



# **REQUEST FOR PROPOSALS**

## **Global Epicenter of Mobility (GEM)**

### **Advanced Mobility Signals, Risks & Opportunities Series**

**Proposals will be received  
until  
January 30, 2026 5:00 pm**

This RFP is also available at  
<https://gemdetroitregion.com/>

**Federal  
Contractor**

# REQUEST FOR PROPOSALS (RFP):

<b>Opportunity Name</b>	<b>Advanced Mobility Signals, Risks &amp; Opportunities Series</b>
<b>Anticipated Budget</b>	Up to USD \$200,000
<b>Contract Duration</b>	February 2026 – January 2027
<b>Direct Proposals to</b>	Bernard Swiecki, Vice President, Mobility & Research: <b>Bernard.swiecki@detroitregionalpartnership.com</b>
<b>Location</b>	Remote, Detroit Metro Region
<b>Key DRP Contacts</b>	Angela Ladetto, Senior Vice President, Business Intelligence and Strategy Bernard Swiecki, Vice President, Mobility and Research Justin Robinson, Chief Program Officer
<b>Timeline</b>	<p>A. <b>Request for proposals release date:</b> 12/18/2025</p> <p>B. <b>Deadline for submitting proposals:</b> 1/30/2026 by 5:00 pm EST</p> <p>C. <b>Delivery Method for submitting proposals:</b> E-mail proposals to bernard.swiecki@detroitregionalpartnership.com. In email subject line, please include: "Proposal for Detroit Regional Partnership Advanced Mobility Signals, Risks &amp; Opportunities Series." Please submit your proposal in slide format. Proposals submitted in other forms will not be accepted.</p> <p>D. <b>Contract and Payment Schedule:</b> Once proposals are received, DRP will evaluate and select a vendor, develop a detailed contract proposal, and set contract terms, including a payment schedule. This is not an RFP for a retainer contract.</p> <p>E. <b>Notification of Award:</b> It is expected that a decision to select the successful bidder will be made within three (3) weeks of the closing date of this RFP. Upon conclusion of final negotiations with the successful bidder(s), all offerors submitting proposals in response to this Request will be informed via e-mail of the decision.</p>

## **SECTION 1: BACKGROUND**

The Detroit Regional Partnership (DRP), through its Global Epicenter of Mobility (GEM) initiative, seeks a consultant to help us launch a year-long program that delivers a series of strategic insights designed to help mobility-sector companies operating in Southeast Michigan anticipate, understand and/or respond to disruptive forces shaping the industry.

As part of the Global Epicenter of Mobility Initiative (GEM), The Southeast Michigan Grants Coalition (SEMGC) has sub-awarded BBBRC federal grant funds to the Detroit Regional Partnership's (DRP) Research Team to conduct research that brings forward-looking intelligence and insights that are helping to transform and grow our advanced mobility ecosystem.

We invite proposals from qualified vendors/providers to design and execute a comprehensive corporate intelligence and lead development strategy that accelerates business attraction, investment, and job growth within the Detroit Region's advanced mobility industry. This initiative also supports our GEM Partners in expanding services to new companies entering the region.

For the purposes of this RFP, Advanced Mobility encompasses the multidimensional movement of people and goods, along with the products, materials, processes, and technologies supporting it. It promotes social and economic connectivity and regional competitiveness by fostering product & technology development and testing, talent development, and attracting public and private investment and quality jobs.

While the automotive sector is likely to be the core of much of the content generated, this initiative is to address developments across all mobility sectors, including Light Vehicles, Medium and Heavy-Duty Vehicles, Off-highway, Maritime, Aerospace (including EVTOL craft), and First Mile/Last Mile (commercial drones). The Detroit Region is composed of 11 counties: Genesee, Lapeer, Lenawee, Livingston, Macomb, Monroe, Oakland, Shiawassee, St. Clair, Washtenaw, and Wayne.

## **SECTION 2: SCOPE OF WORK & DELIVERABLES**

Over the course of this project, we plan to deliver approximately 10–12 market insight briefings that examine how emerging trends—such as changes in federal policy, advances in AI and automation, labor negotiations, and global trade dynamics—may affect the Detroit Region’s workforce, supply chains, and investment climate. These briefings will be designed to support business strategy and operational planning, while also reinforcing the Detroit Region’s position as a global leader in advanced mobility across all mobility sectors. The briefings will be part of a broader research and messaging effort focused on identifying factors that could positively or negatively influence growth in the mobility industry.

