Request for Proposal(s) for Adult or Youth Re-Entry Model Programs

An equal opportunity employer/program
Introduction

- workforce CONNECTIONS (wC) is a public agency that provides a variety of workforce development services to Southern Nevada residents, businesses, education and training providers. These services are made available through US Dept. of Labor’s (DOL) Workforce Investment Act of 1998 (WIA)
Second Chance Act
Public Law 110-199

- Encourages practices that will reduce recidivism.
- Mandates strategic plans that incorporate significant roles for community partners.
- Development of community stakeholders.
Funding Available for this RFP

- Amount not to exceed $1,000,000 for both Adult and Youth programs.
- Respondents who decide to respond to both proposals, Adult & Youth, must submit two (2) separate proposals - one for each.
- Initial funding period:
  - July 1, 2012 through June 30, 2013
  - Option to reissue contract(s) for up to three (3) additional years based on need, performance and funding availability.
Building on a Foundation of Success

- During the past year wC has operated 2 in-house programs, one for Adult and one for Youth Re-Entry services.
- Successful bidder(s) will inherit these programs.
Summary and Overview of Re-Entry Model Programs

- Individuals that are released from incarceration face many challenges that contribute to recidivism:
  - Joblessness and limited education
  - Limited prior work history
  - Limited skill levels
  - History of substance abuse
  - Mental health concerns
  - Weak support systems
**wC Goals**

- Provide access to employment opportunities for Re-Entry participants
  - Transitioning out of incarceration
  - Involved in juvenile justice system
  - Reside in high-crime zip codes
Incumbent Goals, cont.

- Increase exposure to high-priority growth sectors.
  - Tourism, Gaming and Entertainment
  - Health and Medical Services
  - Logistics and Operations
  - Information Technology and Business Ecosystems
  - Renewable Energy
Program Model Requirements
20 Points

- Successful respondents must demonstrate a commitment to improve employment for ex-offenders in southern Nevada.

- Given the goal to reduce recidivism all program models must include specific components:
  - Recruitment, Eligibility and Enrollment
    - wc Policy 3.0 - Eligibility for WIA Title I Services
  - Case Management
  - Training
  - Employment Opportunities
  - Mentoring
Current WIA Performance Measures

- **Adult Measures are:**
  - Entered Employment 63%
  - Retention 70%
  - Average Earnings $11,500

- **Youth Measures are:**
  - Literacy and Numeracy 29%
  - Entered Employment/Post Secondary Education 40%
  - Attainment of Degree or Certificate 40%
Program Model Descriptions
Adult

- Build practical skills that will lead to self-sufficient employment.
- Structured activities, i.e., job search workshops, support networks, career awareness.
- Community partnerships
Program Model Descriptions
Youth

- Setting realistic occupational goals
- “Long view” career management
- Academic achievement and attainment of postsecondary credentials/certificates
Program Model Descriptions, 60 Pts.

Adult & Youth Re-Entry Model Programs

- Organizational Capacity and Relevant Experience 15 Pts.
- Program Components 25 Pts.
- Partnerships 15 Pts.
- Assessment and Evaluation 5 Pts.
Organizational Capacity and Relevant Experience, 15 Pts.

- Profile of organization’s experience in Re-Entry Services.
- Proposed number to serve.
- Previous outcomes of programs.
Program Components, 25 Pts.

- Who do you plan to serve?
- Program orientations
- Job readiness workshops
- Program retention plan
- Employer application preparation
- Learning goals and development
- Typical schedule of weekly program and milestones
Partnerships, 15 Pts.

- List of partners
- Define roles and commitments
- Letters of commitment (not to be confused with letters of support)
  - Example: ABC Company, Behavioral Health Services
Assessment and Evaluation, 5 Pts.

- How will you evaluate the effectiveness of your program?
- Describe specific outcomes to be achieved.
- Reporting to wC.
General Application Information and Process

- wC makes no commitments nor is responsible for any costs incurred with preparation of this RFP.

- wC reserves the right to cancel, delay, amend or reissue this RFP at anytime.
Questions

- Questions may be asked at the Bidders Conference and can also be submitted in writing via email. Responses will be posted on WC’s website.
  - Adult RFP Questions
    - adultreentryrfp@snvwc.org
  - Youth RFP Questions
    - youthreentryrfp@snvwc.org

No further questions will be answered after April 19, 2012, 12 PM.
Submission of Proposal

- One Bound Copy
- Six (6) unbound copies
- One electronic copy (flash drive or CD)
- Sealed envelope with the name of your organization labeled Re-Entry Adult or Re-Entry Youth
- Proposals due on or before April 20, 2012, 12 PM
Proposal Response Format

- Proposal Checklist
- Proposal Cover Sheets
- Executive Summary
- Program Model Descriptions
- Program Model Requirements
- Contractor’s Certification and Budget Information
- Budget
- Attachments
Layout Requirements

- Formatted using 1 inch margins
- Table of contents
- Executive Summary, 1 page, double
- Program Model Requirements and Program Model Descriptions
  - Cannot exceed 10 pages, single-sided, double-spaced
- 12 point font, Times New Roman
- Table of Contents
Statement of Qualifications

- Packet available for download at www.nvworkforceconnections.org
- Organization must pass prior to review of proposal
- Due on or before March 20, 2012, 4 PM
Proposal Review Process

- All proposals will undergo a fair and objective review.
- Adheres to WC Policy 2.2 - Procurement
- All proposals will undergo a Technical Review
- WC may request additional data or conduct oral presentations from bidders
Protests/Grievance/Complaint Procedure

- All unsuccessful bidders have the right to file a protest, grievance or complaint. Please refer to *wC* Policy 5.7 - Grievances/Complaints.

- All appeals must be submitted in writing and addressed to *wC* Executive Director within five (5) working days subsequent to the approval of the winning bidder by the *wC* Board.
Type of Contract

- wC will enter into a cost reimbursable contract with any entity receiving funding.
- Sub-grantees are subject to Procurement. wC Policy 2.2 - Procurement
Contractor Requirements


- Must adhere to Federal, State and WC Policies

- Monthly invoices

- Equal Employment Opportunity
Ex Parte Communication

- Off-the-record written or oral communication with decision-making personnel is prohibited.
Additional Mandatory Items to be included in the Appendix

- Resumes of key personnel, or job descriptions if positions will be filled upon award
- Agreements with partners/subcontractors or other organizations associated with carrying out the proposed program
- Organization Chart
- Timeline showing major activities proposed
- Budget template and budget detail narrative
Fiscal Plan and Budget, 20 Points

- Budget Template & Narrative
- Allocated Costs
- Indirect Costs
Important Dates

- RFP Release - March 7, 2012
- Mandatory Bidders’ Conference - March 13, 2012, 10 AM
- Letter of Intent and Statement of Qualifications (SOQ’s) due - March 20, 2012, 4 PM
- Last day for Technical Assistance - April 19, 2012, 12 PM
- Proposals due - April 20, 2012, 12 PM
Questions?