

**MICHIGAN WORKS!-
CALHOUN INTERMEDIATE SCHOOL DISTRICT**

**PRISONER REENTRY
STRUCTURED HOUSING PROGRAM**

**FISCAL YEARS 2012 & 2013
REQUEST FOR PROPOSAL**

PART I - PROGRAM DESCRIPTION

*AN EQUAL OPPORTUNITY EMPLOYER/PROGRAM. AUXILIARY AIDS AND SERVICES
ARE AVAILABLE TO INDIVIDUALS WITH DISABILITIES UPON REQUEST.
MICHIGAN RELAY CENTER (800) 649-3777*

TABLE OF CONTENTS

PART I – PROGRAM DESCRIPTION

I.	Purpose	3
II.	Time Period for Implementation	3
III.	Prisoner ReEntry Service Area	3
IV.	Funding Levels	4
V.	Coordination of Services	5
VI.	Activities and Services to be Provided	5
VII.	Performance Standards	6
VIII.	Contractor Responsibilities	7
IX.	MI WORKS!- CISD Responsibilities	8
X.	Submittal Instructions	9
XI.	Evaluation Criteria/Procedures	12
XII.	Point Criteria for All Proposals	13
XIII.	Proposal Funding Appeal Process	14

**MICHIGAN WORKS!-CALHOUN INTERMEDIATE SCHOOL DISTRICT
PRISONER REENTRY
STRUCTURED HOUSING PROGRAM
FISCAL YEARS 2012 & 2013 REQUEST FOR PROPOSALS**

PART 1 - PROGRAM DESCRIPTION

- I. **PURPOSE:** The purpose of this RFP package is to solicit proposals for the provision of Prisoner Reentry Structured Housing services in Barry, Branch and Calhoun counties.

FUNDING FOR PRISONER REENTRY IS CONTINGENT UPON THE AVAILABILITY OF FUNDING FROM THE MICHIGAN DEPARTMENT OF CORRECTIONS.

This request for proposals does not commit Calhoun Intermediate School District (CISD) and the Workforce Development Board to award a contract, to pay any costs incurred in the preparation of an application to this request, or to procure or contract for services or supplies. A signed proposal constitutes a binding offer. A contract may be awarded based on offers received and without discussion of such offers. The Calhoun Intermediate School District and the Workforce Development Board reserve the right to accept or reject any or all applications received as a result of this request, to negotiate with all qualified sources, or to cancel in part or in its entirety the RFP if it is in the best interest of the CISD and the Workforce Development Board to do so. The Workforce Development Board is not required to award bids to the lowest bidder or to the best score, but must make award decisions based on the best overall proposals considering all relevant factors, including price, technical qualifications, responsiveness to the solicitation, demonstrated effectiveness, interview, etc. The CISD and the Workforce Development Board may require the agencies selected to participate in negotiations and to submit any price, technical, or other revisions of their proposals that may result from negotiations. CISD and the Workforce Development Board are not liable for any costs incurred by the bidders prior to the signing of a contract and/or written authorization from CISD to proceed with the program.

- II. **TIME PERIOD FOR IMPLEMENTATION:** The time frame for the Prisoner Reentry Structured Housing contract will be during State of Michigan Fiscal Years 2012 and 2013. Structured Housing Contract activities and services begin on November 16, 2011 and end on September 30, 2013. A second year of funding is contingent upon the availability of state funding, attainment of established performance objectives through September 30, 2012, and the negotiation of budgets for FY2013, which begins on October 1, 2012 and ends on September 30, 2013.
- III. **PRISONER REENTRY SERVICE AREA:** The Prisoner Reentry Program will serve parolees designated as eligible for Prisoner Reentry services and who are paroling to Barry, Branch and Calhoun counties from a State of Michigan prison.

IV. FUNDING LEVELS: Funding limits for Structured Housing activities have been established by the Michigan Department of Corrections (MDOC) and are tied to reimbursements for services delivered to participants. The table below identifies the MDOC limits. This table is taken directly from the Prisoner Reentry Cost and Service Parameters, August 2011, p. 14:

RESIDENTIAL STABILITY

Service Type	Max. Duration	Max. Unit Cost	Cap Per Participant	Definition Summary
2. 24/7 Structured Housing	Up to 180 days*	Up to \$48.00 Per Diem	\$8,640 (\$48 x 180 Days)	Covers room and board providing an alcohol and drug-free living environment to participants in a period of housing transition. The security of the facility shall be maintained at all times. Agency staff shall monitor residents, visitors, and other staff's movement into and out of the facility. Residents shall be provided meals meeting nutritional requirements established as U.S. Required Daily Averages. The agency shall assist participants in transition into permanent housing and provide supportive programming directed to that purpose such as financial skills classes, being a responsible tenant and life skills.

