



**REQUEST FOR PROPOSAL (RFP)
FOR
REENTRY WORKS**

RFP Issued	Thursday, July 18, 2019
Respondent Orientation	Available now as an audio recording—see RFP page
Last Day to Submit Questions	Monday, August 12, 2019
Proposals Due	Monday, September 16, 2019
Evaluation Completion	Friday, September 27, 2019
Anticipated Award Notification	October 2019
Contract Start	October 2019

**Proposal must be received no later than
3 p.m. Pacific Daylight Time (PDT)
Monday, September 16, 2019
ABSOLUTELY NO EXCEPTIONS**

The San Diego Workforce Partnership is an equal opportunity employer and is committed to equal opportunity in its contracting process. Auxiliary aids and services are available upon request to individuals with disabilities.

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I. INTRODUCTION

A. SOLICITATION AND CONTRACT PERIOD

The San Diego Workforce Partnership (the Workforce Partnership) is issuing this request for proposal (RFP) for respondents with applicable experience providing pre-and post-release workforce development for justice-involved individuals to expand upon the [Workforce Partnership's Reentry Works](#) initiative. Reentry Works is not just a singular program, but an overall strategy to invest and innovate in, evidence-based solutions to best serve the justice-involved population. The Workforce Partnership is seeking respondents that—in coordination with multiple partners—will ease reentry transition, provide housing and basic need stabilization, direct job placement, and reduce recidivism in the [Southern Border Region \(SBR\): Imperial and San Diego counties](#).

The purpose of this request is to procure a qualified lead service provider through June 30, 2020 with the option to extend the agreement for two additional one-year periods (see Table 1-Estimated Funding). Option to extend will be based on organizational need, service provider performance, and funding availability. The first period of performance for the agreement to be awarded is 9 months, successful respondents will be expected to participate in program implementation discussions.

This RFP will provide potential respondents with background information and describe the desired services, guidelines for proposals, and the subrecipient selection process. Respondents are invited to submit a proposal in accordance with the instructions in this RFP.

B. ESTIMATED FUNDING

An estimated total Reentry Works funding amount of \$1,600,000 is available through the [Prison to Employment \(P2E\) Initiative Direct and Supportive Service Grants](#), Workforce Innovation and Opportunity Act (WIOA) Adult (CDFA 17.258) and San Diego County Sheriff's Department. The costs cannot exceed Table 1:

Table 1 — Estimated Funding*

Period of Performance	Total Available Funding
October 1, 2019–June 30, 2020	\$480,000*
July 1, 2020–June 30, 2021	\$640,000*
July 1, 2021–June 30, 2022	\$480,000*
Overall Funding Total	\$1,600,000*

*These amounts may increase or decrease based on availability of formula fund allocation from the California Workforce Development Board Prison to Employment funds, County funds, and other special grant program funds.

The Workforce Partnership receives funding to provide services using WIOA formula funds *and* special grant funds from public and private sources. Special grant funding may be added at any time during the period of performance and successful respondents will be required to provide services and work collaboratively with other partners to ensure quality delivery for all special grant programs and initiatives as requested by the Workforce Partnership.

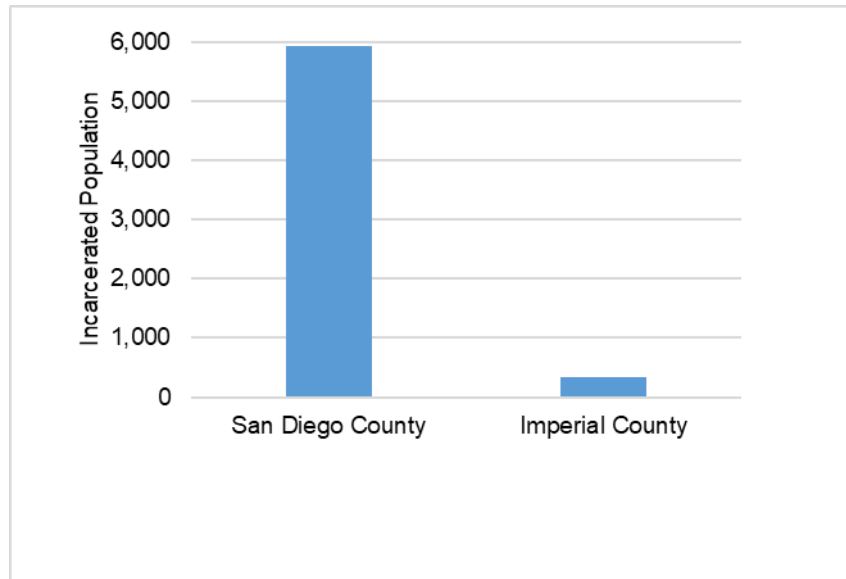
Additional funds will be made available for “earn and learn” opportunities for justice-involved individuals through a request for bid(s) (RFB). “Earn and learn” is defined in Section 14040(a) of the Unemployment Insurance Code as the same meaning as in Section 14005(q) of the Unemployment Insurance Code. As defined, “Earn and learn” includes, but is not limited to, a program that does either of the following:

- Combines applied learning in a workplace setting with compensation allowing workers or students to gain work experience and secure a wage as they develop skills and competencies directly relevant to the occupation or career for which they are preparing.
- Brings together classroom instruction with on-the-job training to combine both formal instruction and actual paid work experience.

