

Michigan Works! West Central
Request for Proposal
*Region 4 Offender Success
Resource Navigator*

October 1, 2019 – September 30, 2021

The Region 4 Offender Success area is comprised of thirteen counties. The Resource Navigator proposal is being released for the following counties: **Mason, Newaygo, and Oceana**. Bidders are encouraged to bid on multiple counties but exceptions will be considered for single county bids.

INQUIRES AND PROPOSALS SHOULD BE DIRECTED TO:

Name: Kim Gager
Title: Deputy Director
Entity: Michigan Works! West Central
Address: 14330 Northland Drive
Big Rapids, MI 49307
Phone: (231) 660-0263
Email: kgager@michworkswc.org

ALL PROPOSALS ARE DUE BY 12:00PM ON September 13, 2019

I. GENERAL INFORMATION:

A. Purpose

This Request for Proposal (RFP) is for the purpose of entering into a contract with a Service Provider to provide housing services and social support to Offenders in Mason, Newaygo, and Oceana Counties to obtain and maintain safe, stable and

affordable housing with furthering the goals of the Region 4 Offender Success program.

B. Minimum Qualifications

Community, faith-based, public or private non-profit organizations, private-for-profit organizations, and sole-proprietors are encouraged to apply, as well as female and minority owned agencies. The following criteria is preferred to be considered as a possible service provider:

1. Demonstrated experience providing services to offenders and similar moderate-to-high risk criminal justice system participants is desired.
2. Demonstrated history and experience in providing reintegration assistance to former prisoners with a clear understanding of the housing challenges faced by this population.
3. Verification of an existing service delivery location within the service area that has the capacity and minimum operational requirements to implement services immediately upon contract award.
4. MSHDA provides many options for renters; these programs are administered by MSHDA's Housing Voucher Programs, Community Development and Multi-Family Divisions. Each division has several programs unique qualifications and requirements. All Bidders responding to this service area must demonstrate their organizations history and experience with assisting clients with navigating through existing publicly-funded rental assistance and housing assistance programs.
5. While guided by eligibility requirements, local, state, and federally funded public assistance and public benefit programs are designed to help people become self-sufficient and independent, including those who may have felony convictions in their background. All Bidders responding to this service must demonstrate their organization's history and experience with assisting clients with navigating through public assistance programs.

If your organization meets or exceeds the above Minimum Qualifications and you can provide attachments as requested, with your response to the RFP, please proceed to the Instructions on Proposal Submission section of the RFP below. (Any RFP response submitted without the above attachments, and/or not meeting the minimum qualification standards will be deemed non-responsive and discarded).

C. Instructions on Proposal Submission

1. Closing Submission Date

Bids must be submitted no later than 12:00 pm on September 13, 2019.

2. Conditions of Proposal

All cost incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Offeror and will not be reimbursed by Michigan Works! West Central.

All contracts will be cost reimbursement. Bidders should prepare an offer based on their ability to deliver the proposed services.

This is a contracted position and the party's agreement does not create an employer-employee relationship between the Resource Navigator and Michigan Work! West Central, the Region 4 Steering Team, or Michigan Department of Corrections.

3. Small Businesses, Minority Owned Firms, and Women's Business Enterprises

Efforts will be made by Michigan Works! West Central to utilize small businesses, minority owned firms and women's business enterprises.

4. Equal Opportunity and Nondiscrimination

All Contracts require and assure compliance with Equal Opportunity and Nondiscrimination requirements. Service Providers are required to comply with these requirements in the course of operating program services, including assurances of nondiscrimination in the provision of benefits, services and activities, in employment practices and in all terms, conditions and privileges of employment.

5. Debarred or Suspended

Debarred or Suspended generally applies to entities that are either; under investigation for acting improperly with federal or state funding; or have been found to have acted improperly with federal or state funding.

6. Prevention of Fraud and Program Abuse

To ensure the integrity of the programs, special efforts are necessary to prevent fraud and other program abuses. Fraud includes deceitful practices and intentional misconduct, such as willful misrepresentation in accounting for the use of program funds. "Abuse" is a general term, which encompasses improper conduct that may or may not be fraudulent in nature. Possible problem areas could include the following: conflict of interest, kickbacks, commingling of funds, charging fees to participants or employers, nepotism, child labor, political patronage, political activities, sectarian activities, unionization, and anti-unionization activities/work stoppages, and maintenance of effort. Proposals that are found to violate the abuse standards will not be funded. Bidders who receive contracts will be required to report immediately any violations in these areas or in problem areas that may later be defined.

7. Instructions to Potential Bidders

- a. Complete the *Region 4 Offender Success Program Pre-Bid Notice*, Attachment A to this document and submit to kgager@michworkswc.org no later than 3:30 pm on September 3, 2019.
- b. Complete the *Region 4 Offender Success Program Cover Sheet*, Attachment B to this document.
- c. Proposal must include sufficient detailed information to allow review pursuant to the Statement of Work questions identified in Section V. Statement of Work.

