


<h1>REQUEST FOR PROPOSALS</h1> <p>ENTREPRENEURSHIP TRAINING IN THE CITY OF MILWAUKEE</p> <p>THIS IS NOT AN ORDER</p>		 <h2>WHEDA</h2>	
<p>Proposals Due Date</p> <p>March 23, 2022, 2:00 p.m. CT</p>		<p>All questions relating to this Request For Proposals must be submitted in writing to: Procurement Manager 201 West Washington Avenue, Suite 700 Madison, Wisconsin 53703 procurement@wheda.com</p>	
<p>Calendar of Events</p>			
<p>March 3, 2022 March 16, 2022, 2:00 p.m. CT March 23, 2022, 2:00 p.m. CT</p>		<p>RFP Issuance Deadline for Submitting Written Questions Proposals Due Date</p>	
<p>Proposer Name and Address (must be completed)</p>			
<p>Check all boxes at left that apply below for minority-owned, disabled veteran-owned and woman-owned business designations for Proposer. For more information see https://wisdp.wi.gov/.</p>			
<p>WISCONSIN DEPARTMENT OF ADMINISTRATION-CERTIFIED MINORITY-OWNED BUSINESS ENTERPRISE (MBE).</p> <p><input type="checkbox"/> DOA-Certified MBE under Chapter 16, WI Statutes. <input type="checkbox"/> Over 50% minority ownership and not DOA certified.</p>			
<p>WISCONSIN DEPARTMENT OF ADMINISTRATION-CERTIFIED DISABLED VETERAN-OWNED BUSINESS (DVB).</p> <p><input type="checkbox"/> DOA-Certified DVB under Chapter 16, WI Statutes. <input type="checkbox"/> Over 50% disabled-veteran ownership and not DOA certified.</p>			
<p>WISCONSIN DEPARTMENT OF ADMINISTRATION-CERTIFIED WOMAN-OWNED BUSINESS ENTERPRISE (WBE).</p> <p><input type="checkbox"/> DOA-Certified WBE under Chapter 16, WI Statutes. <input type="checkbox"/> Over 50% woman ownership and not DOA certified.</p>			
<p>ACKNOWLEDGEMENT OF ANY ADDENDA and/or REVISIONS: In signing this document, Proposer acknowledges and affirms that its Proposal complies with all terms, conditions and specifications of this RFP and any addenda, appendices or revisions thereto. If awarded a Contract, Proposer will comply with all terms of its Proposal and all terms, conditions and specifications of this RFP and any addenda or revisions thereto.</p>			
<p>DEBARMENT AND SUSPENSION: In signing this document, Proposer acknowledges it has not been suspended, debarred, declared ineligible or voluntarily excluded from eligibility by any federal or state department or agency.</p>			
<p>NON-COLLUSION: In signing this document, Proposer certifies it has not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition; that no attempt has been made to induce any other person or firm to submit or not to submit a Proposal; that this Proposal has been independently arrived at without collusion with any other Proposer, competitor or potential competitor; that this Proposal has not been knowingly disclosed prior to the opening of Proposals to any other Proposer or competitor; that the above statement is true and accurate.</p>			
<p>Name of Authorized Company Representative (Type or Print)</p>		<p>Title</p>	<p>Date</p>
<p>Signature of Authorized Company Representative Named Above</p>		<p>Phone</p>	<p>Fax</p>
		<p>Email</p>	

CHECKLIST FOR SUBMITTING A PROPOSAL

Understanding the Request for Proposals (RFP)

- Thoroughly read and review this RFP and all attachments, appendices, addenda, and/or revisions.
- Submit any written questions to the Procurement Manager by the deadline provided in the Calendar of Events.
- Know when and where the Proposal is to be delivered and the due date and time for submission.

Completing Your Proposal

- Complete the narrative information required in Section 5 of the RFP.
- Complete the Cost Sheet provided with the RFP. Make sure your prices and calculations are accurate. Do not alter the format of the Cost Sheet.
- Complete the Proposer Information Form provided with the RFP.
- Complete the Proposer Reference Form provided with the RFP.
- Complete and sign the Request for Proposals sheet provided as the cover page of this RFP package.
- This checklist is provided for the Proposer's convenience only and is not required to be submitted with the Proposal package.

Submitting Your Proposal

- Prepare an email to include the following attachments:
 1. **Signed Request for Proposals Sheet** (RFP cover page);
 2. **Proposer Information Form** (Attachment 1);
 3. **Proposer Reference Form** (Attachment 2);
 4. **Narrative Response** (see Section 5 for details); and
 5. **Cost Sheet** (Attachment 3) as both a pdf file and an excel file.

If Your Proposal is Chosen for a Contract Award:

- Be prepared to provide any documents—such as certificates of insurance, licenses, credentials, or IRS Form W-9 (Request for Taxpayer Identification Number) —as required by Greater Wisconsin Opportunities Fund, Inc. (“**GWOF**”).
- For Proposers using DOA-certified MBE or DOA-certified DVB subcontractors, related documents such as itemized invoices and service detail may be required.

1. INTRODUCTION

1.1. Scope

The purpose of this Request for Proposals (RFP) is to provide interested parties with information needed to prepare and submit a Proposal for the following.

GWOF is seeking proposals for providing entrepreneurship training and development in the City of Milwaukee with a **focus on youth, low-income community (“LIC”) members and the City of Milwaukee.** GWOF has committed \$600,000 to contract for these services. The services provided can include any of the following:

1. Classes and training events geared at existing and potential entrepreneurs;
2. One-on-one entrepreneurship counseling;
3. Financing proof-of-concept business plans;
4. Providing financial counseling for start-up businesses; or
5. Any other service that is demonstrated to support entrepreneurship development.

