



workforce **CONNECTIONS**
PEOPLE. PARTNERSHIPS. POSSIBILITIES.

Notice: Request for Proposals
for
**PRISON RE-ENTRY
“BEST PRACTICES” MODEL**

*workforce*CONNECTIONS (wC) is soliciting a “Best Practice”
Model for a Statewide Prison Re-Entry Program

**Publication of the Proposal
May 28, 2011**

**Submission of Proposal Deadline
June 13, 2011**

*workforce*CONNECTIONS is an
Equal Opportunity Employer/Program
Auxiliary aids & services available upon request for individuals with disabilities
from *workforce*CONNECTIONS

TABLE OF CONTENTS

Table of Contents

- Preface.....3

SECTION I

- Introduction.....3
- Purpose.....3 & 4

SECTION II

- RFP Schedule.....4

SECTION III

- Solicitation Process.....4 & 5
- Award of Contract5 & 6
- Protests/Disputes/Grievance/Appeals Process & Procedures.....6
- Program Period.....6
- Type of Award Contract & Compensation Terms.....6 & 7
- Ex Parte Communication7

SECTION IV

- Model Description & Executive Summary.....7 & 8
- Qualifications of Respondents.....8
- Proposal Page Layout Requirements.....8

SECTION V

- Questions/wC’s Responses & Proposal Check List.....9
- Evaluations Guidelines & Ratings..... 10

APPENDIX ATTACHMENTS
***workforce*CONNECTIONS**
Notice of Request for Proposals for
“Best Practice” Prison Re-Entry Program Model

Preface

*workforce*CONNECTIONS (*wC*) recognizes the fact that there are many Prison Re-entry “Best Practice” Models that have received national recognition for the activities and achievements they have accomplished for their “Models” that work! Therefore, *wC* is requesting proposals from organizations that have Models that target “previously incarcerated persons” to replicate and implement, where appropriate, into *wC*’s current Statewide Prison Re-entry Project.

SECTION I

Introduction

*workforce*CONNECTIONS (*wC*) has been designated by the Governor of the State of Nevada as Southern Nevada’s workforce investment board whose primary responsibility is to provide administrative oversight over the funds they have been awarded under the Workforce Investment Act (WIA) and the American Recovery and Reinvestment Act (ARRA). These funds are used to provide employment and training services to unemployed and under-employed individuals who reside in the Southern Nevada Workforce Investment Area (SNWIA) which encompasses the cities of Las Vegas, North Las Vegas, Henderson, Boulder City, and the counties of Clark, Nye, Lincoln and Esmerald. *wC* also receives federal funds to support targeted workforce programs such as a Youthbuild, Prison Re-Entry and other related local workforce employment and training initiatives.

Purpose

Many of the barriers Nevada’s “previously incarcerated persons” face each day as they re-enter this community are very difficult to remove due mainly to the shortage and in many instances, the absence of educational, vocational, therapeutic, and employment training services this population so urgently needs . In order to confront and assist in the removal of many of these barriers, *wC* has been awarded funds to develop a Prison Re-Entry program. *workforce*CONNECTIONS’ Re-Entry program’s main goal is to assist in “detering the State of Nevada’s growing rate of recidivism”. *wC* is challenged, however, with the task of enhancing its current program to include additional features that could more effectively and successfully prepare ex-offenders for work and life outside the prison. After a thorough and careful analysis of the current program, *wC* has ascertained the need to adopt an existing “Best Practice” Model which would necessitate providing additional training and technical assistance to *wC*’s current prison re-entry staff.

This Model should focus on, but not limited to, the following elements:¹

- A model that provides curriculum which encompasses methods by which individuals receive encouragement and motivation for life;
- A model that provides Steps toward envisions of new roles and self-concepts;
- A model that contains diverse approaches that nurtures a commitment to change;
- A model that has assessment tools which readily identify compatibilities between an individual’s temperaments with employment opportunities
- A model that provides various non-punitive, problem-solving techniques
- A model that can be utilized to conduct reliable outcome evaluations²

SECTION II

Request for Proposals Schedule*

RFP Announcement Advertisement	May 28, 2011
RFP Available for Pick-Up or Download from Internet	May 28, 2011
Deadline for RFP Related Questions and Answers	June 10, 2011
Deadline for Submittal of Responses to RFP	June 13, 2011 on or before 4:30pm
Recommendation of Selection to wC A/DW Committee	June 22, 2011
Commence Contract Negotiations	June 23, 2011
Tentative Project Start Date	June 27, 2011