D. Time Period for Activities

A two-year contract will be awarded, with the intent to allow for multiple renewals that will extend the contract up to two years in duration with each renewal, contingent upon acceptable performance, continued funding and authorization for activities and no major changes in legislation or programs. The contract time period will be October 1, 2019 to September 30, 2021. The contract renewals could potentially extend the contracts to March 31, 2026.

II. Social Support Services Parameters

A. Clothing Assistance

Clothing assistance is defined as non-employment related clothing. The preferred method of purchase is utilization of a voucher.

B. Hygiene/Food Assistance

Care packages that contain basic items for personal grooming (soap, shampoo, toothbrush, toothpaste, lotion, comb, deodorant, razor, shaving cream, haircut vouchers) or basic food items to assist parolees with their transition from prison to community.

C. Identification

Essential documents such as valid Michigan State identification card, driver's license and reinstatement fees, birth records, marriage license, divorce papers and ICE- Employment Authorization Cards needed to provide identification as required for employment, housing and benefit processing.

D. Pro-Social Activities

Pro-Social Activities may include graduation ceremonies designed to reward good behavior, progress and recognize achievement. These activities would be organized and approved by the Administrative Agency.

E. Public Transportation

Transportation services provided by local transit authorities and available to the general public. Allowable costs include bus passes, bus tokens, vouchers, and co-pays to access government subsidized/public transit systems.

F. Private Transportation

Private transportation may only be used as the option of last-resort.

G. Resource Specialist

Provide case coordination activities necessary in providing the above services. These services should include assessing needs and providing supportive services, collaborating with others to address situational barriers, and using other community agencies for additional necessary services.

MDOC Requirements for Social Support – Services Parameters/Limitations

Service Type	Allowable Activity	Parameters/Limitations
Hygiene Assistance	Care packages that contain basic items for personal grooming to assist parolees with their transition from prison to community.	Hygiene Kits may be provided one-time per parolee. The kits are limited to the items on the list approved by Michigan Works! West Central.
Food Kits	Basic food items to assist parolees with their transition from prison to community.	Food kits may be provided one-time per parolee. The kits are limited to the items on the list approved by Michigan Works! West Central.
Identification	<ul style="list-style-type: none"> • Driver License/State ID • Driver License Reinstatement Fee • Birth Records • Marriage License/Divorce Papers 	<ul style="list-style-type: none"> • One-time actual cost per activity, per offender • Funding for obtaining Marriage License/Divorce papers allowable only for the purpose of helping to gain identification.
Public Transportation	<ul style="list-style-type: none"> • Bus Passes, Tokens and/or Voucher • Public Transportation Co-pays 	<ul style="list-style-type: none"> • Public transportation assistance is to be used whenever available and appropriate.
Private Transportation	<ul style="list-style-type: none"> • Fuel Cards • Bicycles • Per Trip/Other Specialized 	<ul style="list-style-type: none"> • Private transportation is to be provided at the discretion of the Parole Agent and/or Supervisor.

III. Residential Stability Service Parameters

A. 24/7 Structured Housing

Includes room and board for housing that provides an alcohol and drug-free living environment to offenders. For a full list of requirements, see Michigan Department of Corrections Offender Success Service Parameters provided below.

B. Base Housing/Rents

Includes all landlord tenant agreements, hotel/motel options and congregate housing type services for a daily/weekly/monthly rate.

C. Housing Supplies

Basic supplies needed to support daily living, basic cookware and utensils, cleaning items, and linens.

D. Resource Specialist

Providing case coordination activities necessary in providing services and promoting good housing outcomes. These services should include assessing needs and providing supportive services, collaborating with others to address situational barriers, and using other community agencies for additional necessary services. Shall include housing recruitment, monitoring housing provider locations and services and working with housing providers to address offender situational needs. Includes monthly housing inspections of all properties that have a Housing Agreement with the Region 4 Offender Success program.

MDOC Requirements for Housing Services – Service Parameters/Limitations

Service Type	Max. Duration	Description and Individual Requirements
Base Housing/Rents	Up to 90 days. Additional days upon approval.	N/A
Housing Supplies	N/A	Basic supplies needed to support daily living, basic cookware and utensils, cleaning items, and linens.
Facilitate housing referrals	N/A	Assist in completing applications to alternate housing programs and programs related to securement of long-term housing (SSI/SSD, HARP/MSHDA), may also assist with obtainment of necessary documents.

IV. Historical Information

The available historical information is illustrated in the table below. The data is to be used for planning purposes only. The actual number of parolee's to be served is not available from Michigan Department of Corrections. Please note that the table is not all inclusive of the services that are to be provided.