All costs related to providing these services could be reimbursed. Examples of eligible costs would include staff and contractor compensation, office/venue rental and the costs of providing financial resources to entrepreneurs. **The maximum individual contract amount is \$200,000 so cost proposals should be prepared accordingly.**

Preference will be given for providing services to youth (18yrs old or younger) and LIC members.

GWOF is seeking responses from entities with experience and successful track records in providing entrepreneurship training/development. Start-up entities can apply as long as the parties comprising the start-up can document entrepreneurship training/development experience and successful track records. **Organizations that are represented on the GWOF Board are not eligible to apply.**

GWOF intends to use the results of this process to award one or more Contracts to provide the products and/or services described in this RFP.

1.2. Greater Wisconsin Opportunities Fund

GWOF is a collaboration of the Wisconsin Housing and Economic Development Authority and seven Wisconsin Community Development Financial Institutions (“CDFIs”). GWOF is a Community Development Entity (“CDE”) that has received \$160 million in New Markets Tax Credit allocations in three awards. The mission of GWOF is to promote investment and community development in underserved communities in Wisconsin.

1.3. Definitions

Words and terms in this RFP shall be given their ordinary and usual meanings, and all meanings shall be applicable to the singular and plural forms of the words and terms. For the purposes of this RFP, the following words and terms shall have the meanings indicated:

- A. **“Calendar of Events”** means the official schedule of events, and deadlines shown on the cover page of this RFP.
- B. **“Contract”** means a contract entered into between GWOF and a successful Proposer resulting from the selection of its Proposal.
- C. **“Contractor”** means a Proposer that is awarded a Contract under this RFP.
- D. **“DVB”** means a Disabled Veteran-Owned Business (DVB) certified by the Department of Administration under Chapter 16, Wisconsin Statutes.
- E. **“Entrepreneurship”** means the activities related to starting and/or running a business enterprise. These activities include the accounting, financing, marketing, and management activities of a

business enterprise.

- F. **“GWOFF”** means the Greater Wisconsin Opportunities Fund, Inc.
- G. **“Highest Scoring Proposer”** means the Proposer that meets the conditions and specifications of this RFP and whose Proposal receives the highest number of points through the evaluation process described in this RFP.
- H. **“Interested Proposer”** means any individual, company, corporation or other entity identified by the Procurement Manager as potentially interested in this RFP or that notifies the Procurement Manager of its interest in or intent to respond to this RFP.
- I. **“MBE”** means a Minority-Owned Business Enterprise (MBE) certified by the Department of Administration under Chapter 16, Wisconsin Statutes.
- J. **“Procurement Manager”** means the person who has been designated by GWOFF to manage this RFP. All communications with the Procurement Manager shall be through electronic mail addressed to procurement@wheda.com.
- K. **“Proposal”** means the complete response from a Proposer, including all required documentation described in this RFP.
- L. **“Proposer”** means the individual, company, corporation or other entity that responds to this RFP.
- M. **“Request for Proposals” or “RFP”** means this document including appendices, addenda, revisions and/or attachments.
- N. **“WBE”** means a Woman-Owned Business Enterprise (WBE) certified by the Department of Administration under Chapter 16, Wisconsin Statutes.

2. CONTRACT INFORMATION

2.1. Contract Term

The Contract will be in effect for the period necessary to complete the work contracted for, with an initial maximum term of no longer than two years. The services must be provided and related expenses incurred within such two-year period.

2.2 Terms and Conditions

In addition to the terms, conditions and specifications contained in this RFP, this RFP and any resulting Contract(s) shall be governed by GWOFF’s Standard Terms and Conditions for Contractual Services (Attachment 4) (the **“Terms and Conditions”**), which includes GWOFF’s Code of Ethics for Consultants and Travel Policy for Consultants. This RFP and the awarded Proposer’s Proposal may, at GWOFF’s option, be incorporated into the Contract.

Proposers must accept the Terms and Conditions referenced above in their entirety or submit point-by-point exceptions along with proposed alternative or additional language for each exception. GWOFF may reject a Proposal if it deems the proposed alternative or additional language to be unacceptable. Submission of the Proposer’s own terms and conditions as a substitute for language in the Terms and Conditions is not a sufficient response to this requirement and may result in rejection of the Proposal. Failure of a successful Proposer to accept GWOFF’s Terms and Conditions as part of the contract or to propose alternative or additional language in its Proposal that is acceptable to GWOFF, will result in cancellation of the award.

3. PROCEDURES AND INSTRUCTIONS

3.1. Reasonable Accommodations

Upon request, GWOFF will provide reasonable accommodations, including the provision of informational material in an alternative format, for individuals with disabilities.

3.2. Proposal Contents and Delivery Requirements

Proposers shall submit:

- A. A pdf file of its Proposal, excluding the Cost Sheet;
- B. A pdf file of its Cost Sheet; and
- C. An excel file of its Cost Sheet

by the Proposal Due Date in the Calendar of Events to:

Procurement Manager

procurement@wheda.com

All emailed Proposals must include the following information in the email with the Proposal information attached:

- Proposer's name and address;
- Request for Proposals title (See upper left-hand box of RFP cover page); and
- Proposal(s) due date (See upper left-hand box of RFP cover page and Calendar of Events).

Proposals must be received at the procurement email address indicated above on or before the date and time Proposals are due. Late Proposals will be rejected. Proposals received at a different email address may be rejected.

3.3. Calendar of Events

The Calendar of Events provides important dates and times by which actions related to this RFP shall be completed. In the event that GWOF finds it necessary to change any of these dates and/or times, it will provide written notification of such changes per Section 3.4 (Communication with Proposers).

3.4. Communication with Proposers

In the event it becomes necessary to make changes to the Calendar of Events, provide additional clarifying data or information, revise any part of this RFP, or provide a record of questions and answers, the Procurement Manager will send written notification, via email and/or U.S. postal mail, in GWOF's discretion, to all Interested Proposers.

