

VENDOR QUESTIONS WORKSHEET

Information Sought	Bidder Response
1. Contact Information	
Bidder's sole contact person during the RFQ process. Include name, title, address, email, and phone number.	
Person authorized to receive and sign a resulting contract. Include name, title, address, email, and phone number.	
2. Organization Background Information	
Legal business name and address. Include business entity form, state of formation, e.g., sole proprietor, corporation, limited liability company, etc.	
Phone number	
Website address	
Number of years in business	
Number of employees	
Legal business name and address of parent organization, if any	

Information Sought	Bidder Response
<p>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.</p>	

Information Sought	Bidder Response
<p>Discuss your organization's history. Has growth been organic, through mergers and acquisitions, or both?</p>	
<p>Has bidder ever been debarred, suspended, or disqualified from bidding or contracting with any entity? If yes, provide the date, the entity, and details about the situation.</p>	

Information Sought	Bidder Response
<p>Has your organization been a party to litigation? If the answer is yes, then state the date of initial filing, case name and court number, and jurisdiction.</p>	
<p>Within the last five 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 five years.</p>	

Information Sought	Bidder Response
<p>Describe partnerships and strategic relationships you think will bring significant value to the DNR Spark Grant program.</p>	
<p>State the physical address of the place of business that would have primary responsibility for this account if bidder is awarded BPA under this RFQ.</p>	
<p>3. Small Business Set Aside</p>	
<p>Is your business registered as a small business concern in SAM.gov, or do you self-certify as a small business concern as defined by the SBA? If yes, please provide the NAICS Code under which you are a small business concern. See https://www.sba.gov/document/support-table-size-standards for list of NAICS codes and size standards.</p>	

Information Sought	Bidder Response
<p>To demonstrate qualification as a qualified small business concern, you must provide:</p> <p>(a) Primary NAICS Code(s) found here: https://www.sba.gov/document/support-table-size-standards</p> <p>(b) Size self-certification; and</p> <p>(c) If applicable, proof of SAM.gov registration OR any third-party certification with respect to disadvantaged small business status.</p> <p>(d) If applicable, indicate the small business category(ies), including applicable NAICS Code:</p> <ul style="list-style-type: none"> • Small Business • 8(a) Participant—firm owned by socially and economically disadvantaged U.S. citizens • Women-owned Small Business • Veteran-owned Small Business • Service-disabled Veteran-owned Small Business • HUBZone Certified • Other, not named above 	

4. Participation in RFQ Development or Evaluation	
<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. Indicators 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>If you are awarded an agreement 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>	

Please provide the relevant organizational contact information for the project client:

Organization name: _____

Contact name: _____

Contact role at time of project: _____

Contact phone: _____

Contact email: _____

City: _____

State: _____

Zip: _____

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 RFQ?
4. Dollar value:
5. Start and end date (mm/yy–mm/yy):
6. Status (completed, live, other—specify phase):
7. Results obtained:

B. Project Scoping

Project scoping assistance helps local governments define the scope, goals, and objectives of their parks and recreation projects. It involves conducting feasibility studies, assessing site conditions, and considering factors such as demographics, environmental impact, and available resources. This technical assistance ensures that projects are appropriately sized, well-planned, and align with the community's needs and desired outcomes, contributing to equitable access to recreational opportunities.

Describe your firm's qualifications to conduct this type of technical assistance.
Please provide the relevant organizational contact information for the project client:
Organization name: _____
Contact name: _____
Contact role at time of project: _____
Contact phone: _____
Contact email: _____
City: _____
State: _____
Zip: _____

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 RFQ?
4. Dollar value:
5. Start and end date (mm/yy–mm/yy):
6. Status (completed, live, other—specify phase):
7. Results obtained:

C. Grantwriting and Application Submission

Technical assistance in grantwriting and application submission supports local governments in securing funding for their parks and recreation projects. This involves understanding community assets, preparing compelling grant proposals, and ensuring that all required documentation and information are accurately provided. By assisting with grant applications, local governments increase their chances of securing funding that can be used to develop equitable parks and recreation facilities in their community.