Respondents of the RFP will be responsible for enrollment of participants in earn and learn(s). Participants will be provided an hourly wage and respondents will be responsible for placing individuals in unsubsidized permanent employment following completion of the earn and learn period of performance.

Respondents are required to provide services to justice involved participants in San Diego and Imperial counties. SBR recommends respondents address the distribution of Reentry Works funds based on total county population, and incarcerated population shown in Table 2:

Table 2 — Number of Incarcerated and Supervised Population in Imperial and San Diego Counties



San Diego County Population: 3,338k
 Imperial County Population: 182k (5.5%)

San Diego County Incarcerated Population: 5,934
 Imperial County Incarcerated Population: 345 (5.8%)

C. REGIONAL PROPOSAL RESCTRCTIONS

Respondents are limited to submitting one proposal in response to this RFP. The respondent's budgets must include the planned service delivery across the SBR. Additionally, budget narratives must reflect which staff may operate at specific SBR locations, and which staff may be leveraged across multiple counties. Respondents are encouraged to subcontract operations of regions or aspects of services to partners in a specific region(s) or countywide.

D. ELIGIBLE APPLICANTS

For-profit and nonprofit organizations, public agencies, consortiums, and/or a collaboration of these organizations are all encouraged to apply. Consortiums, joint ventures, or collaboration of organizations with complementary skills and experience are encouraged to apply, but proposals need to clearly identify one legal entity as the prime respondent that will hold contracting responsibilities and liabilities. Respondents must also clearly distinguish which partnerships represented in a response are subcontracts and which are non-financial collaborations.

E. ADDENDA TO THIS RFP

The Workforce Partnership may revise any part of this RFP at any time. If revised, the Workforce Partnership will release an addendum that will be posted on the Workforce Partnership's website at workforce.org/funding. Respondents are responsible for checking the website to remain informed about the process and any changes that may affect the RFP. If respondents have difficulty or problems accessing the website or downloading information, contact ReentryRFP@workforce.org.

F. RIGHT TO CANCEL

The Workforce Partnership reserves the right to delay, amend, reissue or cancel, all or any part of this RFP at any time without prior notice. The Workforce Partnership also reserves the right to modify the RFP process and timeline as necessary. This RFP does not commit the Workforce Partnership to accept any proposal or execute an agreement with any bidders, nor is the Workforce Partnership responsible for any costs incurred by the respondents in the preparation of responses to this RFP. The Workforce Partnership reserves the right to reject any or all proposals, to accept or reject any or all items in the proposal and to award the contracts in whole or in part as is deemed to be in the best interest of the Workforce Partnership. The Workforce Partnership reserves the right to negotiate with any respondent after proposals are reviewed, if such action is deemed to be in the best interest of the Workforce Partnership.

G. RESPONDENT ORIENTATION & QUESTIONS AND ANSWERS

The Workforce Partnership will provide a respondent's orientation to present the RFP requirements. All questions posed until August 12 will be posted on the Workforce Partnership's website. Other than questions submitted to ReentryRFP@workforce.org, no communication with Workforce Partnership staff regarding this RFP is allowed. The respondent's orientation will be recorded and available for viewing. Please refer to workforce.org/rfps/2019/07/18/request-for-proposals-rfp-for-reentry-works for the latest updates on the recorded webinar.

- The orientation will be recorded and posted to the RFP website.
- Questions related to the RFP must be submitted via email to: ReentryRFP@workforce.org. Oral questions will not be accepted. Respondents are asked to refrain from directly contacting the Workforce Partnership and/or board members with questions regarding the RFP. Violation of this requirement may result in disqualification from the bidding process.
- Written questions will be accepted through Monday, August 12, 2019
- Questions received after the deadline will not be answered.

Written responses to questions received by Workforce Partnership will be posted on the website workforce.org/funding by Friday, August 23, 2019. The Workforce Partnership reserves the right to consolidate or group questions to streamline the response process.

H. STATEMENT OF QUALIFICATIONS (SOQ)

The **ATTACHMENT – SOQ** clarifies an organization’s qualifications to respond to this RFP, including legal, administrative and fiscal capacity. If selected, the SOQ must be updated annually and filed with the Workforce Partnership to remain a contracted service provider.

The Workforce Partnership encourages the participation of respondents who are certified as small businesses, minority-owned firms, women’s business enterprises, emerging businesses, disabled veteran businesses, justice-involved owned, and disadvantaged businesses. Such certification shall be documented in the SOQ.

The successful respondent of this RFP will be required to deliver an **original** signed, printed copy of all SOQ documents to the following address prior to execution of the contract:

The San Diego Workforce Partnership
Attention: Programs Department
Re: Reentry Works RFP
9246 Lightwave Ave. #210
San Diego, CA 92123

Completion of the SOQ is required. For more information, email ReentryRFP@workforce.org. Failure to provide SOQ and/or incomplete SOQ will result in award of contract to next highest scoring respondent.