3.5. Format of Proposal

Proposers responding to this RFP must submit the following materials:

- A. Signed Request for Proposals Sheet:** The Proposal must include the signed Request for Proposals sheet provided as the cover page of this RFP package. A Proposal submitted in response to this RFP must be signed by the person in the Proposer's organization who is responsible for pricing decisions for the services offered in the Proposal or by a person who has been authorized in writing to act as such person's agent;
- B. Proposer Information Form** (Attachment 1);
- C. Proposer Reference Form** (Attachment 2);
- D. Cost Sheet** (Attachment 3): Provide the Cost Sheet as a pdf file and as an excel file separate from the Proposal package file. All costs for furnishing the services requested under this RFP must be included on the Cost Sheet. Please refer to Section 6 (Cost) for information on Proposal pricing and price adjustments; and
- E. Narrative Responses and Additional Information:** Please refer to Section 5 (Mandatory, General and Technical Requirements) and Section 7 (Additional Information Requirements).

The checklist included with this RFP is provided for the convenience of the Proposer. The Proposer is not required to submit the checklist with its Proposal package.

3.6. Multiple Proposals

Multiple Proposals from a Proposer are permitted; however, each Proposal must conform fully to the requirements for each Proposal submission. Each such Proposal shall be submitted separately and labeled as Proposal #1, Proposal #2, etc. on each page included in the response.

3.7. Questions

Questions concerning this RFP must be submitted in writing to the Procurement Manager via email sent to procurement@wheda.com on or before the Deadline for Submitting Written Questions provided in the Calendar of Events. Proposers are expected to raise any questions, exceptions or additions concerning the RFP (including the Terms and Conditions) prior to this deadline. If a Proposer discovers any significant ambiguity, error, conflict, discrepancy, omission or other deficiency in this RFP, the Proposer must immediately notify the Procurement Manager via email sent to procurement@wheda.com and request clarification and/or modification of the RFP. All questions and answers will be provided to all Proposers in accordance with Section 3.4 (Communication with Proposers).

3.8. Incurring Costs

GWOF is not liable for any cost incurred by a Proposer in responding to this RFP.

3.9. Contact with GWOF

From the date of issuance of this RFP until a letter of intent to award a Contract is issued, all contacts with GWOF regarding this RFP shall be made only through the Procurement Manager. Any information provided by a source other than the Procurement Manager shall be deemed unofficial and nonbinding on GWOF. Violation of this condition may be considered sufficient cause for rejection of a Proposal, irrespective of any other considerations.

3.10. News Releases

News releases pertaining to the RFP or to the acceptance, rejection or evaluation of a Proposal shall not be made without the prior written approval of GWOF.

4. PROPOSAL ACCEPTANCE, VERIFICATION AND AWARD

4.1 Proposals Opening

Proposals will be opened on the Proposal due date and time specified in the Calendar of Events.

4.2 Proposal Review, Verification and Acceptance

GWOF shall review each Proposal to verify that it meets all specified requirements in this RFP. Proposals that do not comply with instructions contained in this RFP may be rejected by GWOF. GWOF reserves the right to waive a particular specification if no Proposer meets that specification. GWOF may request reports on a Proposer's financial stability. GWOF may reject a Proposal if the Proposer is determined to have inadequate financial means to provide the required service. GWOF retains the right to accept or reject any or all Proposals, or accept or reject any part of a Proposal if doing so is in the best interest of GWOF. GWOF shall be the sole judge as to compliance with the instructions contained in this RFP. A Proposal shall be deemed to be firm for acceptance for ninety (90) days from date of the Proposals opening unless otherwise noted. A Proposer may not modify its Proposal after the Proposals opening except to correct minor omissions or miscalculations as directed in writing by the Procurement Manager.

4.3 Minority-Owned and Disabled Veteran-Owned Business Enterprises

Proposers will receive an additional 10 points on a 100-point scale if using a qualified DOA-certified MBE or a qualified DOA-certified DVB in a subcontractor role for at least 10% of the contracted work and fees, or will receive an additional 15 points on a 100-point scale if the proposer is a qualified DOA-certified MBE or a qualified DOA-certified DVB and will be completing all work required under the RFP. All DOA-certified MBEs and/or DOA-certified DVBs must be certified by the Department of Administration under

Chapter 16 of the Wisconsin Statutes and listed under <https://wisdp.wi.gov/>. Qualified Proposers who have MBE and/or DVB DOA certification(s) are required to check the corresponding box(es) on the RFP cover page to be considered for a point preference. Proposers who hire a qualified DOA-certified MBE or a qualified DOA-certified DVB subcontractor are asked to specify this in their Proposal.

4.4 Proposal Scoring

Proposals shall be reviewed by an evaluation committee (the “Committee”) and scored against the Evaluation Criteria stated in Section 4.5 (the “Evaluation Criteria”). The Committee may review references, require oral interviews/presentations and use the results of reference checks, interviews and presentations in scoring the Proposals.

4.5 Evaluation Criteria

The Proposals shall be scored using the following criteria:

A. Mandatory Requirements (Section 5.1)	n/a
B. Organization Capabilities (Section 5.2)	20
C. Staff Qualifications (Section 5.3)	20
D. Technical Requirements (Section 5.4)	40
E. Serving Youth Exclusively (Section 7.1)	10
F. Proposals Pricing (Section 6.1)	5
G. Leverage (Section 6.1)	5
TOTAL	100

A Proposal must meet Mandatory Requirements and receive at least 60 points for Evaluation Criteria B through E prior to having the Cost Sheet scored. A Proposal that receives less than the required number of points for these sections shall be ineligible for further consideration.