Describe your firm's qualifications to conduct this type of technical assistance.
Please provide the relevant organizational contact information for the project client:
Organization name: _____
Contact name: _____
Contact role at time of project: _____
Contact phone: _____
Contact email: _____
City: _____
State: _____
Zip: _____

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 RFQ?
4. Dollar value:
5. Start and end date (mm/yy–mm/yy):
6. Status (completed, live, other—specify phase):
7. Results obtained:

D. Grant Administration and Compliance

Once grants are awarded, technical assistance in grant administration and compliance helps local governments manage the funds effectively. This includes financial management, reporting, and ensuring compliance with the grant's terms and conditions. By providing guidance on grant administration and compliance, this assistance ensures that the funds are utilized properly, transparently, and in accordance with the grant's intended purpose, contributing to equitable implementation of parks and recreation projects. This should include reporting on the use of federal funds, which are the source of this grant funding.

Describe your firm’s qualifications to conduct this type of technical assistance.

Please provide the relevant organizational contact information for the project client:

Organization name: _____

Contact name: _____

Contact role at time of project: _____

Contact phone: _____

Contact email: _____

City: _____

State: _____

Zip: _____

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 RFQ?
4. Dollar value:
5. Start and end date (mm/yy–mm/yy):
6. Status (completed, live, other—specify phase):
7. Results obtained:

E. Vendor Selection and Management (Engineering and Design, Construction, Etc.)

This technical assistance involves supporting local governments in selecting and managing vendors for various aspects of parks and recreation projects. It includes assisting with the procurement process in adherence with requirement of the DNR Spark Grant program, evaluating proposals, and ensuring that vendors meet the required qualifications and standards. By providing guidance on vendor selection and management, this assistance helps local governments engage competent and diverse vendors for engineering, design, construction, and other services, fostering equitable opportunities in project implementation.

Describe your firm’s qualifications to conduct this type of technical assistance.
Please provide the relevant organizational contact information for the project client:
Organization name: _____
Contact name: _____
Contact role at time of project: _____
Contact phone: _____
Contact email: _____
City: _____
State: _____
Zip: _____

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 RFQ?
4. Dollar value:
5. Start and end date (mm/yy–mm/yy):
6. Status (completed, live, other—specify phase):
7. Results obtained:

1.2. Geographic Area of Technical Assistance Contractors:

Using the following map, please indicate which geographic areas your firm would like to be qualified to deliver services in:

CMF anticipates making the following numbers of awards per region but reserves the right to modify the final number of awards based on various factors, including but not limited to the quantity and quality of bidders.

Southeast Lower (24 total awardees—12 small business set asides)

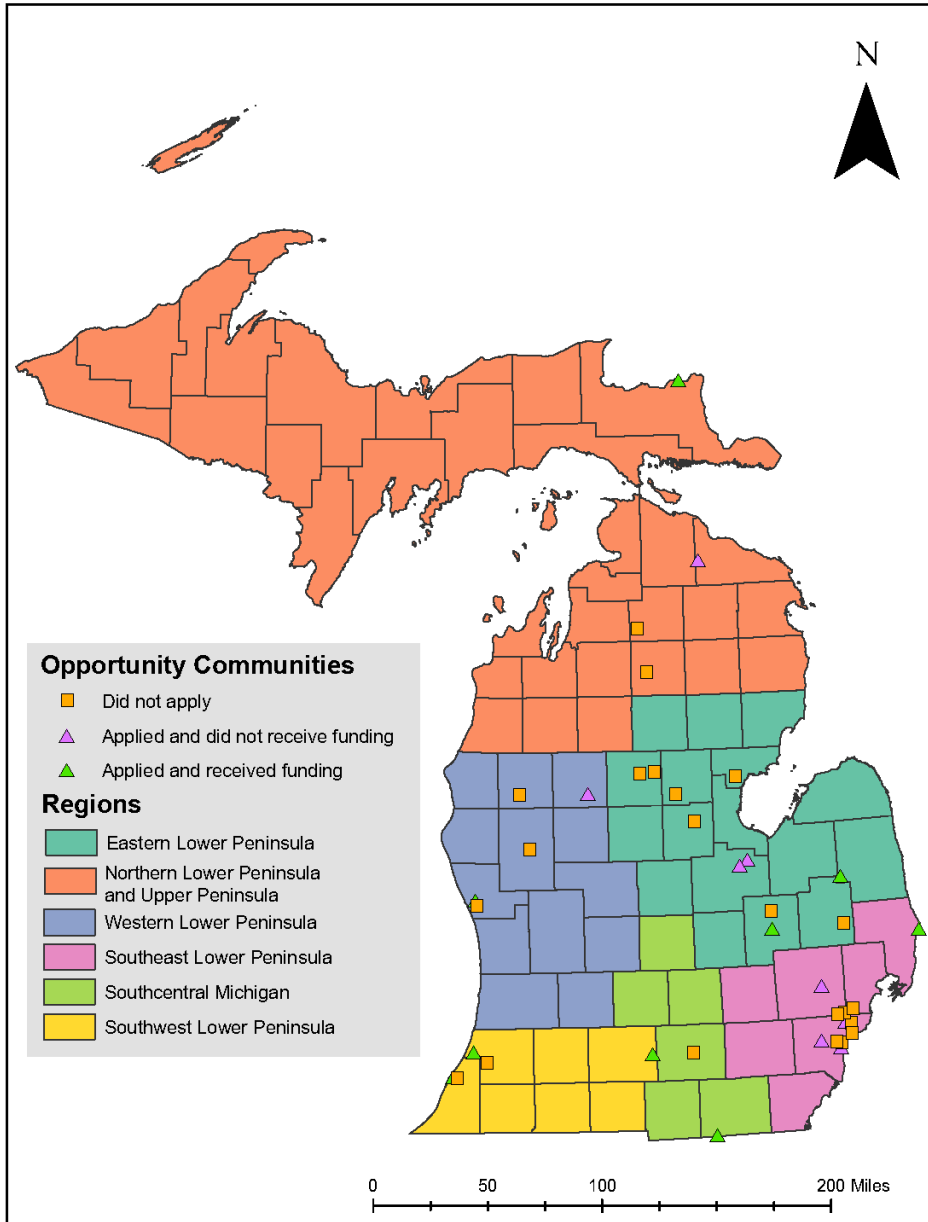
Southcentral Lower (4 total awardees—2 small business set asides)