I. SUBMITTAL OF PROPOSAL

The Workforce Partnership must receive proposals no later than 3 p.m. Monday, September 16, 2019. Respondents must submit one proposal with original signatures, seven (7) paper copies, and seven (7) USB flash drives each containing electronic copies of all proposal documents to:

The San Diego Workforce Partnership
Attention: Programs Department
Re: Reentry Works RFP
9246 Lightwave Ave. #210
San Diego, CA 92123
Email: ReentryRFP@workforce.org

All pages must be numbered and attached using staple, clip or other binding mechanism.

Late proposals will not be accepted. The Workforce Partnership will provide a receipt verifying the time and date the proposal is received. If the respondents send their proposals via the U.S. Postal Service, UPS, or any other type of delivery service, respondents are responsible for requesting proof of delivery date and time from their chosen carrier.

II. BACKGROUND INFORMATION

A. ORGANIZATIONAL OVERVIEW & GOVERNANCE

The Workforce Partnership is a 501(c)(3) tax-exempt organization chartered by the County and the City of San Diego to fund job training programs in the San Diego region. The organization's primary funding is allocated by the U.S. Department of Labor (DOL) under the provisions of the Workforce Innovation and Opportunity Act (WIOA) and distributed under the leadership of the Workforce Development Board (WDB) and the Policy Board. WIOA is the legislation that provides funding, guidance and alignment of public workforce development systems across the United States. The intent of WIOA is to equip workers with the skills necessary to meet business needs and to provide businesses with access to the talent pool needed to compete in their local, regional and global economies.

For additional information on the Workforce Partnership, visit workforce.org.

B. AMERICA'S JOB CENTER OF CALIFORNIA NETWORK

The Workforce Partnership oversees the operation of a network of three (3) full-service comprehensive America Job Centers of California Network of career centers ("career centers") and three (3) affiliate career centers located throughout San Diego County. Career centers provide employment and training services to the general public, including career assessment, job training, and job search assistance for county residents whether unemployed or employed. Each year, the career centers serve nearly 15,000 unique visitors across the region.

In June 2015, the Workforce Partnership launched Reentry Works when awarded funds through a competitive grants process to create a specialized jail-based career center at the East Mesa Reentry Facility (EMRF). The subsequent year, the Workforce Partnership received additional funds for the operation of a career center to serve the female justice-involved at the Las Colinas Detention and

Reentry Facility (LCDRF). Respondents are expected to provide justice-involved individuals in these facilities with pre-release job-readiness and job search training, workshops and case management, while strengthening links to post-release services.

Imperial County's largest career centers are located in the main population areas of the County. Full-service comprehensive centers are located in the cities of El Centro, Calexico and Brawley. Calexico is collocated with Employment Development Department (EDD) and Department of Social Services (DSS). Brawley is collocated with DSS and Behavioral Health and El Centro is collocated with EDD. There are three (3) satellite centers as well in El Centro west, Winterhaven and Calipatria. The Imperial County Workforce Development Board serves the reentry population through its El Centro center providing job-readiness and job search training, workshops and case management to those individuals remaining in Imperial County. For those leaving the area, we anticipate providing a comprehensive package upon release to support them at their destination.

C. PRISON TO EMPLOYMENT INITIATIVE FUNDS

As part of the 2018 state budget process, the California Legislature approved—and signed by Governor Brown—legislation which established the Prison to Employment Initiative. The 2018 state budget included \$37 million over three budget years to fund the integration of workforce and reentry services. The first portion of these funds—Regional Planning Grants—was awarded in October 2018. Regional Planning Grant funds are intended to support the development of plans for each region's justice-involved population per the requirements set forth in the Regional and Local Planning Guidance issued in July [2018](#).

In addition to the aforementioned planning grant, Prison to Employment Initiative funds will be distributed the SBR via the two grants below:

- Regional Implementation and Direct Services Grants to fund the implementation of regional workforce corrections plans and provide direct services provided in accordance to the [Southern Border Region Plan Refresh March 2019](#)
- Regional Supportive Services and Earn and Learn Grants to provide supportive services and “earn and learn” opportunities for justice-involved and formerly incarcerated individuals

D. GUIDING PRINCIPLES OF REENTRY WORKS

Reentry Works is guided by the following principles:

1. Change is driven by trusting relationships. This includes partnerships across supporting organizations, and justice-involved individuals and supporting organizations.
2. If organizations seek to support justice-involved individuals, the best time to reach them is *before* they are released from custody.
3. A job is not always the first step toward self-sufficiency.
4. If justice-involved individuals believe that all an organization cares about is achieving employment placements, they will not communicate challenges that are relevant to their path toward self-sufficiency.
5. Organizations that want to support this population need to agree on a model of service that provides justice-involved individuals experience over the organizations' operational preferences.