Please see Section 4.3 (Minority-Owned and Disabled Veteran-Owned Business Enterprises) for point preferences granted to qualified DOA-certified MBEs, to qualified DOA-certified DVBS and to Proposers who partner with qualified DOA-certified MBEs and qualified DOA-certified DVBS.

4.6 Method to Score Costs

Unless documented in its Cost Sheet, a Proposer may not request a price increase during the initial two-year term of the Contract.

The following formula shall be used to score the Cost Sheet:

$$[(\text{Cost of the Proposal with the Lowest Cost}) / (\text{Cost of the Proposal Being Scored})] \times \text{Maximum Evaluation Points for Cost} = \text{Cost Score for the Proposal Being Scored.}$$

Cost Score:

The Proposers total costs will be divided by the number of persons served. Then, 2,500 will be divided by that calculated number. The total cost score cannot exceed 5 pts.

Example: A Respondent proposal with \$100,000 total costs serving 100 persons would have the following score:

$(\text{Total Costs}/\text{persons served}) = \$100,000/100 = 1,000$, then 2,500 would be divided by 1,000 which would equal 2.5 pts for the cost score.

Leverage Score:

A Respondent can earn an additional maximum 5 points by getting matching financial commitments from other entities. The proposed ratio is scored as follows with a maximum score of 5 using the following

formula:

Proposed match ratio x 2.5 = Leverage Score.

Example: A proposed matching fund ratio of 1:1 is proposed.

1 x 2.5 = 2.5 pts Leverage Score

GWOF reserves the right to include penalties and clawback provisions for not meeting the proposed match leverages.

4.7 Best and Final Offer

GWOF shall compile the final scores of Evaluation Criteria B, C, D, F, and G for each Proposer. The award may be made in one of two ways:

- A. To the Highest Scoring Proposer based upon original Proposals; or
- B. The Highest Scoring Proposer or Proposers may be requested to submit best and final offers. Best and final offers will be evaluated against the Evaluation Criteria, scored and ranked. The award shall then be made to the Highest Scoring Proposer based on best and final offers. However, a Proposer should not expect that GWOF will request a best and final offer.

4.8 Right to Reject Proposals and Negotiate Contract Terms

GWOF reserves the right to reject any and all Proposals. GWOF may negotiate the terms of the Contract, including the award amount, with the selected Proposer prior to entering into the Contract. If contract negotiations cannot be concluded successfully with the Highest Scoring Proposer, GWOF may negotiate a Contract with the next Highest Scoring Proposer.

4.9 Notification of Intent to Award

All Proposers who respond to this RFP shall be notified in writing of GWOF's intent to award the Contract as a result of this RFP.

5. MANDATORY, GENERAL AND TECHNICAL REQUIREMENTS

The Proposer must provide answers to all the following information requests and questions.

5.1. Mandatory Requirements

The Proposer must meet all mandatory requirements to be considered for award.

- A. Proposer, or principals of Proposer, must demonstrate at least two years of experience providing entrepreneurship training/development services. Start-ups should document the experience of the principals of Proposer and/or contracted parties.
- B. Proposer must agree to GWOF's program reporting and compliance requirements. Information requirements will include detailed annual reporting as determined by GWOF. Examples of reporting items could include, number of youth served, number of LIC members served, number of start-ups developed by program participants, and matching funding documentation.
- C. Proposer must submit a proposed term sheet outlining the specific services to be provided and a corresponding detailed cost break-down.
- D. Proposer must be willing to provide a copy of the firm's most recent audited financial statements. If audited financial statements were not prepared, then reviewed financial statements will be acceptable. If the firm is a start-up/newly created fund, then the Proposer and its principals and general partners (as applicable) must be willing to provide personal financial statements upon request.

5.2. Organizational Capabilities

- A. Proposer should provide a brief description of the Proposer's: (a) history of the firm's involvement

in entrepreneurship training and/or financing; (b) the month and year the firm began these activities; (c) experience providing these services in the City of Milwaukee; and (d) any experience with governmental entrepreneurship training and/or loan/equity investment programs. For start-ups/newly created funds, please apply these criteria to the principal owners and general partners.

- B. Proposer should describe how their firm is legally organized, the year it was founded, and its ownership structure, including board governance. If there have been any changes to Proposer's structure within the last five years, please explain.
- C. Proposer should provide an organizational chart diagramming the relationship between the professional staff and all parent-subsidiary, affiliate or joint venture entities.
- D. Proposer should describe organization's staff number and other resources in the City of Milwaukee.
- E. Please note if the organization is externally audited and/or subject to regulatory or monitoring oversight by state and/or federal entities. If so, please document the findings of these audits or monitoring actions if applicable.

5.3. Staff Qualifications

- A. Provide the names and resumes for each staff person who will be assigned to work directly with GWOFF; each resume must include the qualifications, background and experience of the staff person.
- B. Provide a list of any subcontractors (individual or organizational) that the Proposer intends to use and the services the subcontractors will provide under this RFP and state whether any of the subcontracting firms are qualified DOA-certified MBEs and/or qualified DOA-certified DVBs. Proposers are not required to use subcontractors. However, no subcontractor may be used without GWOFF's written approval.
- C. If subcontractors are going to be used, please provide information on the track record and experience of the subcontractors for the services they will provide.

5.4. Technical Requirements

- A. Describe the Proposer's experience. Describe your experience providing financial counseling/entrepreneurship training in Milwaukee and specifically to: low-income communities, minority communities, youth, women, and minority-owned small businesses. Proposer should also provide appropriate reference information (for verification purposes).
- B. Describe the methods and techniques the Proposer would use to provide the services or products as described.
- C. Please answer the following precisely: Describe your experience providing financial counseling/entrepreneurship training in Milwaukee and specifically to: low-income communities, minority communities, youth, women, and minority-owned small businesses. Proposer should also provide appropriate reference information (for verification purposes).