Number of Services for 4/1/18-3/30/19					
County	Clothing Vouchers	Hygiene/Food Kits	Identification	Public Transportation (Passes/tickets)	Private Transportation (Gas cards)
Mason	11	7	2	13	0
Newaygo	8	8	1	0	2
Oceana	7	6	3	0	0
Total	26	21	6	13	2

V. Statement of Work

Provide answers to the following questions (use affirmative language such as will or shall):

- A. Provide background information on you or your agency. Describe how you or your agency will help the Region 4 Offender Success program attain the program goals. Describe past experience working with offenders.
- B. Describe in detail you or your agency's experience with assisting clients with navigating through existing publicly funded rental assistance and housing assistance programs.
- C. Provide a budget that shows the cost of providing services for one year. The budget should include staff time, travel, internet, and phone services, if applicable. The Social Support purchases will be reimbursed through the Administrative Agency and is not to be included in the submitted budget.
- D. Provide detailed information on how you or your agency will secure leveraged funds in the proposed service area for additional resources for the parolees. Provide a chart depicting the estimated annual amount of leveraged resources by each service category.
- E. Describe you or your agency's strategy on securing new base housing rental units?
- F. Name the program model that will be used. Describe the process that will be used to determine the level of service needed.

G. Name staff that will be involved with the program indirectly and identify those who will directly provide the services. Describe their qualifications and prior experience providing this service.

H. Add any information you feel would be beneficial to the reviewers to know about the capabilities of your organization.

VI. Proposal Evaluation

A. Submission of Proposal

All proposals shall be submitted via email to Kim Gager, Deputy Director at kgager@michworkswc.org. **Proposals are due no later than 12:00pm on September 13, 2019.**

B. Non-responsive Proposals

Proposals may be judged non-responsive and removed from further consideration if any of the following occur:

1. The proposal is not received timely in accordance with the terms of this RFP.
2. The proposal does not follow the specified format.
3. The proposal is not adequate to form a judgement by reviewers.

C. Evaluation

Evaluation of each proposal will be based on the following criteria:

Factors	Maximum # of Points
Bidder's capacity for and experience in providing Housing and Social Support for ex-offenders.	25
Cost of services provided	20
Plan for providing social support services to parolees.	20
Capacity to assess, identify and monitor client/resident barriers to and assist into independent housing and self-sufficient lifestyle.	10
Ability to provide case management and housing search to each client.	10
Plan for securing leveraged resources.	15
Maximum Points	100

D. Review Process

Michigan Works! West Central reserves the right to make an award without further discussion of the proposals submitted. Michigan Works! West Central will award the contract to the responsible Offeror with the highest total points.

1. Right to Reject
Michigan Works! West Central reserves the right to reject any and all proposals received in response to this RFP. A contract for an accepted proposal will be based upon the factors described in this RFP.
2. Notification of Award
Upon conclusion of final negotiations with the successful bidder, all those who submitted proposals in response to this Request for Proposal will be informed, in writing, of the decision.
3. Performance
Service Provider will have a demonstrated ability to work with offenders reentering the community or subsequent experience in the service area they will be providing. The Service Provider will contract with Michigan Works! West Central. The contracted services will be provided in keeping with the goals, objectives, and restrictions incumbent on the Region 4 Offender Success program.
4. Hold Harmless
The Service Provider will hold Michigan Works! West Central, its employees, agents, partners, officers, and directors harmless for any loss or liability.

Region 4 Offender Success Program Pre-Bid Notice

All prospective bidders must complete this form and email it to Kim Gager, kgager@michworkswc.org.

Pre-Bid Notice must be received by 3:30 p.m. September 3, 2019. Do not submit this form if you do not intend to bid.

1. Name of Agency: _____
2. Contact Person: _____
3. Phone Number: _____ Email: _____
4. Please list any potential conflicts of interest with members of the Workforce Development Board, Local Elected Official Board, and the Region 4 Offender Success Co-Chairs. Please see the Michigan Works! West Central website to review a list of current board members www.michworkswc.org. List name and corresponding Board:

Representative Name	Board Membership

Region 4 Offender Success Co – Chairs:

Jonathon Timmers, MDOC Regional Manager

Matthew Macauley, Worden

Ross Hayes, Community Representative

Shelly Keene, Executive Director Michigan Works! West Central

**Region 4 Offender Success Program
Cover Sheet
October 1, 2019 – September 30, 2021**

PROPOSING AGENCY: _____

ADDRESS: _____

PROPOSAL CONTACT PERSON: _____

PHONE: _____ **FAX:** _____ **EMAIL:** _____

ACCEPTANCE OF THE CONDITIONS OF THE REQUEST FOR PROPOSAL

By signing this request for proposal application, I acknowledge that this agency hereby accepts all the terms and conditions set forth in this document, I also certify that I am authorized to submit and sign this proposal on behalf of the submitting organization; that the quotation is accurate and true to the best of my knowledge; and that the submitting organization is an Equal Opportunity Employer.

The enclosed description of services and rates quoted will be valid for the period:

October 1, 2019 through September 30, 2021.

SIGNATURE OF AUTHORIZED OFFICIAL: _____

TYPE NAME AND TITLE: _____

DATE: _____