The briefings are expected to fall into three general categories (described in more detail in the following section):

- Type 1: In-depth analyses
- Type 2: High-level analyses
- Type 3: Topic introduction or subject matter expert thought leadership

The goal is to release content every four to six weeks using a combination of the aforementioned types and in varying formats. Because developments in the mobility industry can change rapidly, the final mix of topics, analysis types may require flexibility.

Proposals should include a proposed analysis cadence or calendar to serve as an initial project framework. While sample topics and methodologies are provided, they should be viewed as starting points; proposals may also include the bidder’s recommended topics and prioritization.

### **Example Topics**

- Major Federal Policy (e.g., Big Beautiful Bill): Subsidy mechanics, eligibility, supplier fit, workforce implications
- USMCA Review Impacts: Rules-of-origin sensitivities, cross-border flows, exporter/importer exposure, nearshoring/reshoring signals
- Potential product/technology applications beyond mobility sector
- AI & Automation in Mobility/Advanced Manufacturing: Adoption S-curves, productivity effects, job/task mix shifts, modernization triggers
- Emerging developments identified as significant to Detroit Region mobility landscape
- DRP will work jointly with the selected consultant to determine topics to be covered, as well as the appropriate engagement type

## **Sample Workflow & Deliverables** (actual workflow and deliverables to be established jointly)

### **Large Engagement Sample Cadence & Workflow**

- Initiation from DRP outreach to vendor + vendor recommendation
- Week 1: Scope & Hypotheses (kickoff, data handoff, draft scenarios)
- Week 2: Data Assembly & Modeling (impact modeling, trade/workforce analysis)
- Week 3: Draft Findings & Visuals (executive brief + deck outline, social media visuals)
- Week 4: Review & Finalize (appendix, workbook, final deck)
- Week 5: DRP/GEM stakeholder webinar

### **Large Engagement Sample Core Deliverables**

- Executive Brief (2 pages): Key findings, Detroit Region implications, recommended actions
- Research Report (6–10 pages): Context, methods, assumptions, scenarios, quantitative impacts, benchmarking vs. peer regions, risks
- Data Workbook (Excel or CSV): Clean tables, sources, definitions, codebook
- Slide Deck (8–12 slides): Board/investor-ready visuals and talking points
- Methodology Appendix (2–4 pages): Data sources, models, QA checks, limitations
- Webinar, podcast, or other dissemination to be determined at time of topic selection

### **Large Engagement Sample Analysis Package**

- Impact Quantification: Jobs, payroll, output, capex, trade, supply-chain exposure; Detroit Region vs. U.S./peer metros
- Scenario Forecasts: Base, upside, downside projections with assumptions and sensitivity ranges
- Benchmarking: Comparisons with at least 3 competitor metros/states
- Risk & Readiness: Risks, leading indicators to monitor, and recommended DRP actions

### **Smaller Engagement Sample Cadence & Workflow**

- Week 1
  - Initiation from DRP outreach to vendor + vendor recommendation
  - Scope & Hypotheses (kickoff, data handoff, draft scenarios)
- Week 2
  - Data Assembly & Modeling (impact modeling, trade/workforce analysis)
  - Draft Findings & Visuals (executive brief + deck outline)
- Week 3
  - Review & Finalize (appendix, workbook, final deck, social media visuals)
  - Briefing with GEM/DRP stakeholders

### **Smaller Engagement Sample Core Deliverables**

- Executive Brief (2 pages): Key findings, Detroit Region implications, recommended actions
- Blog-style article
- Data Workbook (Excel or CSV): Tables, sources, definitions, codebook
- Slide Deck (8–12 slides): Board/investor-ready visuals and talking points

## Smaller Engagement Sample Analysis Package

- Impact Quantification: Jobs, payroll, output, capex, trade, supply-chain exposure; Detroit Region vs. U.S./peer metros
- Scenario Forecasts: Base, upside, downside projections with assumptions and sensitivity ranges
- Risk & Readiness: Risks, leading indicators to monitor, and recommended DRP actions

## Topic Introduction or SME Thought Leadership Engagement Sample Cadence & Workflow

- Week 1
  - Initiation from DRP outreach to vendor + vendor recommendation
  - Scope and outline
- Week 2
  - Research and writing
  - Draft Findings & Visuals
- Week 3
  - Review & Finalize (final deck, social media visuals)
  - Briefing with GEM/DRP stakeholders