6. COST

6.1. Proposals Pricing

The Proposer must complete the Cost Sheet (Attachment 3) following the instructions provided on the Cost Sheet. Failure to submit pricing as instructed in the Cost Sheet shall result in rejection of the qualifications. Include any payments to be made to any qualified DOA-certified MBE or DOA-certified DVB subcontractors performing work under this RFP in the Cost and Leverage Sheet. Do not alter the format of the Cost Sheet.

- A. Proposer must provide a budget with detailed documentation of all costs that are to be

reimbursed as part of the proposal. Also, Proposer must note how many persons it plans to serve with this funding.

- B. If applicable, Proposer must provide a detailed list of matching funds from other sources. Appropriate commitment letters or other documentation of these funding matches must be provided.

GWOF reserves the right to include penalties and clawback provisions for not abiding with the proposed budget and/or not receiving the matching funding.

6.2. Price Adjustments

The Contractor may lower a price at any time due to general market conditions or other considerations. The Contractor may not request a price increase during the term of the Contract.

7. Additional Requirements

7.1 Serving youth exclusively

_____ Check if your Proposal is to only serve youth 18 years old or younger.



Attachment 1
VENDOR INFORMATION

Entrepreneurship Training in the City of Milwaukee

1. General Company Information

Proposing Company Name _____

CEO/President Name _____

Street Address _____

City _____ State _____ Zip + 4 _____

Company Website www. _____

2. Person to Contact for Questions Concerning this Proposal/Bid/Qualifications

Name _____ Title _____

Street Address _____

City _____ State _____ Zip + 4 _____

Telephone Number _____ Email Address _____

Fax Number _____

3. Person to Contact for Questions Concerning Orders and Billing

Name _____ Title _____

Street Address _____

City _____ State _____ Zip + 4 _____

Telephone Number _____ Email Address _____

Fax Number _____



Attachment 2
VENDOR REFERENCES

Entrepreneurship Training in the City of Milwaukee

Proposer _____

Provide the company name, address, contact person, telephone number, email address and description for three (3) customers to which the Proposer has provided product(s) and/or service(s) with requirements similar to those included in this solicitation document. Failure to provide complete information for three (3) references may result in rejection of the Proposal/Bid/Qualifications.

Company Name _____

Address (include Zip + 4) _____

Contact Person and Title _____

Telephone Number _____ Email Address _____

Product(s) and/or Service(s) Provided _____

Company Name _____

Address (include Zip + 4) _____

Contact Person and Title _____

Telephone Number _____ Email Address _____

Product(s) and/or Service(s) Provided _____

Company Name _____

Address (include Zip + 4) _____

Contact Person and Title _____

Telephone Number _____ Email Address _____

Product(s) and/or Service(s) Provided _____

Attachment 3
COST AND LEVERAGE SHEET

RFP – Entrepreneurship Training in the City of Milwaukee

Proposer/Bidder _____

COST PROPOSAL:

Please provide a detailed budget of all the eligible costs that will be covered by the proposal. The total cost number from this budget should be used for the calculations below. Second, determine the number of persons that will receive qualifying services from your proposal. This is the number of persons served number to use in the calculations below. Please attach the budget and your cost score calculation to this sheet.

The Respondent will earn cost points according to the following formula:

Cost Score:

The Proposers total costs will be divided by the number of persons served. Then, 2,500 will be divided by that calculated number. The total cost score cannot exceed 5 pts.

Example: A Respondent proposal with \$100,000 total costs serving 100 persons would have the following score:

(Total Costs/persons served)=\$100,000/100= 1,000, then 2,500 would be divided by 1,000 which would equal 2.5 pts for the cost score.

Leverage Score:

A Respondent can earn an additional maximum 5 points by getting matching financial commitments from other entities. The proposed ratio is scored as follows with a maximum score of 5 using the following formula:

Proposed match ratio x 2.5 = Leverage Score.

Example: A proposed matching fund ratio of 1:1 is proposed.

1 x 2.5 =2.5 pts Leverage Score

GWOF reserves the right to include penalties and clawback provisions for not meeting the proposed match leverages.

Travel & Expense Policy

General Policy

The Authority is required by law, s.234.02 (3m) (b), Wisconsin Statutes, to adhere to the State of Wisconsin Uniform Travel Schedule. All employees, Members of the Board and consultants must keep their expenditures within those guidelines.

To be reimbursed, the travel must be appropriate and necessary to the mission and to the responsibilities and duties of the employee at the Authority. The Travel and Expense Policy (the Policy) permits reimbursement for actual and necessary expenses and requires the use of reasonable prudence and good judgment. The limits established in this Policy are deemed to be reasonable and prudent.

All reimbursement requests for travel and other business expenses must document the business purpose and include: who, what, where, when and why an expense was incurred.

Expenses which do not comply with this Policy will not be reimbursed. If reimbursed in error or charged to the purchasing card, the amount shall be recoverable as debt from the employee.

Travel Related Expenses

A person is in travel status any time he/she is required to leave their assigned headquarters to accomplish official business. Commuting, travel between an employee's residence and his/her assigned headquarters, is not considered travel status.

While in travel status the following expenses are reimbursable (up to the established limits):

1. Lodging
2. Meals
3. Transportation
4. Parking and Tolls
5. Miscellaneous Expenses (Laundry, Telephone Calls, Porterage)

Payment for any travel expense which exceeds the maximum Uniform Travel Schedule Amounts will only be paid in unusual circumstances when accompanied by a scanned, itemized receipt and a full explanation of the reasonableness of such expense. An unusual circumstance is one outside the control of the employee, is infrequent, and is considered reasonable only when unavoidable additional expense would be incurred by trying to adhere to the established limits.

For travel expenses related to a seminar or conference, the employee must attach an agenda in the comment section of the expense report.

