



**The Kaiser Group (DE), LLC
dba DYNAMIC WORKFORCE SOLUTIONS
Request for Quotation for Leased Space for Workforce
Development Staff in Milwaukee, WI**

Request for Quotation Issued: 03/10/2023.

Response Due: March 24, 2023 @ 5:00 p.m. CST

Description: Dynamic Workforce Solutions seeks a quote from qualified respondents to provide leased office space for WIOA Workforce operations staff and customers. Leased space must be approved as ADA compliant, offer sufficient parking, and be on a public transportation line for easy access by clients.

Costs and responses for this RFQ must include the following:

1. One Private Office and six Workstations (Cubical) or other should include:
 - a. Phone access
 - b. Internet
 - c. Computer
 - d. Desk
 - e. File Cabinets
 - f. Access to a printer
 - g. Electric
 - h. Heating and cooling
 - i. Janitorial services
2. Private office
3. Classroom Space/Meeting room
4. Computer lab-(minimum of eight computers)
5. Front Desk support
6. Resource Room
 - a. Computers
 - b. Phone access
 - c. Copier
 - d. Fax
 - e. ADA compliance

Question will be received until 5:00 p.m. CST @ 3/17/2023. Questions should be submitted to Regional Director, Karen Sotak at kburns@dwfs.us. Answers will be posted as they are received on the DWFS website (www.dwfs.us). Final answers to submitted questions will be posted on the DWI website no later than 5:00 p.m. CST 3/20/2023.

Bidders must submit one electronic copy of the response to this RFQ by 3/24/2023 @ 5:00 p.m. CST to Regional Director, Karen Sotak at kburns@dwfs.us.



Responses must include the following components and meet identified page requirements.

1. **Cover Letter (1 page).** The proposal must include a Cover Letter with an original signature of the person(s) legally authorized to bind the vendor to the quotation.
2. **Annual fee for full-service lease space.**

Evaluation Criteria:

| Criteria | Point Value |
|--------------------------------------|--------------------|
| Cover Letter Completed | 20 |
| Price-accommodations-location | 80 |
| Total Points | 100 |

Review and Award:

A review committee of DWFS management staff will review and score proposals based on the evaluation criteria listed above. No employee, officer, or agent of DWFS may participate in the selection or award of a contract if a conflict of interest or apparent conflict of interest would be involved. The contract will be awarded to the most advantageous offer including cost or price. The chosen bidder must have the required expertise and ability to meet the implementation timeline. The review team reserves the right to request additional data, oral discussion, or a presentation in support of written responses.

DWFS will require selected entity to provide all mandatory documents as noted with the Request for Proposals from Employ Milwaukee, Inc. Wisconsin Workforce Development Area #2, released on Feb. 26, 2023, within 7 days of contract award.

Final award will be contingent upon:

- Successful negotiation of a contract, which shall include terms and conditions that are usual and customary as determined by DWFS its sole discretion.
- Acceptance by the proposer of the contract terms and conditions
- Satisfactory verification of past performance and systems (e.g., financial), where applicable
- Availability of funding
- Complete and timely submittal of necessary proposal documents, as requested by DWFS



Request for Proposals Cover Sheet

Lead Applicant:

A. Contact Information

Organization Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Principal Contact Person: _____

Title: _____

Phone: _____ Fax: _____ Email: _____

Fiscal Contact Person: _____

Title: _____

Phone: _____ Fax: _____ Email: _____

Executive Director: _____

Title: _____

Phone: _____ Fax: _____ Email: _____

B. Legal Information

Type of organization: For-profit: Non-Profit: Government: Education Institution

Federal Employer Identification Number (FEIN): _____

Please provide your current DUNS Number: _____

Please provide your current CAGE Code: _____

C. Requirements / Documents (proposals submitted without these documents will be considered incomplete, please see associated links for more information and instructions as to how to acquire them) Please note that a single copy of all requirements below must be submitted for EACH Partner, in addition to the lead applicant (if applicable).

- Registration in the System for Award Management (SAM)
- Certificate of Liability Insurance
- Certificate of Worker's Compensation Insurance
- W9

Original signature of the person(s) legally authorized to bind the vendor to the RFP:

Name: _____ Title: _____

Signature: _____ Date: _____