## Sample List of Data & Methods

- Data Sources: BLS, BEA, Census, CBP/Trade, O\*NET/task data, industry filings, Lightcast/Chmura (if licensed), IMPLAN/REMI, customs/trade databases, other data sources to be determined by DRP jointly with the selected consultant
- Methods: Desk research, input–output or supply-use analysis, trade-flow profiling, econometric or rules-based forecasting, labor/task mapping, benchmarking, sensitivity analysis
- Quality Assurance: Source triangulation, assumption logs, reproducible calculations, reviewer checklist
- Interviews

## Roles & Responsibilities

- Consultant: Research, modeling, writing, visualization, deliverables, revisions
- DRP Research: Topic prioritization, regional data, review, stakeholder insights
- DRP Communications: Branding alignment, amplification, optional webinar/event support
- GEM Central: Engagement with GEM Pillars and subrecipients

## Acceptance Criteria (per topic)

- Clearly documented assumptions and cited data sources
- Quantified regional impacts under three scenarios (base, upside, downside)
- Peer benchmark table with at least 3 comparators
- Actionable recommendations for GEM, DRP and partners
- Timely delivery with quality assurance checklist signed

## Optional Add-Ons

- Interactive Dashboard for ongoing indicators (quarterly refresh)
- Media/PR Kit (press note + graphics for web/social)
- Other ideas suggested in proposal

The chosen vendor will also be responsible for delivering the following within the contract period:

1. Incremental delivery of research and data, as it becomes available, to inform the DRP team of findings;
  2. Weekly check-ins with relevant DRP staff members;
  3. Content deliverables specified in this RFP and final contract details
- Anticipated Project Timeline
    - RFP issued: 12/18/25
    - Proposals due: by 5 p.m. on 1/30/26
    - Vendor selected: on or before 2/13/26
    - Project kickoff: on or before 3/2/26
    - Final deliverable due: 1/29/27

### **Additional Factors:**

The vendor will be expected to work with the DRP team to develop a study that fits Phase II BBBRC grant deliverables.

Reports developed will be considered intellectual property and will be owned by DRP. Consultants must also commit to open communication with DRP about delivery dates, launch dates, and any contingency plans should delivery dates be adjusted.

## **SECTION 3: PROPOSAL REQUIREMENTS**

### **Proposal Format:**

For a proposal to receive consideration, the application included in this packet must be answered completely. Proposers should take care to follow the format of the application. Proposals should be submitted in slide form consisting of no more than 30 slides. Use narrative and/or include attachments where requested. Proposals should be prepared as simply as possible and provide a concise description of the bidder's capabilities to produce deliverables. The proposal should be submitted as one (1) attachment and include the following:

1. Completed bidder's signature sheet (form included in RFP)
2. Executive summary
3. Experience and qualifications-include staffing information with bios/resumes of team directly supporting project
4. Description of vendor approach to deliverables, including
  - a. Overall project flow
  - b. Analyses performed
  - c. Anticipated visualizations
5. Staffing & working with DRP
6. Timeline
7. Budget

8. Completed Risk Assessment questionnaire (form included in RFP)

## **Bid Review Process**

The application is a preliminary mechanism used to determine the suitability of a vendor for funding. The review process involves:

- **Preliminary Screening**

To be considered for funding you must submit information in the proposal format. Based on your response, an evaluation team will determine whether further consideration of the proposal is warranted.

- **Follow-up / Fact Finding Documentation**

Upon analysis of your completed application and budget, you may be asked by DRP to submit additional information or details to the evaluation team or to participate in a call or web meeting to discuss your proposal.

- **Evaluation Process**

Proposals will be scored using a pre-determined scoring matrix by an evaluation committee.

- **Proposal Content and Evaluation**

Based on proposal submitted, your suitability to deliver service will be rated by cost as the primary selection criteria, unless the lowest quote proposal is less than responsive or unresponsive according to the additional consideration of the criteria listed below:

- **Past performance & experience: 20 points maximum**

Please provide an organizational overview of experience, links to relevant products (past and present) and otherwise demonstrate the credentials and capacity to perform the desired work and achieve identified goals. Provide 3 references from past contracts of similar work. Please provide the same information for any individuals or businesses outside of your own organization that will be contracted for any portion of this project.

- **Description of deliverables: 20 points maximum**

Provide a description of how your organization intends to fulfill the scope of work and deliverables associated with this project and other relevant services provided by your organization. Describe how your approach will meet the expectations identified in the previous sections. Indicate if any work will be contracted to other organizations.