E. GOALS OF REENTRY WORKS

The goals of Reentry Works are to:

1. Reduce recidivism for previously incarcerated populations
2. Support both system alignment and partnerships between correctional partners, workforce development service providers, and a range of community-based resources
3. Reduce employment barriers and provide basic need stabilization that better prepares justice-involved individuals to re-enter the workforce and improve opportunities for finding suitable employment immediately upon release

F. ROLES AND RESPONSIBILITIES OF SBR

Roles and responsibilities of SBR include the following:

1. Oversee and evaluate the management and operations of all programs funded by the SBR
2. Allocate funds
3. Monitor subrecipient performance, quality of service and cost effectiveness, and report on performance to the boards
4. Develop and provide technical assistance to subrecipient staff
5. Provide technology systems and network connectivity together with the San Diego County Sheriff's Data Services Division
6. Inform subrecipient of federal and state policies, procedures, and rules that may impact the operations of the program(s) and give assistance as needed to implement them accordingly
7. Prepare grant plans and/or modifications as required for all funding sources
8. Ensure compliance with all rules, regulations, and procedures issued by all funding sources
9. Primary contact between sub-contractor and additional funders

The roles and responsibilities may be refined and changed as:

- Federal and State law and requirements are enacted, updated and/or implemented covering the workforce development system;
- regulations and procedures are developed or changed by the DOL;
- and/or SBR's governing boards adopt new local direction and/or procedures.

G. ROLES AND RESPONSIBILITIES OF THE SUBRECIPIENT

Roles and responsibilities of the subrecipient include:

1. The provision of all required direct services to participants which include but are not limited to:

Pre-release

- Orientation
- Intake/eligibility
- Referrals
- Enrollment
- Assessments
- Post-release transition plans
- Workshop facilitation
- Coordination of job fairs

Post-release

- Mobile case management
 - Connection to stable housing
 - Direct job placement
 - Incentives/supportive services/stipends
 - Connecting participants to training opportunities
 - Recruitment of participants for earn and learn opportunities
2. Manage fiscal responsibilities associated with operation and payment of the contract(s)
 - Adherence to the principles and procedures provided in chapter 6 of the Workforce Partnership [Operations Manual](#)
 - Generate, review and analyze performance reports and monthly invoices and planned expenditures
 - Support regular financial and programmatic monitoring activities
 3. Detention Facilities Security Clearance and Background Check

The selected subrecipient's staff who will be entering and operating in detention facilities must pass the Sheriff's standard background check by submitting a completed and signed J-23 form and providing a copy of their valid California Driver's License or California Identification Card. All applicants will be notified in writing by of the time and place of a mandatory orientation session that they must attend prior to their application being processed. Failure to attend the orientation session will result in the application being made inactive. All potential detention facility subrecipient staff will be screened and cleared prior to entering any detention facility. An applicant who fails the background investigation and is denied access per the Detentions Investigations Unit will be notified in writing. Information on which the denial is based will be provided. Once cleared, subrecipient staff will be issued a visitor ID card and will be escorted and monitored by Sheriff staff while in the detention facility. Ongoing criteria for subrecipient staff access include no warrants, no pending prosecutions, sobriety and no felony convictions.

III. PROGRAM DESCRIPTION

A. SBR'S CORE PILLARS OF REENTRY WORKS APPROACH STRATEGY

1. Maximizing reentry investments by co-funding with partners: SBR is committed to expanding its funding with corrections partners by designing programs with the expectation that corrections partners will match investments in workforce solutions. Collaborating with partners ensures that all investments are maximized, and dollars go further to serve the region.
2. Evidenced-based service delivery: SBR will integrate strategies informed by data and evidence in its program design. Evaluation and research are cornerstones to continually reviewing success and informing future expansion of our efforts.
3. Integration and co-enrollment with career center and WIOA providers: We are only as strong as the systems we build. SBR is committed to strengthening the connections and resources found in our career centers with our reentry work, this includes co-enrollment to open pathways to training, education and supportive service resources.

4. Flexible, population-specific earn and learn models that lead to quality jobs: Opportunities for justice-involved to earn and learn are critical to see success. This population requires immediate support and income to acquire and retain employment. We will pursue this by creating pools of funding for community-based organizations, labor unions, education partners and others to create innovative and flexible programs.
5. Outcomes-based contracting models: SBR has a strategic priority to shift our contracting models to more outcomes-based performance management with the goal to increase the performance and impact of our programs in the community. Evaluating and paying success enables greater accountability to our job seekers and allows contracted organizations greater flexibility to innovate in their funded activities.
6. Mobile team-based case management: Participants will develop a joint reentry plan with all program partners that include basic need stabilization resources and workforce development services. Because a continuum of services is an important step toward reentry, this grant will fund transition services provided at EMRF and LCDRF, for community and stabilization services during post-release
7. Empowerment and ownership: Through peer-to-peer learning models, research suggests that peer-to-peer learning improves outcomes for at-risk and hard-to-reach populations. Peer-to-peer learning can improve social and cognitive development and increases a sense of responsibility for achievement and enhances transferable skills for employability. EMRF, through their vocational programs, establishes team leads who provide leadership, guidance and training to their peers. SBR and its partners want participants to play a key role in empowering themselves and each other through the services, creating a sense of ownership and pride of the center. Respondents should describe how they will develop a culture of ownership through peer-to-peer learning, leadership development, train-the-trainer initiatives and other participant empowerment models.
8. Targeted job development: Job development services will be focused on pre-release services that will turn into post-release jobs. Earn and learn opportunities, apprenticeships, subsidies, and tax benefits will be used to motivate and inform employers of benefits of hiring from population.