Southwest Lower (8 total awardees—4 small business set asides)

Eastern Lower (24 total awardees—12 small business set asides)

Western Lower (10 total awardees—5 small business set asides)

Northern Lower and Upper Peninsula (8 total awardees—4 small business set asides)



Please indicate with an “X” in the table below for which geographical area(s) the bidder seeks prequalification.

Area	Southeast Lower	Southcentral Lower	Southwest Lower	Eastern Lower	Western Lower	Northern Lower and Upper Peninsula

1.3. IT Policies, Standards, and Procedures

Contractors are advised that CMF has methods, policies, standards, and procedures that have been developed over the years. Contractors are expected to provide proposals that conform to CMF IT policies and standards. All services and products provided as a result of this RFQ must comply with all applicable CMF IT policies and standards. Contractor is required to review all applicable links provided below and CMF compliance in their response.

[Privacy Policy](#) | [Terms of Use](#)

<input type="checkbox"/>	I have reviewed the above requirement and agree with no exception.
<input type="checkbox"/>	I have reviewed the above requirement and have noted all exception(s) below.
List all exception(s):	

1.4. Equity Training

All contractors will be required to participate in equity training offered by CMF and its consultants and adhere to the principles of the training concepts during the length of the contract.

<input type="checkbox"/>	I have reviewed the above requirement and agree with no exception.
<input type="checkbox"/>	I have reviewed the above requirement and have noted all exception(s) below.
List all exception(s):	

1.5. Insurance

To be awarded a Task Order, selected contractors must be eligible to obtain, and maintain, the minimum insurance limits, if any, as will be detailed in future Task Orders for the entirety of the term of performance.

2. Staffing

2.1. Contractor Representative

The Contractor must appoint (1) individuals specifically assigned to CMF accounts, who will respond to CMF inquiries regarding the Task Order activities, answer questions related to ordering and delivery, etc. (the “Contractor Representative”).

The Contractor must notify the CMF Agreement Administrator at least 14 calendar days before removing or assigning a new Contractor Representative.