- **Staffing & working with DRP: 15 points maximum**

DRP expects the vendor to have professional staff presently in their employ who have credentials (education and/or experience) and capacity to perform the required services. Clarify what is expected of DRP staff and what is expected of the vendor for a successful partnership and describe management of the work to be completed. In addition, provide description of the firm, including professional qualifications of the principals involved in administering the project including names, titles, and role in the project plus their specific experience. Do not include the resumes and professional qualifications for individuals who will not be assigned to the project.

- **Timeline: 20 points maximum**

Provide a timeline for completion of deliverables. Bidders should provide a timeline of activity for deliverables following award of the contract. Provide a list of any assumptions made regarding the

timeline.

- **Total Cost: 25 points maximum**

Since the basis of the award to vendors is a competitive process, DRP expects to fund the bidder who delivers the most cost-effective price at the best quality of service. Proposers must submit the expenses related to producing each of the items identified in the scope of work/deliverables.



## Evaluation Scoring

Past performance & experience	<b>20</b>
Description of deliverables	<b>20</b>
Staffing and working with DRP	<b>15</b>
Timeline	<b>20</b>
Total Cost/Cost Effectiveness/Risk	<b>25</b>
<b>Total Points</b>	<b>100</b>

**Please do not add any additional attachments.**

## **SECTION 4: REQUIRED DOCUMENTS**

**Bidder's Signature Sheet:** Please complete this form and return as the cover page of your proposal. This sheet does not contribute to the 15 page proposal limit.

Name of Organization: \_\_\_\_\_

Street Address, City, State, Zip: \_\_\_\_\_

Contact Representative and Title: \_\_\_\_\_

Contact Representative Phone Number: \_\_\_\_\_

Contact Representative E-mail Address: \_\_\_\_\_

Type of Organization: ☐ Public School      ☐ Private Non-Profit      ☐ Private For-Profit  
☐ Community-Based organization      ☐ Community College      ☐ Other (specify): \_\_\_\_\_

Bidding under the name of: \_\_\_\_\_

Federal Employer Identification Number: \_\_\_\_\_

Which is (check one of the following):

☐ Corporation, incorporated under the laws of the State of: \_\_\_\_\_

List all officers and stockholders:

☐ Assumed Name (Register No.): \_\_\_\_\_

☐ Individual      ☐ Partnership

Is any owner, partner, stockholder or employee of the company or institution completing this Request for Proposal associated with or have a family member working with DRP, or an administrative employee of DRP?

☐ Yes      ☐ No

If yes, name of company member: \_\_\_\_\_

I certify that this proposal is a firm offer and that complete and accurate records justifying all expenditures, leaving a clear audit trail to point of origin will be maintained, subject to periodic audit by the Detroit Regional Partnership. I further certify that I have read and understand the specifications within this application.

**NOTE:** This document must be signed by the individual who has signatory authority for the organization under whose sponsorship this proposal has been submitted, listed below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If another individual is authorized to sign contracts as a result of this proposal, indicate:

\_\_\_\_\_

## RISK ASSESSMENT QUESTIONNAIRE

<p>In accordance with Office of Management and Budget (OMB) Title 2 CFR Part 200.331 DRP, is responsible for evaluating its contractors for risk.</p> <p>Please provide responses to the questions that follow:</p>	<p>Name of Contractor and Contractor Representative completing this questionnaire:</p>	(DRP to complete this column)			
		FEDERAL AWARDING AGENCY			
		GRANT			
		CFDA#			
		RISK ASSESSMENT			
		Comment	Low	Med	High
<p>1. Prior to receiving funding from DRP, had your organization received a federal grant (directly or indirectly) within the past five years?</p> <p><input type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p>If yes, when? _____</p> <p>Description of grant:</p>					
<p>2. Has your organization previously been required to submit to a compliance audit or Single Audit as required by OMB A-133, Title 2 CFR Part 200 or the cognizant agency?</p> <p><input type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p>If yes, provide the single audit. This attachment does not apply to maximum page count.</p> <p>Was the award determined to be a major federal program in the audit?</p> <p><input type="checkbox"/> Yes   <input type="checkbox"/> No</p>					
<p>3. Were there any findings resulting from the single audit?</p> <p><input type="checkbox"/> Yes   <input type="checkbox"/> No</p>					
<p>4. Does the individual (or team of individuals) with primary responsibility for grant-related financial activities have prior experience with federal grants?</p> <p><input type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p>If yes, describe.</p>					
<p>5. Does your organization have written policies and procedures related to internal controls and oversight? <input type="checkbox"/> Yes   <input type="checkbox"/> No</p>					
<p>6. Has your organization had new or substantial changes to its operating structure/systems or has new personnel? <input type="checkbox"/> Yes   <input type="checkbox"/> No</p>					