* Subject to change

SECTION III

Solicitation Process

All sealed proposals must be submitted by 4:30pm, June 13, 2011 to:

workforceCONNECTIONS
Prison Re-Entry Model Proposals
attention: Heather DeSart 7251 West Lake Mead Blvd., Suite 200
Las Vegas, Nevada 89128

¹ Urban Institute, Petersilia’s, Safer Foundation, publications of “Best Practice” Models of “Previously Incarcerated Persons”

² LaFrance Associates, LLC, Milton S. Eisenhower Foundation, publication of Prison Re-Entry “Best Practice” Models

workforceCONNECTIONS will only accept written, sealed proposals that have been mailed or hand delivered to the above address on or before the designated deadline. No proposals will be accepted by fax or e-mail. No proposals shall be accepted after 4:30pm on June 14, 2011. Proposals that are mailed must be received at the above address prior to the deadline.

The selection process will be conducted utilizing competitive, fair, open, and objective procedures that adhere to all applicable wC, State of Nevada, and federal procurement standards and regulations.

This Request for Proposals (RFP), however, does not commit wC to accept any proposal submitted, nor is wC responsible for any costs incurred in the preparation of responses to this RFP. wC reserves the right to reject any or all proposals, to accept or reject any or all items in the proposals, and/or to award the contract in whole or in part as is deemed to be in the best interest of wC. wC reserves the right to negotiate separate proposal components after the proposal(s) are reviewed, if such action is deemed to be in the best interest of wC. wC reserves the right to cancel, delay, amend, or reissue the RFP at any time.

Award of Contract

1. Each respondent submitting a proposal will be notified in writing or via e-mail of wC's decision concerning their proposal. Formal notification to award a contract and the actual execution of a contract are subject to the following conditions:
 - Receipt of WIA funds from federal and state administering agencies;
 - Results of negotiations between the selected vendor and wC administrative staff;
 - Continued availability of wC WIA/ARRA funds, and;
 - Approval by ADW Committee and full wC Board of staff's recommendation.
2. All awards may also be contingent upon the results of a more thorough pre-award review including an assessment of the qualifications of the proposer. If the results of the review indicate, in the opinion of wC, that the actual infrastructure of the proposer's program and the selected "Model" may not fulfill contract expectations, wC reserves the right not to enter into a contract with the organization, regardless of the ranking and/or approval of the respondent's proposal.
3. wC may require the selected vendor to participate in negotiations and modify their proposals based on the outcomes of contract negotiations.
4. wC may decide not to fund part or all of a proposal even though it is found to be in the competitive range if, in the opinion of wC, the services proposed are not needed, the goals of the proposal do not align with goals of wC, or the costs are higher than wC finds reasonable in relation to the overall funds available.

5. Any federal changes to the WIA/ARRA programs, the State of Nevada and/or wC WIA Plan, may result in a change in contract terms. wC reserves the right to modify or alter the requirements and standards as set forth in this RFP based on program requirements mandated by State or Federal agencies. In such instances, wC will not be held liable for provisions in the RFP package that become invalid.
6. Additional funds received by wC may be used to expand the existing contract. These decisions shall be at the discretion of wC.

Protests/Disputes/Grievance/Appeals Process & Procedures

1. Respondents that are not funded have the right to dispute any provision of this RFP. Contracted service delivery will continue during the period of time that disputes are promptly reviewed and processed as outlined in wC policy 3.5. which can be found on the follow wC's web site: www.nvworkforceconnections.org
2. All protests, grievances and complaints shall be presented to the Executive Director for review. All protests, grievances and complaints shall be assessed by the Executive Director to "determine their merit". If protests, grievances or complaints are found to "have merit", they will be promptly processed as outlined in wC policy 3.5.
3. Appeals may not dispute a particular score received by the petitioning agency. The scores awarded are final based on the "best business judgment" of the review panel and are not subject to question. An appealing agency may appeal the award denial, if it can show that any substantial portion of the published RFP was not followed. All appeals must be submitted in writing addressed to wC's Executive Director within five (5) working days of the notification of refusal or denial of an award. Only appeals that cite the specific section(s) of the RFP that have been violated will be considered. Once reviewed for merit, the appeal will be evaluated first by the appropriate wC committee, and then by the full WC board. Appeals received after the established deadline will not be accepted. The funding decisions made by the full wC board will be final.

