

Request for Information (RFI): Michigan Statewide Migrant Seasonal Farmworker Enumeration Study Response Instructions, Department of Technology, Management and Budget -Procurement

RESPONSE INSTRUCTIONS

DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET –PROCUREMENT

RFI No. 1.

Solicitation Manager: Executive Director Isabel Montemayor-Vazquez, Ph.D., Hispanic/Latino Commission of Michigan, The Office of Global Michigan. montemayorvazquezi@michigan.gov

Request for Information (RFI):

Michigan Statewide Migrant Seasonal Farmworker (MSFW) Enumeration profile Study

The objective of this Request for Information (RFI) includes, but is not limited to, collecting market information to better understand best practices for the implementation of the Michigan Statewide Migrant Seasonal Farmworker Enumeration Profile Study. The information gathered may be used to assist the State in developing program strategy and possibly developing an RFP for the Michigan Statewide Migrant Seasonal Farmworker (MSFW) Enumeration Study. The intended study aims to holistically capture the changing landscape of MSFWs in Michigan and their household family members. It seeks to examine various demographic and social characteristics through mixed methods, with the data providing a better understanding of the population, their locations across the state, and their emergent needs. The goal is to make informed policy recommendations to the state regarding this population.

Please note that this Request for Information (RFI) is for informational purposes only, and no contract will be awarded as a result. A firm or organization's response to the RFI—or lack thereof—will have no impact on the evaluation of responses to any subsequent Request for Proposals (RFP) or Invitation to Bid (ITB) released. Please also note that all responses will be public record. Do not submit confidential information in your response.

Request for Information Timeline:

- RFI Released: March 15, 2024
- RFI Pre-Response Meeting: March 20, 2024
- Deadline for vendors to submit questions about this RFI: March 25, 2024. Questions should be submitted to: LEO-GLOBALMICHIGAN@michigan.gov
- Anticipated date the State will return answers to vendor questions: **March 28, 2024**
- **Deadline to submit RFI response: April 10, 2024**

**A vendor's response received at 5:00:01 p.m. Eastern is late and subject to disqualification.*

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1. CONTACT INFORMATION FOR THE STATE:

The sole point of contact for the State concerning this RFI is listed below. Contacting any other State personnel, agent, consultant, or representative about this RFI may result in vendor disqualification. Contact information for RFI point of contact:

Executive Director Isabel Montemayor-Vazquez, Ph.D., Hispanic/Latino Commission of Michigan, The Office of Global Michigan. montemayorvazquezi@michigan.gov

2. OPTIONAL PRE-RESPONSE MEETING:

An optional RFI Information Session for this RFI will be held to answer questions from prospective respondents on March 20, 2024. During the Information Session, The Office of Global Michigan (OGM) staff will summarize the goals of the RFI, and the information requested. OGM staff will take questions from prospective respondents and community members during the Information Session. Any answers given at the Information Session are tentative, and final answers will be provided via a Q&A document released after the Deadline for Questions, March 25, 2024.

Statements made by the Solicitation Manager or designee at a pre-response meeting are not considered modifications to the RFI. If, however, the Solicitation Manager determines modifications to the RFI are warranted after the meeting, modifications will be distributed in writing as explained in the Modifications section of this document.

Attendance at the pre-response meeting is limited to [1] person per vendor. Accessibility requests for reasonable accommodations at the pre-response meeting should be made with the Solicitation Manager at least 10 business days before the date of the meeting. Accommodation requests received outside this time cannot be guaranteed.

3. MODIFICATIONS:

The State may modify this RFI at any time. This is the only method by which the RFI may be modified.

4. QUESTIONS:

Vendor questions about this RFI must be emailed to LEO-GLOBALMICHIGAN@michigan.gov no later than March 25, 2024. In the interest of transparency, only written questions are accepted. Answers to questions will be provided to all vendors submitting questions or who submit a request for answers. Submit questions using the format below; a Microsoft Excel format or similar is suggested.

Suggested Format:

Question Number. Document and Section | Page Number | Question

5. DELIVERY OF RESPONSE:

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Electronic – The vendor must submit its response, all attachments, and any modifications or withdrawals electronically to LEO-GLOBALMICHIGAN@michigan.gov. The price response should be saved separately from all other response documents. The vendor 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 vendor may also submit copies of documents in PDF. Attachment file size is limited to 6 MB per document. Vendor's failure to submit a response as required may result in disqualification. The response and attachments must be fully uploaded and submitted prior to the response deadline.

Responsibility for a complete submission lies with the vendor. Note that all documents and information submitted in any manner as part of a response will become public record immediately upon receipt by the State.

