

**REQUEST FOR PROPOSALS FOR
ADMINISTRATIVE SERVICES**



SOUTHCENTRAL MICHIGAN PLANNING COUNCIL

**300 South Westnedge Ave
Kalamazoo MI 49007**

08/16/2024

RFP – ADMINISTRATIVE SERVICES

I. INTRODUCTION AND BACKGROUND:

The Southcentral Michigan Planning Council (SMPC) is requesting Proposals from any and all parties who would like consideration for the provision of administrative services. A contract will be awarded for one year, with the option to renew for a second and/or a third year, if both parties agree.

The Southcentral Michigan Planning Council (SMPC) is one of 14 State Planning and Development Regions in Michigan. SMPC represents Region 3 which is comprised of Branch, Calhoun, Kalamazoo, and St Joseph counties.

SMPC is a regional planning organization that aims to improve the economic, environmental, and fiscal health of member organizations through transportation, land use and environmental planning, economic development, and efficient local staffing.

SMPC serves local units of governments (Counties, Cities, Villages, and Townships), the Michigan Department of Transportation, and Road Commissions/Departments. Regional efficiencies are realized through economies of scale, partnerships, and leveraging of resources.

Since 2012, SMPC has been under the fiscal agency of a partner organization, first Kalamazoo County and currently the W.E. Upjohn Institute for Employment Research. The Board has decided that SMPC should establish itself as an independent organization. SMPC is therefore in need of payroll, accounting, and human resource services.

II. SCOPE OF SERVICES

SMPC is requesting proposals for an ongoing payroll processor and generalized accounting services. SMPC is also requesting proposals for one-time services to establish human resource policies and procedures. These services are for a one-employee organization. More details of the services required:

1. Payroll
 - a. One employee (W2)
 - b. 1099 contractors if needed, but no current plans
2. Accounting
 - a. Ongoing contractual relationships with Economic Development Administration, Environmental Protection Agency, W.E. Upjohn Institute, Michigan Department of Transportation, Kalamazoo Area Transportation Study, and other federal, state, or local contracts.
 - b. Single project contracts with municipalities in the four-county area
 - c. Overhead and office expenses
3. Human Resources Policies
 - a. Creation of an employee manual
 - b. Creation of a position description
 - c. Creation of performance review criteria and procedures

Interested organizations may create a proposal for one or more of these services.

III. SUBMISSION REQUIREMENTS:

Proposals should include, but are not limited to, the following information:

1. Cover Letter: The cover letter must indicate the composition of the agency or firm, including the primary project contact and support team.

2. Include a list of services to be provided
3. Describe the relative experience of the agency or firm providing services for small nonprofit organizations
4. Billing rate for each service involved
5. Estimated number of hours anticipated on an annual basis

IV. EVALUATION CRITERIA

The SMPC Board and Committees will use the following evaluation criteria to determine which, if any, agency or firm will receive further examination or a contract offer (in no particular order):

- Related experience on services of a similar scope
- Capacity and ability to complete services
- Billable Rates

V. SUBMISSION OF PROPOSALS

The SMPC will accept proposals from individual agencies or firms to consider as a contractor for the SMPC administration activities. The contract period is expected to commence October 1, 2024, and continue through, at a minimum, FY 2026 (9/30/2025). Any agency or firm desiring consideration for a contract to provide the services described in the RFP shall submit an electronic copy to adams@upjohn.org by **5:00pm on August 23, 2024**.