B. ELIGIBLE PARTICIPANTS

At a minimum, to participate in funded activities under this grant, an individual must:

1. Be a sentenced justice-involved individual receiving services at the career centers located EMRF, LCDRF, any justice-involved individual enrolled at any of the six (6) community career centers, and/or on probation or parole
2. Have a release date scheduled within 180 days of the individual's enrollment in the program, or on probation or parole

The term “justice-involved” is defined in Section 14040(b) of the Unemployment Insurance Code and refers to individuals (adults and juveniles) who are on parole, probation, mandatory supervision, post-release community supervision or are otherwise part of the supervised population as defined in Penal Code §1234(d) and/or under the jurisdiction of a county or the California Department of Corrections and Rehabilitation. This also includes individuals who are on county informal probation, county deferred entry of judgement or any other county diversion program such as drug courts, veterans’ courts, community courts or other specialty courts.

The term “formerly incarcerated” is not defined in statute and for purposes of this program includes any individual who has at any time served a custody sentence in any adult or juvenile federal, state, or local detention facility or in any alternative custody program such as home detention.

C. PERFORMANCE MANAGEMENT

SBR requires a comprehensive accountability system to determine the effectiveness of services. The selected subrecipient will work closely with SBR to implement performance measures and attain the prescribed standards as defined in the grant proposal for the delivery of services. At a minimum, selected subrecipients will be accountable for the following measures:

1. **Pre-release individuals served at EMRF/LCDRF:** 900 total for period of performance. Served is defined as any value-added service provided.
2. **Enrollments into post-release services:** 250 total for period of performance.
3. **Training completions:** 70% of participants will complete training.
4. **Credential attainment:** 80% of individuals placed in training will receive a credential.
5. **Entered employment:** 75% of participants will be placed in employment.
6. **Employment retention:** 60% of participants will retain employment during 1st, 2nd and 4th quarter follow up.
7. **Average Wage**
8. **Recidivism:** 22% or below

The California Workforce Development Board, EDD, and/or SBR may review and revise the performance criteria. SBR requests that respondents propose performance targets at or above the minimum required enrollment and placement measures to demonstrate their capability to deliver a higher set of services within their region.

D. TRACKING REQUIREMENTS

The subrecipient must utilize the CalJOBS data management system. This includes the entry of individual participant data such as eligibility determination, demographics, activities, case notes and outcomes and follow-up data. Timely data entry is required and must be entered within five (5)

business days after the date of any individual activity. Outcomes such as enrollment, participation and completion will also be entered into the Sheriff Department’s Reentry Services Database. SBR program staff will conduct on-going monitoring to evaluate the subrecipient’s use of the data system(s). Failure to comply with the required use will result in corrective action and may result in the contract being terminated. SBR will provide technical assistance on the data system to the subrecipient.

E. TECHNOLOGY SYSTEM REQUIREMENT

The Workforce Partnership has technology requirements which a contract must comply:

- Internet connectivity (high speed internet recommended)
- Individual email accounts for staff working on proposed project
- Current internet browser
- Any commercial (i.e., no free ware) antivirus client
- Microsoft Office
- Adobe Acrobat Reader

Provisions for the appropriate hardware and software should be included in the equipment budget for this RFP.

IV. PROPOSAL SUBMISSION

Section	Section Title	Page Limit(s)
A	Cover Page	1 page
B	Table of Contents	No Limit
C	Executive Summary	2 Page Limit
D	Proposal Narrative	15 Page Limit
D.8	Project Budget	No Limit
D.8	Cost Allocation Plan	If Applicable, No limit
D.8	Indirect Cost Agreement	If Applicable, No limit
N/A	Additional attachments (such as letters of support/commitment, organizational charts, resumes of key staff)	If Applicable, 10 Page limit

The Workforce Partnership will remove any excess pages from proposals exceeding these page limits before the proposals are distributed for review and evaluation.

A. COVER PAGE

Include company name, address, phone number, website and federal tax identification number, as well as the name, phone number, email, and electronic signature for the person authorized to negotiate the contract and make decisions for the organization.

B. TABLE OF CONTENTS

Include a table of contents that shows a clear identification of the material in the proposal by section and by page number.

C. EXECUTIVE SUMMARY

The executive summary must include a brief overview of the entire proposal including a summary of the Respondent's understanding of the project, an overview of the Respondent's approach and highlight the key strategies that will make their organization successful. The executive summary must not exceed two (2) double-spaced pages.