6. ORAL PRESENTATION:

The State reserves the right to invite some vendors for oral presentations.

7. GENERAL CONDITIONS:

The State will not be liable for any costs, expenses, or damages incurred by a vendor participating in this RFI. This RFI is not an offer to enter into a contract. The vendor understands that their response will become public record immediately upon receipt by the State. Other than verified trade secrets, responses submitted are the State's property.

8. CONFIDENTIAL TREATMENT FORM AND THE FREEDOM OF INFORMATION ACT.

As a public record, all portions of the vendor's response is 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 vendor's response is exempt from disclosure under FOIA. **A vendor's failure to comply with this Section is grounds for rejecting a vendor's response as non-responsive.** As a part of its response, each vendor must follow the procedure below.

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

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- i. Complete and sign Section 1 of the CT Form if the vendor does NOT request confidential treatment of information contained in its response; or
- ii. Complete and sign Section 2 of the CT Form if the vendor requests confidential treatment of certain information. **Vendor must also submit a “Public Copy” of the response with the trade secret, financial, and proprietary information redacted and clearly labeled as the “Public Copy.”**
- iii. Failure to complete and sign a CT Form may result in disqualification of the vendor. **If a vendor fails to properly complete and submit the CT Form or otherwise fails to follow the CT Form instructions, the response, in its entirety, will be treated as a “Public Copy” and may be publicly disclosed by the State without redaction after vendors have been notified of an award recommendation.**

b) **FOIA REQUESTS.** If a FOIA request is made for a vendor's response, the Public Copy may be distributed to the public along with the vendor'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 vendor 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.

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 response as confidential may be rejected as non-responsive. Vendors 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 vendor falls under MCL 18.1261 or other applicable FOIA exemptions. If a FOIA request is made for materials that the vendor 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) Vendor 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 vendor's response submitted under this RFI. Vendor 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 vendor's response submitted under this RFI that vendor has identified as a trade secret, or financial or proprietary information. The State will notify vendor 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. Vendor will

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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.

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CONFIDENTIAL TREATMENT FORM

INSTRUCTIONS. Vendor must complete either Section 1 or Section 2 of this CT Form and sign where indicated. **Do not complete both sections.** This CT Form must be signed by the individual who signed the vendor's response. A completed CT Form must be submitted with your response, regardless of whether your response contains confidential information.

Failure to submit a completed CT Form with your bid is grounds for rejecting the response as non-responsive. If a vendor fails to properly complete and submit the CT Form or otherwise fails to follow CT Form Instructions, the response, in its entirety, will be treated as a "Public Copy" and may be publicly disclosed by the State without redaction after vendors have been notified of an award recommendation. See the Confidential Treatment Form and The Freedom of Information Act (FOIA) sections of the Response Instructions for additional information.

Section 1. CONFIDENTIAL TREATMENT IS NOT REQUESTED

This section must be completed, signed, and submitted with the response if the vendor does not request confidential treatment of any material contained in the response. **If this section is completed, do not complete Section 2. CONFIDENTIAL TREATMENT IS REQUESTED.**

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

RFI Number

RFI Title

Signature

Date

Printed Name, Title, Company

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Section 2. CONFIDENTIAL TREATMENT IS REQUESTED

This section must be completed, signed, and submitted with the response if vendor requests confidential treatment of any material contained in the response. Submission of a completed CT Form is required to request confidential treatment. **If this section is completed, do not complete Section 1. **CONFIDENTIAL TREATMENT IS NOT REQUESTED.****

Provide the information in the table below. Vendor may add rows or additional pages using the same format shown in the table. Vendor must specifically identify the information to be protected as confidential and state the reasons why protection is necessary.

The CT Form will not be considered fully complete unless, for each confidentiality request, the vendor: (1) identifies the Response Page #, Section #, and Paragraph #, (2) identifies whether the material is a Trade Secret (TS), Proprietary Financial Information (FI), or Proprietary Information (PI), and (3) explains the specific legal grounds that support treatment of the material as TS, FI, or PI. Vendors must provide a complete justification as to how the material falls within the scope of an applicable FOIA exemption or relevant case law. Vendors must not simply cite to an applicable exemption or case name. Vendors must also provide the contact information for the person at their organization authorized to respond to inquiries by the State concerning the material.

Vendor must also submit a “Public Copy” of the response with the trade secret, financial, and proprietary information redacted and clearly labeled as the “Public Copy”.