Program Period

The initial funding period shall commence on June 23, 2010 and extend until all parties have agreed that the Model has been successfully adopted. wC reserves the right to renew, extend, reissue or renegotiate the awarded contract under this RFP for up to two additional years based on funding availability and contractor's performance. Excellent performance by a contractor does not necessarily bind wC to extend an existing contract.

Type of Awarded Contract & Compensation Terms

1. wC shall enter into a cost reimbursable contract with any entity receiving funding. Contractors shall be reimbursed for the actual expenses incurred based on the approved line item budget. The contractor's expenditures under this award may not exceed (except

at contractor's risk) the total funding available unless WC agrees to amend the contract to provide additional funds.

2. wC may extend or modify a contract if it appears to be in the best interest of the WIA Title I program and is agreeable with the contractor. The costs and scope of work may be modified at any time during a contract period by executing a contract modification that is agreed to and signed by both parties of the contract.

3. If any part of the work included in the proposal is to be subgranted, the grantee shall identify the services they intend to subcontract and the process used to procure those services prior to execution of contract. All subcontract agreements related to this RFP must follow wC procurement policies to ensure the process provides open and free competition. Copies of any subgrant agreements must be submitted to wC prior to the execution of the final contract this includes partner activities and agreements specified in the original Statement of Work.

4. The selected proposer, if applicable, could receive a specified amount of funds in advance of the execution of the Model.

Ex Parte Communication

It is the policy of wC to prohibit ex parte communication regarding proposals with any member of wC board or wC staff. Ex parte communication means an oral or written off-the-record communication made to decision-making personnel either directly or through a third party, without required notice to the parties, to influence or attempt to influence the merits or outcome of a future decision. Written and oral communications with regard to proposals are neither solicited nor received by individual wC board members. Violation of this policy may disqualify an agency from consideration. This policy, however, does not preclude proposers, wC board, wC staff, or proposal evaluators from requesting clarification on parts of the solicitation process.

SECTION IV

Model Description

With a goal of reducing recidivism rates, please provide the following wing information:

- A brief description of the unique qualities of your "Best Practice" Model lead to successful outcomes;
- A brief description of your Model's components that may include, but not limited to, those elements as indicated in the Purpose, Section I, Page 4 of this RFP;
- A brief description of your Model's transition plan strategies, and follow through, case management recommendations that target designated population;

- A brief description of employment training and placement activities specific for the ex-offender population.
- A brief description of procedures in which wC staff would receive the technical assistance appropriate and training in order to replicate the Model.

(No more than (5) five pages)

Executive Summary

Proposers must submit an Executive Summary to include a brief description of the number of years of an established business. *(Please note that respondents must have a minimum of two (2) years of documented, successful experience within the last five (5) years in the implementation of a successful Prison Re-Entry “Model”.)* Proposals must include in this summary the qualifications of “key” staff who shall be involved in the project, any recent nationally recognized accomplishments, and any other favorable information that may be of interest to wC regarding your agency.

(no more than (4) four pages)

Qualifications of Proposers

wC will consider responses from, but not limited to, Community-Based Organizations (CBO); Public Agencies; Private For-Profit Businesses; Private Non-Profit Organizations; Educational Entities; Faith-Based Organizations and a Consortium of agencies and organizations Consortiums must have one agency as the lead for any group and accepts sole the responsibility for ensuring compliance with all fiscal and programmatic terms and conditions of any awarded contract. and for administering the programmatic and fiscal elements of the contract. Collaborative proposals that utilize partners and leverage other funds and resources are highly encouraged.

wC may select a Model based on the initial proposal received without modification; however, wC reserves the right to request additional data, conduct oral discussions, or review documentation in support of the proposal before making an award. Respondents may also be asked to make an oral presentation to wC. wC staff will schedule the time and location for these presentations if necessary.

All proposals submitted in response to the RFP shall become the property of wC and wC retains proprietary rights to all submitted proposals.