*Area Manager approval required for placement past 180 days

This contract seeks capacity for 5 spaces for residents annually. The allowable expenditure for housing is **\$87,600** (5 Structured Housing spaces x 365 days x \$48/day). While a minimum of 5 spaces must be available at all times from the contractor, the contractor may be reimbursed for more than 5 individuals for short term placement.

This contract authorizes a total of 1825 days of stay annually at a maximum rate of \$48/day.

Bidders are advised to thoroughly review Prisoner Reentry Cost and Service Parameters, August 2011, attached to this document.

Bidders should review pp 12 & 18 and include the costs associated with supporting MIS activities required by MDOC. Each contractor is responsible for entering their own data into the MDOC Data Collection Spreadsheet,

Bidders will note that funding for this program is based on cost reimbursements for specified services provided to individual participants referred by MDOC Parole Agents. There are cost caps imposed for those services. Bidders should **not** develop a program budget based upon a capacity-to-serve model.

To obtain reimbursement, the participant must be referred (CFJ-140) to the vendor by the parole agent or have been granted an extension by the MDOC Area Manager.

The funding shown in the table is specific to the first year of the contract and the same amount can be used for the second year budgets. Be advised that the Prisoner Reentry Steering Team will be evaluating the effectiveness of the contract for budget negotiations in the second year of the contract.

Bidders are encouraged to include a separate “in-kind” budget detailing the costs involved in operating the program that will not be charged to the Prisoner Reentry Program budget. An “in-

kind” budget will be eligible for five (5) points in the proposal evaluation process. Applications will be evaluated on the basis of reasonableness and overall cost effectiveness.

V. **COORDINATION OF SERVICES:** Structured Housing is one element of a number of components of the Barry/Branch/Calhoun Prisoner Reentry. The coordination of specific services to parolees is critical to the success of the program. With the Parole Officer(s) charged with the primary case management responsibilities, and the Prisoner Reentry contract staff working directly with parolees, it is important that a high level of coordination takes place. It is also expected that the services provided for Prisoner Reentry Structured Housing be coordinated with Michigan Works! Partner Agencies and other community resources to enhance the overall benefit to the parolees.

VI. **ACTIVITIES AND SERVICES TO BE PROVIDED**

MDOC has established that the Structured Housing Program may provide the following services to participants: The following section is taken directly from the Prisoner Reentry Cost and Service Parameters, August 2011, p. 3:

“24/7 Structured Housing

Covers room and board providing an alcohol and drug-free living environment to participants in a period of housing transition. The security of the facility shall be maintained at all times. Agency staff shall monitor residents, visitors, and other staff’s movement into and out of the facility. Residents shall be provided meals meeting nutritional requirements established as U.S. Required Daily Averages. The agency shall assist participants in transition into permanent housing and provide supportive programming directed to that purpose.”

The contractor must have the capacity, at a minimum, to provide Structured Housing for 5 male parolees for 365 days, simultaneously.

The contractor should note that they will only be reimbursed as capacity is used.

There is no assurance that all 5 spaces will be utilized at all times. Conversely, instances may occur when more than five individuals may require Structured Housing. The minimal service level mandated by this RFP is 5 placements occurring simultaneously, however, a contractor should consider how to address requests for additional capacity for short-term placements.

Only 1 facility is required to provide Structured Housing in the Barry, Branch and Calhoun Prisoner Reentry area.

Other Structured Housing Requirements

In establishing the site, the contractor must address the requirements of the MDOC Standard Special Conditions of Parole, Sections 1.6 & 1.7 for sex offenders:

- a. “1.6 You must not reside, work, or loiter within a student safety zone defined as 1,000 feet of school property (developmental kindergarten through 12th grade school) unless you meet a statutory exemption.

- b. “1.7 You must not go to or be within 500 feet of parks, municipal swimming pools, playgrounds, child care centers, pre-schools, arcades or other places primarily used by individuals age 17 or under without prior written approval of the field agent.”

The Structured Housing facility must comply with all zoning, code compliance, health department or other regulations and any other restrictions, requirements, ordinances or statutes required by federal, state or local government, board or entity as applicable. Contractors will be required to obtain and have on file, certification of compliance, license or other documentation, as applicable.

Structured Housing locations must be accessible to public transportation.

As parolees can only live in locations approved by their agents; the Structured Housing location must be approved by MDOC.