- 1. Response Page Number, Section Number, Paragraph Number**
- 2. Material is Trade Secret (TS), Proprietary Financial Information (FI), Proprietary Information (PI)**
- 3. Applicable FOIA Exemption within Written Justification**
- 4. Vendor Contact Information**

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

RFI Number

RFI Title

Signature

Date

Printed Name, Title, Company

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REQUEST FOR INFORMATION

Michigan Statewide Migrant Seasonal Farmworker Enumeration Study

The objective of this Request for Information (RFI) includes, but is not limited to, collecting market information to better understand best practices for the implementation of the Michigan Statewide Migrant Seasonal Farmworker Enumeration Profile Study. The information gathered may be used to assist the State in developing program strategy and possibly developing an RFP.

Global Michigan is soliciting essential input from stakeholders and state departmental leaders regarding the objectives, scope, deliverables, costs, and data collection schedule for the Statewide Migrant Seasonal Farmworker Enumeration Study from 2024 to 2026. This study will span two years, with data collection occurring twice. The approximate funding allocated for this project is estimated at \$800,000.

About The Michigan Statewide Migrant Seasonal Farmworker Enumeration Study

The study aims to holistically capture the changing landscape of MSFWs in Michigan and their household family members. It seeks to examine various demographic and social characteristics through mixed methods, with the data providing a better understanding of the population, their locations across the state, and their emergent needs. The goal is to make informed policy recommendations to the state regarding this population.

Priority Focus Areas for Study: The study will employ a mixed methods approach, incorporating both survey and interview sampling methods. The priority areas for data collection include:

- Population Demographics
- Patterns of Worker Migration
- Worker Safety
- Housing Conditions
- Public Health/Health Care Access
- Workforce Development/Training
- Language Accessibility
- K-12 Education
- Legal Services
- Immigration/Visa Status

Background About Desired Project Need: It has been established that the migrant and seasonal farm worker enumeration study is a necessary study that collects critical information about the

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migrant and seasonal farm worker population in Michigan. In Act 380 of 1965, the Michigan Legislature enacted the duties of the Commission on Agricultural Labor which states in Section 16.491 Commission; duties; Section 391 “(d) seek effective methods for the improvement of living, working, and related problems affecting agricultural labor of all types.” and “(e) Formulate policies to effectuate the purposes of this act and make recommendations to agencies and officers of the state or local subdivisions of government on such policies and purposes.” The enumeration study is an effective method of identifying agricultural labor needs and barriers, that help formulate recommendations for program and policy priorities to facilitate improved living, working, and other related conditions for agricultural labor.

Data Collection Cadence & Reporting of Deliverables for the Study:

- It is anticipated that data will be collected twice during the study timeframe.
- We will utilize a systematic reporting cadence for sharing and reporting study results.
- We will implement regular updates to the advisory committee to ensure ongoing collaboration and transparency.
- We anticipate establishing metrics and a dashboard for measuring the impact of the study, informed by the data collected. Metrics may include improvements in working conditions, increased access to healthcare, enhanced workforce development, etc.
- It is anticipated a full report of results will be developed and finalized to share broadly at the state and national level for use by internal and external stakeholders, the public, and the MSFW community.

Desired Qualifications of Potential Respondents to this RFI: The Office of Global Michigan is especially interested in hearing feedback on this proposed project from the following firms, organizations, or individuals: Farmworker Legal Services, The Julian Samora Research Institute, Michigan Immigrant Rights Center, UFW, etc. ask that those preparing a response to this RFI work or have worked closely with the desired target community (Migrant Seasonal Farmworkers in Michigan), are invested in the long-term advancement and betterment of the target community, serve as experts in their field, and /or have collaborated on similar/related projects in the past.

Respondents are invited to provide information on the following subjects of interest to The Office of Global Michigan: [Feedback on Planned Approach/Information, How Project will Impact the MSFW community/etc.] Information provided should total no more than 2 total pages. Respondents may include additional attachments with their response document.

Responses to the following prompts are requested:

1. Suggestions for additional priority areas or specific aspects within the listed categories that should be included in the data collection efforts.

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2. Recommendations for the methodological approach (e.g., sampling techniques, survey design, interview protocols) to effectively capture the demographic and social characteristics of MSFWs and their household family members.
3. Insights on potential challenges or barriers that may arise during data collection, particularly in the context of engaging with the MSFW population, and strategies to address them.
4. Information on how the study may have an intentional and or unintentional impact the MSFW population.
5. Input on the timeline for the study, including key milestones and deliverables.
6. Estimates of the anticipated cost for conducting the study, considering factors such as personnel, materials, travel, and data analysis.
7. Suggestions for qualifications and expertise required of potential contractors to ensure the successful implementation of the study.