change in organizational structure (e.g., management team) or control (e.g., merger or acquisition) of your organization? If the answer is yes: (a) explain why the change occurred and (b) how this change has affected your organization.	
Discuss your organization’s history. Has growth been organic, through mergers and acquisitions, or both?	
Has bidder ever been debarred, suspended, or disqualified from bidding or contracting with any entity, including the State of Michigan? If yes, provide the date, the entity, and details about the situation.	

Information Sought	Bidder Response
<p>Has your organization been a party to litigation against the State of Michigan? If the answer is yes, then state the date of initial filing, case name and court number, and jurisdiction.</p>	
<p>Within the last 5 years, has your organization or any of its related business entities defaulted on a contract or had a contract terminated for cause? If yes, provide the date, contracting entity, type of contract, and details about the termination or default.</p>	
<p>State your gross annual sales for each of the last 5 years.</p> <p>If receiving a contract under this RFP will increase your gross revenue by more than 25% from last year's sales, explain how the organization will scale-up to manage this increase.</p>	
<p>State the physical address of the place of business that would have primary responsibility for this account if bidder is awarded a contract under this RFP.</p>	
<p>Bidder affirms that any business types identified on its SIGMA VSS profile, including those eligible for Geographically Disadvantaged Business Enterprise (GDBE) and Michigan Supplier Community Program (MiSC), are valid.</p>	<p>Choose an item.</p>
<p>3. Qualified Disabled Veteran/Service-Disabled Veteran-Owned Business Program</p>	
<p>Under MCL 18.1261, a “qualified disabled veteran” means a business entity that is 51% or more owned by 1 or more veterans with a service-connected disability. A “service-connected disability” means a disability incurred or aggravated in the line of duty in the active military, naval, or air service as described in 38 USC 101(16). Are you a qualified disabled veteran?</p>	<p>Choose an item.</p>
<p>To demonstrate qualification as a qualified disabled veteran, you must provide:</p> <p>(a) Proof of service and conditions of discharge (DD214 or equivalent);</p>	<p>Enter the names of documents submitted with your proposal to demonstrate status as a qualified disabled veteran.</p>

Information Sought	Bidder Response
<p>(b) Proof of service-connected disability (DD214 if the disability was documented at discharge or Veterans Administration Rating Decision Letter or equivalent if the disability was documented after discharge); and</p> <p>(c) Legal documents setting forth the ownership of the business entity.</p> <p>In lieu of the documentation identified above, you may provide proof of certification by the National Veterans Business Development Council.</p>	
<p>4. Participation in RFP Development or Evaluation</p>	
<p>Did your organization, an employee, agent, or representative of your organization, or any affiliated entity participate in developing any component of this solicitation? For purposes of this question, business concerns, organizations, or individuals are affiliates of each other if, directly or indirectly: (1) either one controls or has power to control the other or (2) a third-party controls or has the power to control both. Indicia of control include, but are not limited to, interlocking management or ownership, identity of interests among family members, shared facilities or equipment, and common use of employees.</p>	<p>Choose an item.</p> <p>If you enter “YES”, you are not eligible for contract award or to work as a subcontractor for the awarded vendor.</p>
<p>If you are awarded a contract under this solicitation, in order to provide the goods or services required under a resulting contract, do you intend to partner or subcontract with a person or entity that assisted in the development of this solicitation?</p>	<p>Choose an item.</p> <p>If you enter “YES,” you are not eligible for contract award. An awarded vendor may not partner or subcontract with anyone to provide goods and services required under a resulting contract if that subcontractor or partner assisted in the development of this solicitation.</p>
<p>Will your organization, or an employee, agent, or representative of your organization, participate in the evaluation of the proposals received in response to this RFP?</p>	<p>Choose an item.</p> <p>If you enter “YES”, you are not eligible for contract award or to work as a subcontractor for the awarded vendor.</p>
<p>5. State of Michigan Experience and Prior Experience</p>	