The Structured Housing contractor will work in conjunction with and under the direction of the Community Coordinator to establish community and government outreach and education programs as needed.

The selected contractor will submit monthly progress reports on each parolee to their parole agent and will share information with other designated Prisoner Reentry staff. The selected contractor may be asked to participate in joint case conferences or other meetings.

In addition, Prisoner Reentry staff members, as required, will have to submit required information, pass a LEIN check and pass all other security and access requirements as required by MDOC.

VII. PERFORMANCE STANDARDS

- The contractor must complete all required reports as specified.
- The contractor must maintain a capacity to house 5 parolees at all times
- The contractor must operate Structured Housing in compliance with MDOC Prisoner Reentry Cost and Service Parameters, August 2011
- The contractor must operate Structured Housing in compliance with all other applicable statutes, ordinances, standards, rules or regulations promulgated by federal, state or local government.

VIII. CONTRACTOR RESPONSIBILITIES

A. Reporting Requirements

MDOC Spreadsheet

The contractor is required to input data into the MDOC Data Collection Spreadsheet in accordance with MDOC requirements. This is an Excel Spreadsheet that documents services provided to participants each month. A copy of the latest information regarding the MDOC Data Collection Spreadsheet accompanies this RFP. The contractor will complete the spreadsheet and forward it as directed by the CISD to meet MDOC requirements.

The selected bidder may be responsible for maintaining an electronic data entry system to be provided by the Michigan Works!-CISD/MDOC. In that case, the bidder will be asked to maintain Internet access, make staff available for data entry/MIS training, maintain the hardware/software in original condition (ownership will remain vested in Michigan Works!-CISD), and follow established MIS procedures.

The selected bidder must maintain complete participant files in a central location. Files must be accessible for Michigan Works!-CISD audit throughout the program and to the Prisoner Reentry Community Coordinator and for coordination purposes.

The selected bidder must submit monthly narrative reports to the CISD Michigan Works! Team (within 5-days of month's end), a detailed year-end narrative report, and required financial reports in a complete and timely manner (within 30-days of contract termination). In addition, the provider will submit any other reports required by the Workforce Development Board, the Prisoner Reentry Steering Team, Community Coordinator and/or Michigan Department of Corrections.

B. Cooperation with Michigan Works!-CISD

All bidders must assure that all program staff will cooperate fully with Michigan Works!-CISD staff with regard to monitoring, daily operation of program, and auditing functions.

C. Michigan Dept. of Corrections/ Prisoner Reentry Regulations

The proposal must certify that the program will operate in compliance with the Michigan Department of Corrections and Prisoner Reentry policy.

D. Fiscal Accountability

Bidders must guarantee the maintenance of all records for at least ten (10) years after the end of the contract, and utilize a standard accounting system that is acceptable to CISD and in accordance with the American Institute of Certified Public Accountants' Auditing Standards.

E. Enrollment/Expenditure Levels

The contractor will be responsible for maintaining the enrollment and expenditure levels according to the terms of the agreement. Failure to do so may result in either termination of the contract or reduction in funding.

F. Financial Viability

All bidders must submit proof of the organization's capability to assume financial responsibility for disallowed costs. Financial viability can be assumed in the following manner:

- i. by having taxing authority; or
- ii. by providing audit exception insurance with a copy of the policy being provided to the Calhoun ISD and being acceptable to the Calhoun ISD; or
- iii. by pledging assets in an amount sufficient to cover all disallowed costs; or
- iv. by having a deposit of non-Prisoner Reentry funds sufficient to cover all disallowed costs.

G. Hold Harmless

Each selected contractor will be required to execute the following hold harmless provision:

[NAME OF ENTITY] hereby agrees to indemnify, defend and hold harmless the Calhoun Intermediate School District (CISD) and the Workforce Development Board from any and all disallowed costs, liability, causes of action, or claims arising from or in any way connected with its function as the designated Prisoner Reentry Fiduciary.

H. Marketing Activities

The selected contractors receiving Prisoner Reentry funding will not initiate contact with the media, i.e. marketing events, press conferences, interviews etc. without the advance approval of the Prisoner Reentry Community Coordinator. All marketing, public presentations and public relations activities will be conducted by the Prisoner Reentry Community Coordinator.

IX. MICHIGAN WORKS!-CISD RESPONSIBILITIES

A. Contract Reimbursement

The Michigan Works!-CISD will reimburse the contractors for allowable expenditures per contract budgets.

B. Program Monitoring

The Michigan Works!-CISD will monitor all programs and provide technical assistance on a periodic basis, including contract compliance monitoring and financial audits. All program operators will cooperate with respect to the monitoring. Files will be readily available for on-site monitoring.