1. Lodging

Lodging will be reimbursed when an employee is in travel status outside of his/her assigned headquarter city. The choice of lodging will be based on cost, with consideration given to accessibility in conducting business. All lodging expenses must be supported by an original, itemized receipt.

Maximum Lodging Rates (excluding tax):

- High cost cities, refer to [Department of Administration - Division of Personnel Management's Bulletin on Maximum Reimbursement for Lodging in High-Cost Out-of-State Cities](#). Review the most recent bulletin for High-Cost City Lodging Rates.
- For Milwaukee, Racine and Waukesha counties \$95
- All other locations \$90

Employees may stay at a documented conference site where lodging costs exceed the maximum permitted amount on the basis that it enables the employee(s) to gain professional benefits due to interaction with other attendees. Written documentation of the official conference hotel and room rate is required. Acceptable forms of documentation include the registration form or brochure confirming the hotel and room rate. No additional statement of justification is required.

Reimbursement will be made only at the single room rate which must be shown on the receipt.

All non-lodging expenses (such as room service, movies, use of exercise facilities) must be personally paid prior to leaving the lodging establishment.

Employees shall use their business identification and provide tax exemption documentation to the hotel to avoid payment of state, county and local taxes. The Authority's Sales and Use Tax exempt status number is ES-45263.

2. Meals

While in travel status, meals will be reimbursed according to the following schedule:

<u>Departure Time</u>	<u>Return Time</u>	<u>Reimbursable Meals</u>
Before 6:00 a.m.	Before 2:30 p.m.	Breakfast
Before 6:00 a.m.	After 7:00 p.m.	Breakfast, Lunch, Dinner
Before 10:30 a.m.	After 2:30 p.m.	Lunch
After 2:30 p.m.	After 7:00 p.m.	Dinner
After 7:00 p.m.	N/A	None

Maximum meal reimbursement rates, including tax and tip (maximum reimbursable tip 15%, may be rounded up to nearest dollar):

	<u>In-State</u>	<u>Out-of-State</u>
Breakfast	\$9.00	\$10.00
Lunch	\$11.00	\$15.00
Dinner	\$21.00	\$25.00

Qualified meals within the assigned headquarter city will be reimbursed under the business expense section of this Policy. Other meals purchased in the assigned headquarter city will not be reimbursed.

Employees shall be reimbursed for actual meal expenses based on the amount recorded in the Gorilla Expense transaction. Receipts are not required, but it is recommended that if you have a receipt you attach it for meal reimbursement. Meals included in the cost of lodging or conference registration fees are not reimbursable.

If there is a suspected abuse or a consistent pattern of maximum meal reimbursement claims is noted on an employee's travel reimbursements, the Chief Financial Officer may require an employee to submit receipts to document the amounts claimed on future travel reimbursements.

The daily rate is not a per diem. When an employee is entitled to reimbursement of two or more consecutive meals in one day, the employee may exceed the maximum amount for one or more meals. The employee may claim the actual amount spent for each meal as long as the total amount claimed for the eligible meals is not greater than the combined maximum reimbursement rate for those meals. Each day is considered separately for application of this Policy.

Any meal reimbursement that is greater than the amount allowed for a meal following the process in the above paragraph must have the applicable receipts attached to the transaction.

No reimbursement will be made for the cost of alcoholic beverages.

3. Transportation

Employees may be reimbursed for the following modes of transportation for documented official business. It is expected the employee will use reasonable prudence when deciding which mode of transportation to use.

a. Air Travel

Reimbursement for commercial air travel will be limited to the lowest coach fare available at the time reservations are made. Reimbursement for an amount other than the lowest appropriate airfare must include a written explanation of the reasonableness of the expense.

Benefits from any airline promotion, such as free tickets for frequent fliers, merchandise, etc. that accrue as a result of official Authority business, belong to the Authority and should be used whenever possible for subsequent official Authority business. An employee shall not be reimbursed for frequent flier vouchers, vouchers for bumping, discount coupons or other similar instruments.

Fees incurred because travel arrangements were changed are reimbursable only when accompanied by a valid, written business reason for the change.

No reimbursement will be made for flight insurance purchased by an employee. Employees are covered for air travel under the Authority's Worker's Compensation Policy.

Saturday night stay: If there are cost savings from air travel, for adding a Saturday night stay, these savings can be applied to the cost of lodging and meals. The traveler must provide documentation of the reduction in cost in the comment section of the transaction.

Following are examples of incorporating a Saturday night stay in their travel.

Arriving Saturday night prior to conference - the expenses for the Saturday night lodging and Saturday night dinner, Sunday breakfast and lunch will be reimbursed up to the savings in air travel expenses. Sunday dinner is already included as part of the travel stay.

Departing Sunday after conference - If a Saturday stay occurs after the conference, one night's lodging and dinner and the following day's breakfast and lunch will be reimbursed up to the savings in air travel expenses. Any days between the end of the conference and the departure date will be considered personal in nature.

Other expenses (telephone calls, car rental, gas for car rental, etc.) incurred during the personal time are not covered by the savings. As detailed above, lodging and meals are the only allowable expenses.

b. Wisconsin Air Services

The State of Wisconsin fleet of airplanes may be used by Authority employees if this mode of transportation is economical. Charges are based on round-trip miles traveled. A quote should be received prior to finalizing the use of fleet airplanes. Prior approval of the Executive Director is also required. The quote and justification for using the state air fleet must be documented and forwarded to Accounts Payable to be included with the Department of Administration invoice.

c. Taxis and Airport Limousine Travel

Reasonable charges for taxis and airport shuttles, including taxi tips up to 15%, are reimbursable. Receipts are required for any fare which exceeds \$25.00.

d. Rail and Bus Travel

Reimbursement shall be limited to coach, unless overnight, where accommodations should be limited to roomette. Receipts are required for reimbursement.

e. Automobile Travel

The three options available to employees for automobile travel include: a) Personal Vehicles; b) Authority Vehicle; or c) Commercial Rental Vehicles.