Information Sought	Bidder Response
<p>Does your (1) organization (2) parent organization, (3) current or former affiliate organizations, or (4) other subsidiaries have experience OR have previous engagements as a subcontractor, working in or with the State of Michigan? If so, please provide a list (including the contract number, where possible) of the contracts you hold or have held or have worked as a subcontractor with or in the State over the last 10 years.</p>	
<p>Describe partnerships and strategic relationships you think will bring significant value to the State. Include relationships with (1) parent organizations, (2) current or former affiliate organizations, (3) subsidiaries, or any other relevant relationships.</p>	
<p>Describe at least 1 relevant experience from the last 5 years, from your (1) organization (2) parent organization, (3) current or former affiliate organizations, or (4) other subsidiaries supporting your ability to successfully manage a contract of similar size and scope for the work described.</p>	
<p>Experience 1</p>	
<p>Organization name. Contact name. Contact role at time of project. Contact phone. Contact email.</p>	
<p>City. State. Zip.</p>	
<p>1. Project name and description of the scope of the project. 2. What role did your organization play? 3. How is this project experience relevant to the subject of this RFP?</p>	
<p>Dollar value.</p>	
<p>Start and end date (mm/yy – mm/yy)</p>	
<p>Status (completed, live, other – specify phase)</p>	
<p>Results obtained.</p>	
<p>6. Standard Contract Terms</p>	

Information Sought	Bidder Response
<p>Bidder must affirm agreement with the attached Contract Terms. If not in agreement, written exceptions in accordance with the Evaluation Process section of the Proposal Instructions must be provided with Bidder’s proposal.</p>	
<p>7. Insurance Requirements</p>	
<p>Bidder must affirm agreement with the attached Schedule C (Insurance Requirements). If not in agreement, written exceptions in accordance with the Evaluation Process section of the Proposal Instructions must be provided with the Bidder’s proposal.</p>	<p>Choose an item.</p>
<p>8. Michigan Voluntary Protection Program</p>	
<p>Bidder must verify if their organization is recognized in the Michigan Voluntary Protection Program (MVPP)</p>	<p>Choose an item.</p>
<p>9. Michigan Economic Impact</p>	
<p>Number of employees currently employed at locations within the State of Michigan.</p>	
<p>Number of additional employees to be employed at locations within the State of Michigan if awarded this Contract (if any)</p>	
<p>Minimum wage paid to employees employed at locations within the State of Michigan.</p>	
<p>Average wage paid to employees employed at locations within the State of Michigan.</p>	
<p>Percentage of employees employed at locations within the State of Michigan that are covered by employer-provided health insurance.</p>	
<p>10. Labor, Antidiscrimination and Environmental Laws Compliance</p>	
<p>Bidder must disclose any violations of state or federal labor, antidiscrimination and employment laws and regulations received within the past five years.</p>	
<p>Bidder must disclose any violations of state or federal environmental laws and regulations received within the past five years.</p>	

Information Sought	Bidder Response
11. Other	
Classification of Employees. I certify that the organization has properly classified its employees in accordance with federal/state labor and employment laws.	Choose an item.
Abusive Labor Practices. The Contractor certifies that it will not furnish any Deliverable that was produced fully or partially by forced labor, forced or indentured child labor, or indentured servitude.	Choose an item.
Certification of Michigan Business- Public Act 431 of 1984, Sec. 268. I certify that the organization has, pursuant to the provisions of Sec 268 of Public Act 431 of 1984, filed a Michigan Business Tax Corporate Income Tax Return. I certify that the organization has, pursuant to the provisions of Sec 268 of Public Act 431 of 1984, filed a Michigan Income Tax return showing income generated in, or attributed to the State of Michigan. I certify that the organization has, pursuant to the provisions of Sec 268 of Public Act 431 of 1984, withheld Michigan Income Tax from compensation paid to the company's owners and remitted the tax to the Michigan Department of Treasury.	Choose an item.
Iran Linked Business- Public Act 517 of 2012. I certify that the Organization is not an Iran-Linked business as defined by Public Act 517 of 2012.	Choose an item.
Clean Corporate Citizen. I certify that the Organization is a Clean Corporate Citizen as defined by the Environmental Protection Act, 1994 PA 451.	Choose an item.
Convict Labor. The Contractor certifies that if using convict labor, it is complying with all applicable state and federal laws and policies.	Choose an item.
SOM Debt/Tax Payment. All SOM tax/debts. I certify that all applicable State of Michigan taxes are paid, and that no outstanding debt is owed to the State of Michigan.	Choose an item.
Authorization to Verify Information Provided by Vendor. I authorize the State to verify that all information provided in this registration, in bidding and contracting documents, and any attachments	Choose an item.

Information Sought	Bidder Response
<p>or supplement documents and processes are accurate.</p>	
<p>12. Response to State Requests</p>	
<p>Bidder agrees to respond, by established deadlines, to all requests from the State including but not limited to, clarification requests, notices of deficiency, and proposed changes to Contract Terms.</p>	<p>Choose an item.</p>