<input type="checkbox"/>	I have reviewed the above requirement and agree with no exception.
<input type="checkbox"/>	I have reviewed the above requirement and have noted all exception(s) below.
List all exception(s):	
Bidder must identify its Contractor Representative:	

2.2. Agreement Administrator

The Agreement Administrator for each party is the only person authorized to modify any terms of the BPA or any Task Order, and approve and execute any change under the BPA or any Task Order (each Agreement Administrator):

CMF:	Contractor:
Agreement Administrator Name: Randy Van Antwerp Phone: 616-850-2122 Email: SPARK@michiganfoundations.org	Name: _____ Street Address: _____ City: _____ State: _____ Zip: _____ Email: _____ Phone: _____

2.3. Program Manager

The Program Manager for each party will monitor and coordinate the day-to-day activities of the BPA and any Task Orders (each Program Manager):

CMF:	Contractor:
Program Manager Name: Regina Bell Phone: 313-566-2447 Email: SPARK@michiganfoundations.org	Name: _____ Street Address: _____ City: _____ State: _____ Zip: _____ Email: _____ Phone: _____

2.4. Key Personnel

The Contractor must appoint one individual who will be directly responsible for the day-to-day operations of the BPA and any Task Orders (“Key Personnel”). Key Personnel must be specifically assigned to the CMF account, be knowledgeable on the contractual requirements, and respond to CMF inquiries within 24 hours.

With each individual Statement of Work under a Task Order, the Contractor must identify the Key Personnel, indicate where they will be physically located, describe the functions they will perform, and provide current chronological résumés.

- A. The Contractor must identify all Key Personnel that will be assigned to the BPA and any Task Orders in the table below, which includes the following:
1. Name and title of staff that will be designated as Key Personnel.
 2. Key Personnel years of experience in the current classification.
 3. Identify which of the required Key Personnel positions they are fulfilling.
 4. Key Personnel's roles and responsibilities, as they relate to this RFQ, if the Contractor is successful in being awarded the Contract. Descriptions of roles should be functional and not just by title.
 5. Identify if each Key Personnel is a direct, subcontract, or contract employee.
 6. Identify if each Key Personnel staff member is employed full-time (FT), part-time (PT) or temporary (T), including consultants used for the purpose of providing information for the proposal.
 7. List each Key Personnel staff member's length of employment or affiliation with the Contractor's organization.
 8. Identify each Key Personnel's percentage of work time devoted to this Contract.
 9. Identify where each Key Personnel staff member will be physically located (city and state) during the Task Order performance.

1. Name	2. Years of Experience	3. Position	4. Role(s) / Responsibilities	5. Direct / Subcontract/ Contract	6. FT / PT / T	7. Length of Employment	8. Percentage of Work Time	9. Physical Location	10. Category of Technical Assistance

1. Name	2. Years of Experience	3. Position	4. Role(s) / Responsibilities	5. Direct / Subcontract/ Contract	6. FT / PT / T	7. Length of Employment	8. Percentage of Work Time	9. Physical Location	10. Category of Technical Assistance

2.5. Organizational Chart

The Contractor must provide an overall organizational chart that details staff members, by name and title, and subcontractors.

Bidder must provide detailed information as required above. If a separate document is being attached to this RFQ, the name of the document must be provided in the box below. File names should be in the following format: YYYYMMDD_FirmName_DocumentType.pdf

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BLANKET PURCHASE AGREEMENT

THIS BLANKET PURCHASE AGREEMENT (the "Agreement") is made as of _____, 2023 ("Effective Date"), by and between the Council of Michigan Foundations (CMF), a Michigan nonprofit organization, and _____, a _____ ("Contractor," each a "Party," and together, the "Parties").

A. CMF leads, strengthens, and supports Michigan's community of philanthropy by emboldening and equipping CMF members in the relentless pursuit of equitable systems and inclusive diversity, fortifying the field through public policy action, fostering the growth of current and future philanthropy leaders and advancing exemplary philanthropic practices and field expertise (the "Purpose").

B. As part of achieving the Purpose, CMF seeks to further the Michigan Spark Grant program to improve healthy spaces in communities currently experiencing significant levels of health, social and economic disparities and with little or no previous parks and recreation investment through increased public and local/regional private sector support and technical assistance via the award of American Rescue Plan Act grant dollars (the "Grant").