Traffic citations, parking tickets and other traffic violation expenses incurred are the employee's responsibility and will not be reimbursed.

When a number of employees are traveling to the same destination at the same time, it is their responsibility to arrange for pooled transportation where practicable.

f. Personal Vehicle

Employees are allowed to use their personal vehicle for business use. Mileage for the use of a personal automobile for business use is reimbursable at 51 cents per mile.

An additional 1 cent per mile may be paid to an employee whose automobile is used for transporting 2 or more passengers (not including the driver) while conducting Authority business.

Motorcycle travel is reimbursed at 28.5 cents per mile. The motorcycle mileage rate must be manually converted in Gorilla Expense from 51 cents per mile to 28.5 cents per mile.

The Authority will not be liable for loss or damage of any type to personal vehicles, including accident, theft, or vandalism while the employee is traveling on company business. If an employee is using a personal vehicle on company business, the employee must hold a valid driver's license and have adequate (at least \$300,000) liability insurance. In cases of accidents that occur while using a personal vehicle on company business, the employee's insurance is primary. Violation of any portion of this policy will subject an employee to disciplinary action that may include termination of employment.

Reimbursable business miles include:

- Actual miles driven between an employee's assigned headquarters and a work site (including an airport) removed from the assigned headquarters.
- Actual miles driven between work sites that are removed from the assigned headquarters.
- For trips that start or end at an employee's home, the lesser of a) the mileage between the employee's home and the work site or b) the mileage between the employee's assigned headquarters and the work site.
- Actual miles for travel to and from the airport on the departure and return dates. Reimbursement on weekday airport travel is limited to the lesser of a) the mileage between the employee's home and the airport or b) the mileage between the employee's assigned headquarters and the airport.
- For travel between locations that can be more conveniently reached by air travel without reasonable loss of time, reimbursement for the use of a personal vehicle will not exceed the lowest coach fare available at the time the travel is scheduled. Reimbursement for an amount other than the lowest cost airfare must include a written explanation of the reasonableness of the expense.

The maximum number of miles reimbursed for travel between the Authority's Madison and Milwaukee offices is 83 miles.

g. Authority Vehicle

The Authority vehicle may be used by employees in travel status when available. The employee may not use the Authority vehicle for any personal purpose. Vehicle drivers must be Authority employees.

It is the responsibility of the user to wash the vehicle and be sure that the gasoline tank is filled and the oil checked prior to returning it to the building parking ramp.

When using an Authority vehicle, a credit card is included in the log book and may be used only for gasoline and oil. All receipts must be signed and left in the log book.

The Authority vehicle must be reserved through the Outlook electronic calendar. To ensure

that the vehicle resource in Outlook is accurate, the reservation must include all travel time, from departure through return time. A log book will be given to employees when using the Authority vehicle. At the end of the trip, employees are to record the ending mileage and note any items that may need repair. The business purpose should also be clearly explained, including answers to the questions: who, what, where and why related to the business purpose.

Log books can be picked up from the Reception Desk at the end of the working day if the employee is taking the car overnight or before 8:00 a.m. on the day of departure.

Employees may retain an Authority vehicle overnight when doing so will make the most efficient use of the employee's travel time or when it will promote minimal mileage for the trip. The vehicle reservation in Outlook calendar must include all travel time, from departure through return time, including the following morning hours if vehicle is retained overnight.

h. Commercial Rental Vehicles

If in travel status for the Authority, a rental car may be used. Cars should be rented from Enterprise Rent a Car. Madison: 1864 E. Washington Avenue or 200 W. Beltline Hwy; Milwaukee: 310 W. Wisconsin Avenue. Please reference the following procedure:

- The Commercial Rental vehicle class (Economy, Compact, Intermediate, Standard) chosen should be the most cost efficient for the business travel needs. (If only one driver, consider Economy or Compact class.)
- For insurance purposes, all vehicles **must** be rented using the Corporate Number indicated below. The State contract rate includes unlimited miles, one-way rentals and insurance (Collision Damage Waiver/Loss Damage Waiver, liability and comprehensive without deductible).
- **IMPORTANT:** Use the Authority Corporate Number: **WISC830**. The renter will need to pay for the rental and be reimbursed through Gorilla Expense.
- **IMPORTANT:** When receiving the rental vehicle, the Enterprise representative must be informed that the rental is **TAX EXEMPT**. The Enterprise representative will then manually remove the taxes from the billing.
- Not all Enterprise locations allow for personal vehicles to be left in their parking lot. Renters/Drivers must call the specific rental location to determine if a personal vehicle may be left in their parking lot.
- Vehicle rentals require a valid driver's license for the driver(s) and must be presented when receiving the rental vehicle.
- With a 24 hour advance notice (and no more than 25 miles away), Enterprise will pick up and transport driver to the rental vehicle location OR;
- With a 24 hour advance notice (and no more than 10 miles away), Enterprise will deliver the rental vehicle to WHEDA.
- The Authority's corporate account has set rates and is only to be used for business purposes.
- There are no charges for additional drivers, as long as they are Authority employees and are listed as a driver on the rental vehicle.
- To make a **reservation over the phone:** Call Enterprise at 608/242-5000 (East Washington Avenue) or 608/260-0063 (West Beltline location) in Madison or 414/223- 3720 in Milwaukee.
- To **book online:** Visit www.enterprise.com.

- Indicate Pick up Location (can use zip code of the Madison or Milwaukee Office) and Date/Time of rental.
- **IMPORTANT:** Under “CORPORATE ACCOUNT NUMBER OR PROMOTION CODE”, use the Authority Corporate Number **WISC830**. If prompted, enter **PIN number: WHE**.
- The driver of the vehicle should be indicated in the “Renter’s Name” (First/Last Name needed.) Include a phone number and email. (Email needed for confirmation.)