D. PROPOSAL NARRATIVE (70 POINTS)

Proposals should be in concrete language, using quantifiable measurements whenever possible, and be specific about the role of each collaborator and/or subcontractor. Responses to this section must not exceed twenty (20) double-spaced pages and must include the following elements:

1. Organizational Capacity and Qualifications (5 Points)

The Respondent must provide an overview of its organization, including the primary location of the organization, type of organization (for-profit, non-profit, etc.), size of the organization, years in business, history of business, the organization's mission and objectives, major services and competencies, and any other relevant information that helps provide an overview of the organization. The Respondent must describe applicable experience in workforce development and/or serving the target population. Respondents must provide evidence of the organization's ability to successfully perform the services described in this RFP, including descriptions of past projects completed with a similar scope of work and/or other deliverables.

2. Innovations in Service Delivery (15 Points)

It is required to provide a wide variety of services, that include but are not limited to career, training and follow-up services. Innovation in service delivery is defined by the approach, resources and strategy a respondent brings in implementing each program's required elements. This may include innovations in development of workshop curriculum, utilization of strengths-based individual employment development plans (IEPs), etc. Respondents will be expected to provide, staffing that covers at minimum, but not limited to, the following key functions:

- Oversee day-to-day center operations at EMRF and LCDRF in partnership with Sheriff and volunteer civilian staff.
- Train participant facilitators to promote peer-to-peer learning.
- Manage the schedule of workshops for 300 participants at EMRF and LCDRF.
- Conduct intensive post release services for a minimum of 250 participants, including CalJOBS enrollment, eligibility, assessment, supportive services, and all career counseling activities.

3. Populations Served (10 Points)

Respondents must describe their understanding of the target population by using applicable experience and research. Respondents must demonstrate how to best provide services and resources needed by justice-involved individuals to overcome barriers to employment, develop and achieve their career goals, and reduce the likelihood of recidivism. Respondents must describe their target performance measures based on their understanding of the population to be served.

4. Peer-to-Peer Learning and Empowerment (10 Points)

Research suggests that peer-to-peer learning improves outcomes for at-risk and hard-to-reach populations.¹ Peer-to-peer learning can improve social and cognitive development, increases a sense of responsibility for achievement and enhances transferable skills for employability. SBR and its partners want participants to play a key role in empowering themselves and each other through the services, creating a sense of ownership and pride of the center. Respondents should describe how they will develop a culture of participant ownership while expanding the services offered through peer-to-peer learning, participant leadership development, mentorship programs, train-the trainer initiatives, and other participant empowerment models.

5. Job Development (15 Points)

SBR recognizes that a criminal record hinders job opportunities for individuals in the competitive labor market. Respondents must describe a strategy for targeting and developing job opportunities for this population. SBR is particularly interested in respondents demonstrating any past experience and strategies conducting job development with employers willing to hire justice-involved individuals. Respondents will be expected to provide, job development services that covers at minimum, but not limited to, the following key functions:

- Identify in-demand jobs and employers who have expressed a willingness to hire justice-involved individuals.
- Coordinate and recruit employers for quarterly job fairs onsite at EMRF and LCDRF.
- Develop job openings/placement opportunities for participants and connect participants to job interviews pre- and post-release.

6. Partners, Collaboration and Continuum of Services (15 Points)

SBR understands that it is not feasible for the jail-based job center services to address every need the participant has. Respondents should explain their approach to working with existing partners (Sheriff and Probation) and forming partnerships within the region to connect participants to a broader array of wrap-around services. Respondents shall describe how they will connect with organizations (such as substance abuse counseling, mental health services, housing services, volunteers, training programs, etc.) to aid program participants in the reentry process. Respondents should describe their plan to connect participants to continued services post-release through SBR's network of community-based career centers and what that transition process will look like.

Respondents will be required to collaborate with the partners to ensure that the system of post release services is participant focused. It is highly encouraged to hire staff or partner with organizations that hire justice involved individuals. The basis of these partnerships is to create a workforce system that is skill-based and moves participants through a set of value-added services designed to increase their stabilization of basic needs upon post release, comply with any probation/parole requirements, increase employability, and chances of retaining jobs. Respondents should describe their plan for partnerships to offer wrap around supportive services and maximize impact to participants that will address barriers to employment.

¹ *Peer Learning in Higher Education: Learning From & With Each Other*, edited by David Boud, Ruth Cohen & Jane Sampson. Published by Kogan Page Limited 120 Pentonville Road, London N1 9JN, UK and Stylus Publishing Inc. 22883 Quicksilver Drive

i. Subcontractors

The respondent must describe their plan to subcontract any portion of the services described in the proposal narrative. The respondent must follow their own procurement procedures to procure subcontractors if those procedures reflect state and local laws and conform to the standards in 2 CFR §§200.318–326. If a proposal identifies a specific subcontractor as collaborating in the design or provision of services, the Workforce Partnership's award of the grant does not provide the justification or basis to sole source the procurement of those services, thereby avoiding full and open competition for the provision of the planned services. Procurement of subcontractors may be done before or after submitting a proposal. See Contract General Provisions— Attachment (Section 29.0 Procurement and Purchases and Section 42.0 Subcontracting), for additional information. The respondent's subcontracts funded with WIOA must be reviewed and approved by the Workforce Partnership prior to executing.

7. Past Performance (5 Points)

The **ATTACHMENT – PAST PERFORMANCE QUESTIONNAIRE** must be submitted from a minimum of three organizations or agencies that the respondent has had direct involvement for projects of a similar size and scope.

