



Michigan Department of Corrections
Offender Success Program

Request for Proposal for Job Placement and Job Retention Services

The purpose for this Request for Proposal (RFP) is to obtain bidders to provide Job Placement and Job Retention Services for the Offender Success Program. The proposals gathered will be used to assist Catholic Social Services in selecting an agency to provide services needed in Washtenaw, Jackson, Lenawee, Hillsdale, and Livingston.

INSTRUCTIONS

1. Review the program overview and attachments. Fill out the questionnaire and attach any additional sheets/information as needed.
2. **DELIVERY OF RESPONSE.** Please provide a written proposal response to Virginia Willey, Program Manager -- vwilley@csswashtenaw.org and ddailey@csswashtenaw.org

FREEDOM OF INFORMATION ACT. All portions of a response are subject to disclosure as required under Michigan's Freedom of Information Act, 1976 Public Act 422.



1. Program Overview

Catholic Social Services of Washtenaw County has been awarded a contract with the State of Michigan Department of Corrections (MDOC) Offender Success Program to provide housing services in Washtenaw, Livingston, Monroe, Jackson, Lenawee, and Hillsdale counties. This RFP pertains to all counties except for Monroe.

Incident Reporting: Providers must report any incident of death, offender injury/illness requiring hospitalization, unusual event which may attract public or media attention, or a violation of the Prison Rape Elimination Act (PREA) to Catholic Social Services and MDOC parole staff.

Billing & Data Reporting: Data collection for new job placements, job retention, and all billing must be submitted by the 7th of each month. The provider will complete a Data Collection Spreadsheet provided by CSSW and an invoice for payment.

Non-discrimination: Contractor must have a written policy on non-discrimination.

MDOC Work Rules: Providers must comply with MDOC Work Rules/MDOC Vendor Handbook.

Attachments

MDOC Work Rules/Vendor Handbook

Please note this RFP does not commit Catholic Social Services to award a contract or pay any cost incurred in the preparation of a proposal. Catholic Social Services reserves the right to accept or reject any or all proposals or parts of proposals received as a result of this request. Catholic Social Services can cancel this RFP, in part or in its entirety, if it is in the best interest to do so.



Request for Proposal

JOB PLACEMENT QUESTIONNAIRE RESPONSE

Please respond to the following topics and questions in a "Question and Answer" format, providing thorough information for each and complete the Housing Information Sheet, including signature. Attach additional sheets, if necessary. Submit the response to Virginia Willey at vwilley@csswashtenaw.org & Devin Dailey at ddailey@csswashtenaw.org

Catholic Social Services of Washtenaw County
ATTN: Virginia Willey, Program Manager
4925 Packard Street
Ann Arbor, MI 48108
vwilley@csswashtenaw.org

1. Provide detailed information about job placement programs already in place, or a plan to establish job placement programs within the county the agency is located. (Attach a separate page if necessary)
2. Will the agency be able to provide a dedicated staff member to handle all referred clients from Offender Success? Clients must be contacted within 48 hours of a referral being sent.
3. Please provide a comprehensive overview of your prior experience as a job placement program/agency and any experience you may have working with the Offender Success Program (Prisoner Re-Entry) or with parolees in general. (Attach a separate page if necessary)
4. What is your current Job-Placement rate in the county (counties) in which you are located?



5. Contractor is expected to place 75% of clients referred to an employment position. Once placed, the Contractor is expected to case manage each client. With case management, 50% of clients placed in employment are expected to retain their employment for 1 year or until discharged from MDOC supervision. Please detail how your agency will ensure that these metrics are met on a monthly, quarterly, and annual basis. Also include current process used to track job placement and retention. (Attach a separate page if necessary)

6. Does the contractor provide 'job club' type workshops or other employment workshops that clients can attend? Please give details of options offered.

7. Are there other services you propose to provide (clothing, food, work supplies, transportation, identification)? Include why this service would be needed and specific additional costs associated with the service which are included in your proposed rate.

8. Provide a copy of your insurance certificate for staff and agency.

9. Distance to parole office (in the county which the property is located):

10. Distance to nearest bus stop/transit center?

11. Provide a fee schedule for services provided and an estimated annual budget for administration costs.



RFP Evaluation Criteria

The total maximum number of points that a proposal can receive equals 100 points. Only those proposals receiving a score of 80 or more points will be considered for award. The maximum number of points for each of the categories is as follows:

- A. 20 Points – Bidder Experience and Past Performance
- B. 20 Points – Education Credentials and Qualifications
- C. 10 Points – Past Experience working with clients within the criminal justice system.
- D. 40 Points - Program Implementation.
- E. 10 Points - Fee rates for services