C. Technical Assistance

Technical assistance will be available from the Barry/Branch/Calhoun County Prisoner Reentry Community Coordinator and the Michigan Works!-CISD on a regular basis. The Michigan Works!-CISD will require corrective action as it is deemed necessary through program monitoring and auditing. Contract staff will be required to attend a contract orientation prior to the start-up of the contract.

D. Option to Modify Contracts

The Michigan Works!-CISD reserves the right to modify any contract issued under this RFP. The change must be reasonable and fair within the contemplation of the parties at the time the contract was originally entered into and signed. If the contractor requests additional funding, the Michigan Works!-CISD reserves the right to perform a cost/price analysis to determine that the funding increase is within the scope of the contract and that the costs are fair and reasonable.

X. SUBMITTAL INSTRUCTIONS

Failure to follow these instructions will result in the disqualification of the proposal. Any disqualified proposals will not be evaluated and will be returned to the submitting agency.

Proposals must be submitted in the format of this package and all parts as applicable. Failure to complete all required sections will disqualify the application. Failure to adhere to all technical requirements may disqualify the proposal. Proposals received after the date and time specified will not be considered for funding. **Faxed and emailed proposals will not be accepted.**

Bidders proposing to be the fiscal agent must submit an INTENT TO BID form by 3:30 p.m. on October 17, 2011. Proposals will not be accepted from organizations that do not submit the INTENT TO BID for by this deadline. This form is attached following this section.

Completed proposals - and the electronic copy (either on CD/DVD or flash drive and using Microsoft Word) - are due by 12 p.m. (noon) on October 28, 2011.

Bidders must submit the original, signed proposal **AND** four (4) **complete** copies, as well as an electronic copy (either on CD/DVD or flash drive and using Microsoft Word) of the proposal (including the proposal checklist) to the Calhoun Intermediate School District by **12:00 p.m. on October 28, 2011.** Ornate binding and notebooks are discouraged, and do not include any promotional materials or other excess information. Any differences between the original and the copies are at the liability of the bidder. Once submitted, proposals become the property of Calhoun Intermediate School District.

Proposals may be submitted either in person or through the U.S. Mail. **Proposals submitted via email or fax will not be accepted.**

Proposals that are mailed must reach the Calhoun Intermediate School District facility by **12:00 p.m. on October 28, 2011.** Mail the requested material to:

Calhoun Intermediate School District – Workforce Development Team
17111 G Drive North
Marshall, MI 49068

Hand delivered applications are to be delivered to staff of the Calhoun Intermediate School District Workforce Development Team at the address listed above.

Questions about the RFP may be submitted electronically to Mike DeBoer (Deboerm@calhounisd.org) up to **5:00 p.m. on October 17, 2011.** All of these questions and the responses will be e-mailed by **October 19, 2011** to all organizations that have submitted an INTENT TO BID form by the deadline.

Please note that due to the open and competitive nature of this process all questions posed after the Bidders Conference MUST be submitted in WRITING and NO questions asked after the October 17, 2011 deadline will be answered by Calhoun–ISD Workforce Development Team.

Due to time constraints for the submittal of completed applications, you should begin proposal development immediately. It will be advantageous for your agency to have its concerns, questions and/or comments formulated prior to the Bidders Conference.

XI. EVALUATION CRITERIA/PROCEDURES

Staff will complete an unscored technical/compliance review for each complete proposal which is received on time.

Once this review has been completed, the proposals will move on to a Review Panel, comprised of Workforce Development Board (WDB) members, who will evaluate and score the proposals. Each Panelist will evaluate the proposals according to the criteria enumerated in the table on the following page.

Bidders *may* be scheduled to meet for a Question and Answer Session/Interview with the Review Panel. The Review Panel's questions will be primarily focused on the evaluation criteria contained on the following page; however, they may also inquire about other issues that came up as a result of the Panel review of the proposal.

Following the meeting/Q&A session, Review Panel members will discuss and make a recommendation to the Workforce Development Board Planning & Development Committee who will make a recommendation to the full Board.

The Workforce Development Board is not required to award bids to the lowest bidder or to the best score, but must make award decisions based on the best overall proposals considering all relevant factors, including price, technical qualifications, responsiveness to the solicitation, demonstrated effectiveness, interview, etc.