- Questionnaires must be for projects that the respondent has managed within the past four years.
- Respondents that had contracts with SBR within the past four (4) years must include SBR as one of the agencies completing a questionnaire.
- Respondents may not submit questionnaires on behalf of the organization or agency in which they have previously contracted.
- Each of the respondent's questionnaires must be completed by the referring organization no later than the proposal due date and submitted by mail or email directly to:

The San Diego Workforce Partnership
 Attention: Programs Department
 Re: Reentry Works RFP
 9246 Lightwave Ave. #210
 San Diego, CA 92123
 Email: ReentryRFP@workforce.org

- Late submissions will not be accepted and may result in disqualification of the respondent. Respondents are strongly encouraged to plan accordingly.

8. Project Budget (10 Points)

Proposals that do not include a project budget will be disqualified and will not be considered for funding. The following budget documents are required to be submitted as attachments to the proposal narrative:

- Project Budget (reference **ATTACHMENT – BUDGET SHELL AND NARRATIVE** and **ATTACHMENT – BUDGET INSTRUCTIONS**)
- Cost Allocation Plan
- Indirect Cost Agreement, if applicable

Budgets shall reflect all staffing, operational and overhead expenses. Budgets may not exceed the dollar amount specified in RFP. **Please note:** job center facility space, office furniture,

including desks and chair, equipment such as twelve (12) laptops for participants and staff, phones and some office supplies will be provided by the Sherriff's department and should NOT be accounted for in the proposed budget.

9. Proposal Formatting

All proposals must meet the following formatting requirements, or respondents may be disqualified:

- English language
- Line spacing: Double-spaced
- Proposal narrative pages: Single sided (no more than 25 total)

Suggested formatting:

- Font: 12-point regular, Arial or Times New Roman
- Character Spacing: Normal. Not condensed
- Margins: 1" on all sides
- Pages should be numbered sequentially
- Proposals should be bound or stapled

V. EVALUATION CRITERIA AND CONTRACT AWARD

A. COMPLIANCE REVIEW

Upon receipt of proposals, staff will review submitted proposals for completeness and technical compliance with the terms and conditions of the RFP. All proposals should adhere to the required format and, in order to be competitive, should include all of the requested information, all sections awarding points, completed forms, and attachments. **Proposals that do not include the following will be determined non-responsive and will not be considered for funding.**

- Statement of Qualifications;
- Proposal Content;
- Budget Shell and Narrative; and
- Attachment - Conflict of Interest Disclosure Form

Proposals that do not adhere to formatting requirements and/or do not include other required sections and attachments may not receive full points in the evaluation. The Workforce Partnership reserves the right to reject any proposal submitted. The Workforce Partnership will remove any excess pages from proposals exceeding the stated limits before the proposals are distributed for evaluation.

B. EVALUATION CRITERIA AND ACCESS TO EVALUATION INFORMATION

An RFP Scoring Panel will score and rank proposals and make a recommendation for funding. The selection will be based upon proposal information supplied by the respondent in response to this RFP.

The following details the points assigned per section:

RFP Scoring Methodology	
Written Proposal Scoring	
Proposal Narrative (70 Points Total)	
Organizational Capacity and Qualifications	5
Innovations in Service Delivery	15
Population Served	10
Peer-to-Peer Learning and Empowerment	10
Job Development	15
Partners, Collaboration and Continuum of Services	15
Past Performance (5 points Total)	
Past Performance Questionnaire	5
Proposed Budget (10 Points Total)	
Proposed Budget	10
Total Available Points	85

The Workforce Partnership reserves the right to recommend multiple proposals to its committees and boards. In the event of respondents being within a 5-point score of each other, the Workforce Partnership reserves the right to interview respondents to further elaborate on their proposal.

Summaries of score sheets and comments will be provided to all applicants of the RFP within 10 business days of the Policy Board reviewing the final contract recommendations and any appeals submitted.

C. CONTRACT AWARD

The RFP Scoring Panel's recommendations will be presented to the Workforce Partnership's boards in October 2019. For all upcoming board meeting dates, please visit workforce.org/governance.

1. Negotiation/Contract

The respondent's designated authorized negotiator must be empowered to make binding commitments for the successful respondent and its subcontractors, if any. The Workforce Partnership reserves the right to negotiate the final terms of the contract agreements with the successful respondent(s). Items that may be negotiated include, but are not limited to, the scope of work, the implementation schedule, and the final award amount. If any respondent recommended for funding fails to provide services outlined in the agreement and proposal, the Workforce Partnership may use an alternate respondent to perform services upon board approval.

2. Cooling off period

The Workforce Partnership, the WDB and the Policy Board shall not approve or contract with, and will reject any bid or proposal submitted by an individual or entity who within the preceding twelve (12) months was themselves or employs anyone who is a current, dismissed, separated, or formerly employed person of the Workforce Partnership, and:

- a) Was employed in any position(s) of substantial responsibility in the area of service to be performed by the contract; or
- b) Participated in any way in the negotiations, transactions, planning, arrangements, or any part of the decision-making process relevant to the proposed contract/service agreement, or was or is employed in a role of substantial responsibility in the same general subject area as the proposed contract; or
- c) Is an owner, officer, principal, partner, or major shareholder of the proposed subrecipient.