4. Parking and Tolls

Cost of parking and tolls will be reimbursed when in travel status. Parking charges incurred in the assigned headquarters city resulting from daily trips between the employee’s residence and the assigned headquarters are not reimbursable. Receipts are required for claims in excess of \$25.

5. Miscellaneous Expenses

Miscellaneous expenses should be itemized daily. Miscellaneous expenses include, but are not limited to the following:

a. Laundry

Actual, reasonable and necessary laundry, cleaning and pressing services, if away from home more than three days, are allowable. Charges are limited to one cleaning, one pressing and laundry charge per calendar week. Reimbursement claims must be supported by the original receipts.

b. Telephone

Business telephone calls will be reimbursed if specific charges are incurred.

c. Porterage

Tips for porterage are allowed up to \$2.00 on the day of arrival, \$2.00 on the day of departure, and \$2.00 per each night stay.

Non-Reimbursable Expenses

Non-reimbursable expenses include, but are not limited to the following:

1. Additional charges for late checkout
2. Alcoholic beverages
3. Cancellation charges (unless fully justified)
4. Child care costs and kennel costs
5. Excessive mileage charges incurred for personal reasons; e.g. sightseeing, side trips, etc.
6. Flight insurance
7. Lost/stolen cash or personal property
8. Meals included in the cost of registration fees or airfare
9. Parking costs at the assigned workplace
10. Pay for view movies in motel room; personal entertainment

11. Personal items, e.g., toiletries, luggage, clothing, etc.
12. Repairs, towing service, etc. for personal vehicle
13. Spouse or family members' travel costs
14. Taxi fares to and from restaurants other than for business meeting purposes
15. Traffic citations, parking tickets and other fines

Business & Other Expenses

1. Business Meetings

Expenses related to business meetings are reimbursable. Expenses may include: meeting room rentals, refreshments, meals or other related expenses required to conduct a meeting. No reimbursement will be made for the cost of alcoholic beverages. All expenses should be reasonable and necessary. To be considered a business meeting, a non-Authority employee must be included.

An itemized receipt and documentation are required for reimbursement. The documentation must describe the business purpose or topics discussed and include: who (name, title, company affiliation), what Authority business was discussed, where, when and why an expense was incurred. No reimbursement will be made without complete documentation.

If meals related to business meetings are expected to exceed the Policy limit for that meal, prior approval from the Group Director is required. Each Group Director is responsible for reviewing and approving business meeting expenses. If prior approval is not obtained, reimbursement will be limited to the eligible amount in the Policy.

2. Group Director Meal Reimbursements

Group Directors may claim a meal reimbursement if they conduct a meeting with other Authority staff during a meal. It is expected that such meetings will only take place to accommodate schedule conflicts. The expense must not exceed the travel meal reimbursement rates (see page 2). No reimbursement will be made for the cost of alcoholic beverages. To be compliant with IRS Regulations, these meals must be infrequent (once or twice a month is considered reasonable and acceptable).

A scanned, itemized receipt and documentation are required for reimbursement. The documentation must describe the business purpose or topics discussed and include: who, what Authority business was discussed, where, when and why an expense was incurred. No reimbursement will be made without complete documentation.

3. Team Development

Expenses related to team development are reimbursable. Team development typically includes activities which include an entire work, project or cross-functional team. A one-on-one meeting, although rare, may be considered team development. Examples of team development are training, facilitated retreats, celebrations and welcoming a new team member. Allowable expenses include: refreshments, meals, facilitation, meeting room rentals or other expenses related to training. No reimbursement will be made for the cost of alcoholic beverages.

Each Group receives an allocation of funds for these activities in the budget. It is expected that each Group will remain within their budget allocation. Group Directors are responsible for ensuring the costs per person are reasonable for the activity. An itemized, original receipt and documentation is required for reimbursement. When planning and approving team development activities, the [Procurement Policy](#) must be followed.

Travel and Expense Reimbursement Process

Reimbursements will be made after completing an expense report on Gorilla Expense. Please see the WHEDAnet home page for a link to short videos on how to use Gorilla and how to set up your account. Reimbursements will be made on a bi-weekly basis which corresponds with the payroll schedule. The reimbursement will be made through payroll's direct deposit and will only be paid once approved. Expense reports must be approved by 5:00pm on the Monday of a payroll week unless otherwise noted.

An employee may also use a Purchasing Card for certain reimbursable expenses. Additional information about the Purchasing Card can be found in the [Purchasing Card Policy](#). The employee is responsible for providing purchase confirmation documents to the purchase card holder.

The Gorilla Expense Report must be submitted and approved by the authorized approver according to the Purchasing and Approval Policy. The request must be submitted within 30 calendar days of the completion of the business trip or occurrence of the expense. Travel and expense reimbursements processed through Gorilla after the 30 days will be flagged as a violation and the authorized approver must be able to justify why the expense was approved past the 30 day window.

Expense Approval Authority

It is the Authorized Approver's responsibility to carefully examine whether the expenses are within the Travel and Expense Policy guidelines and resolve with the employee any deviations from this policy. The Authorized Approver is verifying:

1. The reasonableness and propriety of the expenses listed; and
2. Compliance with the Travel and Expense Policy, the [Purchasing Card Policy](#) and the [Procurement Policy](#).
3. If an authorized approver is gone for an extended amount of time, the authorized approver can transfer their approval power to a higher level within their own group, or to the Group Director.
4. Limitations:
 - Executive Director, group Directors and managers may not approve their own expenses and purchases.
 - Group Directors and managers may not approve a purchase, invoice or travel reimbursement for an employee in another group.
 - Group Directors and managers may only delegate expense approval authority to a higher level.