XII. POINT CRITERIA FOR ALL PROPOSALS

CRITERIA	MAXIMUM POINTS
A. PROGRAM DESIGN & NARRATIVE	
<ul style="list-style-type: none"> • The degree to which the bidder demonstrates that the program design meets Prisoner Reentry specifications and shows an understanding of the objectives of the proposed Structured Housing services, based upon the description of program design and planned activities. The creativity, practicality and probable effectiveness of the proposed design as supported by Evidence-Based Practices and Implementation and flow of activities. Performances standards are consistent with RFP specifications, and program design and outcomes are reasonable. The work plan is comprehensive and sequential; it covers all activities and tasks necessary to implement the proposed program. Each task has a measurable objective and reasonable time frame. Clearly defined coordination with other community resources, with specific benefits for the customer. 	0 - 60 Points
C. ORGANIZATIONAL CAPACITY, EXPERIENCE AND DEMONSTRATED EFFECTIVENESS, AND BUDGET	
<ul style="list-style-type: none"> • Bidder has documented history and expertise in providing the same or similar services, with a record of meeting established performance standards. • Bidder has documented history of compliance with contract requirements, as well as accuracy and timeliness of fiscal, programmatic and MIS reporting. • Organizational chart, staffing plan and job descriptions are clear and show the expertise and capacity to effectively implement, execute and complete the proposed program. Job descriptions are included for all positions in the budget and include all information requested in the RFP. • Bidder has a documented system for conducting internal monitoring to ensure contractual and quality compliance including procedures for corrective action. • Line item budget analysis; relationship to proposed program design, expenses are clearly defined, budget shows reasonableness of proposed costs, provides back-up and detail for line items, supplies, materials, etc., and overall cost effectiveness. • Amount of in-kind contributions to the budget. • Budget is consistent with MDOC requirements. • No findings of substance are identified in the bidder’s Annual Audit Management Letters. • The bidder is not listed on the “state excluded parties list” (i.e. debarred from receiving state funds). 	0 – 40 Points

XIII. PROPOSAL FUNDING APPEAL PROCESS BARRY/BRANCH/CALHOUN MICHIGAN WORKS! AGENCY

A bidder wishing to appeal the final funding decisions of the Workforce Development Board must adhere to the following procedure.

I. General

- A. An applicant may appeal action taken on the application by requesting a review. The appeal for review shall state the basis of the appeal founded on violation of the appropriate program's law and regulations and/or established local procedures as published in the RFP. The right to appeal does not apply to disagreement with the decision of the Board.
- B. An appeal will not be accepted if it attempts to modify or include additional information to the original application. However, in the event incomplete, inaccurate or other than current data and information was entered into the application process by the Michigan Works!-CISD Workforce Development Team, the MW! WFD Team will rectify such errors prior to the initiation of Step #2. Current is defined as data and information in the possession of the Michigan Works!-CISD Workforce Development Team at the time of the submission of the original application.
- C. Once an appeal is received and accepted, the contract award decision made by the Board will be suspended until the appeal is finalized.

II. Review and Appeal Process

The process is as follows:

STEP #1: Within three (3) working days after the Workforce Development Board has rendered a funding decision, the applicant must submit a request in writing that the application receive a second review. The Michigan Works!-CISD Workforce Development Team must receive the request for second review by no later than the close of business on the third day after the decision has been rendered.

STEP #2: Within five (5) working days of receipt of the request for the second review, the Michigan Works!-CISD Workforce Development Director (or designee) will convene:

1. Co-Chairs of the Prisoner Reentry Steering Team;
2. Chair of the Workforce Development Board;
3. Review Panel (Prisoner Reentry Steering Team Members or other WDB members) who evaluated the original application;
4. MW! Workforce Development Director and/or other relevant MW! WFD staff; and
5. Representative(s) of the applicant organization

The Workforce Development Board chairperson will chair the meeting. The purpose of this meeting is to provide a second review of the application on the basis of information presented in conformance with paragraphs above.

STEP #3: Within five (5) working days after the meeting described in Step #2, the Chair of the Workforce Development Board and the Co-Chairs of the Prisoner Reentry Steering Team will prepare a recommendation for the Workforce Development Board.

STEP #4: At the next regularly scheduled Workforce Development Board meeting following the action in Step #3, or a special meeting of the Board or its Executive Committee if appropriate, the Workforce Development Board (or Executive Committee) will take action on the recommendation developed in Step #3. If the appellant does not receive support from the Workforce Development Board (or Executive Committee), the appeal process ends at this step. If the appellant receives support from the Board (or Executive Committee), the staff will enter into negotiations with the appellant to develop a satisfactory program contract. The appellant will be notified in writing, within five (5) working days following the Workforce Development Board (or Executive Committee) meeting, of the disposition of the appeal.