This prohibition will apply to any qualified person(s) leaving the employ of the Workforce Partnership and will apply at all times during the twelve-month period beginning on the date the person left the employment of the Workforce Partnership and will apply to any procurement issued or contract executed within that twelve-month period. Potential respondents must detail any Cooling Off Period disclosures on the **ATTACHMENT - CONFLICT OF INTEREST DISCLOSURE FORM**. The Policy Board may, upon a showing of special circumstances that would justify the approval of such a contract, waive this cooling off provision.

D. GENERAL PROVISIONS

1. Contract Terms, Insurance and Litigation Warranty

The RFP, any addenda, and the respondent's response shall also become part of the contract agreement between the Workforce Partnership and the respondent. The respondent shall indicate in its proposal any exceptions that the respondent takes to the terms and conditions in the **ATTACHMENT – CONTRACT GENERAL PROVISIONS** or to any of the contents of this RFP. Contract terms required by the respondent must be included or attached to the respondent's proposal.

Respondents, by submitting a proposal, warrant that they are not currently involved in litigation or arbitration concerning their performance as it relates to the same or similar services to be supplied pursuant to the referenced contract and that no judgments or awards have been made against the respondents on the basis of their performance in supplying the same or similar services, unless such fact is disclosed to the Workforce Partnership in the proposal(s).

Disclosure of litigation will not automatically disqualify the respondents; however, the Workforce Partnership reserves the right to evaluate proposals) based on facts surrounding such litigation or arbitration.

E. APPEAL PROCESS

Only respondents to this RFP may appeal the results if the procurement process was violated in some manner, and/or Federal, State, and/or the Workforce Partnership procurement guidelines have been violated. An appeal will not be allowed to contest individual scores, the rating system, disqualification, or dissatisfaction with the evaluation results.

The appeal process is:

- A written letter of appeal will be sent to ReentryRFP@workforce.org including:
 - evidence for appeal and the specific relief sought.
- The written appeal must be received by the Workforce Partnership within five business days from the date the RFP recommendation is posted on the Workforce Partnership's website.

- An appeal review panel appointed by the WDB Chair will review the appeal.
- The panel will review the appeal and collect information. At their discretion, the panel may request a meeting with the respondent and Workforce Partnership staff, and/or use other methods to gather relevant information.
- Once all the information is gathered and reviewed, the panel will issue a written decision to the appellant and the WDB.
- The decision of the appeal review panel will be final.

F. RESTRICTION ON DISCLOSURE

Confidential information: Any information deemed confidential or proprietary by respondent must be clearly marked and identified by respondent as such and include an explanation of why such information is exempt from disclosure under applicable law.

Such identified confidential or proprietary information will be protected and treated with confidentiality to the extent permitted by law. Information not protected from disclosure by law will be considered a public record.

If respondent does not mark information as confidential or proprietary, the Workforce Partnership will treat the information as public. All sections of the proposal including attachments are subject to release.

Proposals will be received, maintained and disclosed to the public consistent with the California Public Records Act and the Freedom of Information Act. Proposals will be exempt from disclosure until the evaluation and selection process has been completed. Respondents should be aware that the Workforce Partnership is required by law to make its records available for public inspection and copying, with certain exceptions (see California Public Records Act, California Government code §§6250 et.seq. and the Freedom of Information Act, 5 U.S.C. §552).

The Workforce Partnership will not notify respondent of requests for release of information or that the Workforce Partnership released data unless the Workforce Partnership receives a request for information previously marked and identified by respondent as confidential or proprietary. If the Workforce Partnership receives a request for release of such previously marked and identified confidential or proprietary information, the Workforce Partnership will notify respondent of such request to allow respondent to challenge such request consistent with applicable law.

Respondent, by submission of materials marked confidential or proprietary, expressly acknowledges and agrees that neither the Workforce Partnership nor the City or County of San Diego will have any obligation or liability to the respondent in the event a court of competent jurisdiction compels the disclosure of these materials.

Any data to be returned should be so marked by respondent and will be returned if not essential to the proposal or contract record.

VI. OTHER

A. GENERAL PROVISIONS

By submitting a proposal, you are agreeing to the terms outlined in the **ATTACHMENT – CONTRACT GENERAL PROVISIONS**.

B. CONFLICT OF INTEREST

Bidders are required to list any and all individuals who contributed to the preparation of the proposal in the **ATTACHMENT - CONFLICT OF INTEREST DISCLOSURE FORM**. Disclosure of any actual or potential conflicts of interest relative to this Competitive Proposal is required. All bidders must fill this out and submit if even if there are no actual or potential conflicts of interest.

VII. ATTACHMENTS

Budget Shell and Narrative
Budget Instructions
Conflict of Interest Disclosure Form
Contract General Provisions
Glossary of Terms
Past Performance Questionnaire
Statement of Qualifications (SOQ)