Layout Requirements

Please following the following proposal layout guidelines: Font size: 12 point, Margins: One inch minimum, Text: Double-spaced, Pages: Single-sided, Footer: The name of the submitting organization at the bottom of each page, Page numbering: Consecutively numbered at the bottom of each page. (Prefer 1 of 6, 2 of 6, etc.)

SECTION V

Questions and Responses

Written questions regarding this RFP must be submitted in writing, faxed or by e-mailed to the following person:

**Heather DeSart, Program Director
Adult/Dislocated Worker Programs
7251 West Lake Mead Blvd., Ste.200
Las Vegas, Nevada 89128
Facsimile: (702) 638-8774
hdesart@nvworkforceconnections.org**

Written responses to questions received will be posted on the following wC website: www.nvworkforceconnections.org. No questions regarding this RFP will be accepted or technical assistance provided after Friday June 10, 2011.

Proposal Checklist

Those agencies or organizations wishing to submit proposals should ensure that each of the following components are included in the sealed proposal package:

- **Model Description***(must include responses to wC's designated elements on Page 4 - Section I - Purpose - of RFP)*
- **Executive Summary**
- **Appendix - Cover Page; Agreements, Organizational Chart; Budget and Budget Narrative**

Mandatory Items to be included in the Appendix Page

- **Agreements with partners/subcontractors or other organizations associated with carrying out the proposed program** *(if indicated in your proposal)*
- **Organization Chart**
- **Budget and Budget Narrative**
- **Cover Page**

Evaluation Guidelines for Rating Proposals

Proposals will be selected for funding based on a favorable evaluation and/or the need for services offered. Priority may be given to those Models that illustrate the most comprehensive and broadest range of services for a reasonable cost along with their rating of the following evaluation established guidelines:

- Proposer's response to each element identified in Section I of this RFP and Model Description. **(maximum of 50 points)**
- Response to a background/history of your organization and your qualifications related to your "Model" of providing services to "previously incarcerated persons". Also include any other entities, if applicable, that may be involved in providing the services you are proposing in your Model. Include verbiage on how they were or will be selected, the role they will play and their qualifications. **(maximum of 20 points)**
- Please Provide a brief description of your organization's financial management structure which includes a description of your organization's experience of managing and accounting for state and federal funds. **(maximum of 5 points)**
- Please describe in detail any additional workforce related elements your Model will address. **(maximum of 10 points)**
- Total cost of services **(maximum of 15 points)**

APPENDIX

(Please attach)

- **Completed and Signed Cover Page**
- **Mandatory Affirmations** (*with signature*)
- **Agreements with partners/subcontractors or other, if applicable**
- **Organizations associated with carrying out the proposed Model** (*if indicated in the proposal*).
- **Organization Chart**
- **Line Item Budget**

Proposal Cover Sheet

Organization Information

Organization Name: _____

Mailing Address: _____

Phone Number: _____ Fax Number: _____

E-mail Address: _____

Name of Contact Person: _____

Title & Phone Number: _____

Organization Federal tax I.D. Number: _____

Total Cost of Proposal: \$ _____

Affirmation and Certification:

I affirm that the information within this proposal is true and accurate to the best of my knowledge. I acknowledge that I have read and understand the requirements of the Request for Proposal (RFP), and that my agency/organization is prepared to implement the proposed activities as described herein. Further, I certify that I am duly authorized to submit this proposal on behalf of my agency/organization. I also understand that by signing any contract initiated as a result this proposal, my agency/organization is responsible for meeting each performance measure set forth in this RFP and/or established by federal, state and local WIA regulations. I fully affirm and understand that failure to meet the performance measures set forth in this RFP may result in my organization's contract being terminated.

Name: (Print) _____

Title: _____

Authorized Signature: _____ Date: _____

ORGANIZATION CHART

Please Attach

BUDGET

Categories	Amount
a. Total Cost for Technical Assistance-other than staff training (indicate total hours and cost per hour)	\$
b. Total Cost of On-site wC Staff Training (indicate total hours and cost per hour)	
c. Total Cost for Travel by Proposer Staff (indicate round trip cost and approximate number of trips)	
d. Total Cost of Daily Per Diem by Proposer Staff (please indicate applicable government rates)	
e. Total Cost of Additional Supplies and Materials	
Total Cost of Proposal:	