C. Contractor desires to provide Technical Assistance to CMF in supporting Grant requests for the regions detailed in the RFQ.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency which is hereby acknowledged, the parties agree as follows:

1. CMF hereby appoints Contractor, and Contractor hereby accepts such appointment, to CMF's prequalified contractor list (the "List") for the following regions (the "Regions") and purposes set forth in the RFQ.
2. CMF hereby agrees to issue Requests for Proposals (RFPs) exclusively to those Contractors appointed to the List.
3. Contractor hereby agrees to submit proposals in response to RFPs published for the Regions.
4. Failure by Contractor to submit proposals in response to a reasonable number of RFPs, as determined in CMF's sole and exclusive discretion, is grounds for CMF, in its sole discretion, to rescind Contractor's appointment to the List for any, and all, Regions.
5. Contractor agrees all payment shall be in accordance with the respective Task Orders issued pursuant to each Regions' issued RFPs.
6. Contractor understands and agrees the term of its appointment to the List shall be until December 31, 2024.

7. Contractor understands and agrees that CMF, in its sole discretion, may terminate the RFQ at any time.
8. Contractor hereby consents that all matters arising out of or relating to this Agreement are governed by and construed in accordance with the internal laws of the State of Michigan without giving effect to any choice or conflict of law provision or rule (whether of the State of Michigan or any other jurisdiction) that would cause the application of the laws of any jurisdiction other than those of the State of Michigan. Each Party irrevocably and unconditionally submits to the exclusive jurisdiction of the courts in the State of Michigan.
9. Contractor hereby represents that it is able to obtain, and maintain, the minimum insurance limits, if any, as required by any RFP, or resulting Task Order.
10. This Agreement constitutes the entire agreement between CMF and Contractor with respect to the subject matter hereof and supersedes any prior or contemporaneous oral or written representations with regard to the subject matter. Any modifications to the terms and conditions of this Agreement will be made only by written instrument signed by both parties.
11. If any term or provision of this Agreement is invalid, illegal, or unenforceable in any jurisdiction, such invalidity, illegality, or unenforceability shall not affect any other term or provision of this Agreement or invalidate or render unenforceable such term or provision in any other jurisdiction.
12. No waiver by a Party of any of the provisions of this Agreement is effective unless explicitly set forth in writing and signed by such waiving party. No failure to exercise, or delay in exercising, any right, remedy, power, or privilege arising from this Agreement operates, or may be construed, as a waiver thereof. No single or partial exercise of any right, remedy, power or privilege hereunder precludes any other or further exercise thereof or the exercise of any other right, remedy, power, or privilege.
13. Contractor shall not assign any of its rights or delegate any of its obligations under this Agreement without the prior written consent of both Parties to this Agreement. Any purported assignment or delegation in violation of this Section is null and void and relieves CMF of any of its obligations under this Agreement.
14. This Agreement may be signed in counterparts, each of which will be deemed an original and all of which taken together will constitute one and the same instrument. Copies (facsimile or otherwise) of signatures to this Agreement will be deemed to be originals and may be relied upon to the same extent as the originals.

15. All notices, requests, consents, claims, waivers, and other communications hereunder shall be in writing and shall be deemed to have been given (a) when delivered by hand (with written confirmation of receipt); (b) when received by the addressee if sent by a nationally recognized overnight courier (receipt requested); (c) on the date sent by email of a PDF document (with confirmation of transmission) if sent during normal business hours of the recipient, and on the next business day if sent after normal business hours of the recipient; or (d) on the third day after the date mailed, by certified or registered mail, return receipt requested, postage prepaid. Such communications must be sent to the respective parties at the respective address set forth in the RFQ.

<input type="checkbox"/>	I have reviewed the above requirement and agree with no exception.
<input type="checkbox"/>	I have reviewed the above requirement and have noted all exception(s) below.
<p>List all exception(s):</p> <div style="background-color: #f0f0f0; height: 200px; border: 1px solid black;"></div>	

FEDERAL PROVISIONS ADDENDUM

Contractors will be required to comply with all applicable requirements outlined in 2 CFR 200 Appendix 2, as well as all additional requirements included in future Task Order solicitations, which can be found here: <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/appendix-Appendix%20II%20to%20Part%20200>

<input type="checkbox"/>	I have reviewed the above requirement and agree with no exception.
<input type="checkbox"/>	I have reviewed the above requirement and have noted all exception(s) below.
List all exception(s):	

The Contractor, _____,
certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if
any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. Chap. 38,
Administrative Remedies for False Claims and Statements, apply to this certification and disclosure, if
any.

Signature of Contractor's Authorized Official

Name and Title of Contractor's Authorized Official

Date