**OVERALL RATING BASED ON SCORING (1 TO 4 = "LOW", 5 TO 8 = "MEDIUM", OVER 9 = "HIGH")**

## **Section 5: General Terms and Conditions**

### **Selection of Service Provider**

DRP will comply with all federal and state mandates governing contractor selection including federal guidelines 2 CFR 200. Due to the potential funding source for DRP, contractors are required to abide by the same standards and regulations (2 CFR 200).

To be considered for funding, contractors must have:

1. Adequate financial resources or the ability to obtain them;
2. The ability to meet program design specifications at a reasonable cost;
3. A satisfactory record of past performance; and
4. A satisfactory record of integrity, business ethics, and fiscal accountability.

### **System Awards Management Registration (SAM)**

DRP will require the proposer selected to register under the federal government's System Award Management, accessible by visiting SAM.gov. This registration must be complete, and the organization must be searchable on the site prior to contract execution. A vendor identified on SAM.gov as debarred/suspended or another unfavorable status may be eliminated from consideration.

### **Protest Procedures**

DRP shall follow appropriate protest procedures in the event the awarding of bids is questioned or challenged. These procedures are advertised here as part of the RFP process and will be available at any time upon written request.

An individual, company or organization not in agreement with the awarding of a bid shall submit a written protest to the Chief Executive Officer of Detroit Regional Partnership, within five business days of awarding a bid. If the DRP vendor has not been notified prior to DRP's receipt of protest, the notification will be held pending resolution of the protest.

DRP shall review the protest and respond to the protest in writing within 10 business days of its receipt. If the complainant is not satisfied with the response, they may appeal it to DRP. If an agreement is still not reached, the complainant shall obtain, at their expense, an arbitrator that is acceptable to all parties. The appointed individual will evaluate all information and make the final decision.

### **Right to Refusal and Proposal Preparation Costs**

This preliminary application does not commit DRP to award a contract, or to pay any costs incurred in the preparation of a proposal submitted in response to this request or to procure or contract services or supplies. This includes any demonstration and/or interviews that are part of the proposal process. DRP reserves the right to accept or reject any or all proposals in part or in their entirety if it is in the best interest of DRP to do so.

### **Right to Reject**

DRP reserves the right to reject any and all bidders in response to this RFP in the event funding becomes unavailable or other unforeseeable circumstances occur. A contract with the successful vendor will be based upon the factors described in this RFP.

**Right to Negotiate**

DRP will require the proposer selected to participate in negotiations and to submit in writing any price, technical, or other revisions of their proposals as may result from negotiation.

**Right to Request Additional Information**

DRP reserves the right to request any additional information that might be deemed necessary.

**System Design Costs**

The successful bidder shall be responsible for all design, information gathering, and required programming to achieve a successful implementation. This cost must be included in the base bid.

**Additional Charges**

No additional charges, other than those listed in the proposed cost breakdown, shall be made. Prices quoted will include verification/coordination of order, all costs for shipping, delivery to all sites, unpacking, setup, installation, operation, testing, travel, cleanup and training.

**Federal or State Sales, Excise, Or Use Taxes**

Owner does not pay sales use tax. All other taxes, fees, permits and shipping costs, etc. shall be included.

**Vendor Selection**

The Detroit Regional Partnership is seeking the services of an organization that is qualified and experienced in providing a comprehensive package of services. For maximum flexibility, continuity, and efficiency, DRP may contract with one or with multiple organizations to provide the deliverables as outlined in this Request for Proposal.

**Contract Requirements**

DRP considers this RFP legally binding and will require that this RFP and the resulting awarded vendor proposal and any amendments be included as addenda to any subsequent contracts or service agreements between the Vendor(s) and DRP. It should be understood by the Vendor(s) that this means that DRP expects the Vendor(s) to satisfy substantially all requirements and reports listed herein. Exceptions should be explicitly noted in the Vendor Proposals. Lack of exceptions will be considered acceptance of all the specifications as presented in this RFP.