

Date Issued: April 14, 2016

The County of Franklin, Pennsylvania



Requests for Proposals (RFP) for *Franklin County Reentry Coalition Coordination*

PART I: GENERAL INFORMATION FOR AGENCIES

PART II: INFORMATION REQUESTED FROM AGENCIES

ATTACHMENT A: COALITION COORDINATOR RESPONSIBILITIES

PART I: GENERAL INFORMATION FOR AGENCIES

Summary:

The County of Franklin, PA is requesting proposals from agencies capable of providing coordination for the newly formed Franklin County Reentry Coalition (FCRC). A total of up to \$40,000 is available for two years (\$20,000 per year) to fund the agency that is able to meet the guidelines set forth in this application. A selection panel will determine the successful fund recipient, based on the quality of the proposal as determined by the section scoring, and the ability of the agency to meet the needs of the project. Proposals will be reviewed by a panel of County staff and Coalition Advisory Board members. The award will be announced June 9, 2016, and funding is anticipated to begin on July 1.

Specific responsibilities of the agency selected will include:

- Act as the fiscal and programmatic umbrella for the Reentry Coalition.
- Responsibly manage funds received for the Reentry Coalition from County and other grant sources. Coalition funds shall be managed in a separate account.
- Provide staff to act as the Coalition Coordinator, described in Attachment A, and oversee personnel management for the position.
- Coordinate FCRC meeting logistics, including scheduling, minutes, and necessary supplies and meeting materials.
- Complete the Education Action Items of the Reentry Strategic Plan
- Develop a comprehensive list of possible funders and funding opportunities to support the work of the FCRC.
- Facilitate the work needed to complete the Reentry Strategic Plan action items related to Support, Increase Capacity, and Advocate for Change. (See Reentry Strategic Plan for more information on specific initiatives.)

Funds are provided on a reimbursable basis. Applicants must certify that they are able to manage the program funds on a reimbursement basis with no lapse in program activities. Payment of expenses will be made within 45 days of submission of a complete invoice. The County reserves the right to withhold payments for costs determined not eligible for reimbursement under these guidelines.

Funds must be expended between July 1, 2016 and June 30, 2018; no future funding is anticipated. Quarterly reports detailing the expenditure of funds, and the resultant outcomes as outlined in Section IV of the Project Narrative, will be due no later than 15 days after each quarter ends.

To apply, please submit one (1) electronic copy of the completed application by 4:30 p.m., Monday, May 16, 2016, to Ms. Shalom Black, seblack@franklincountypa.gov. Please scan all documents into one PDF file instead of sending multiple attachments.

Attachments: Please attach the following items to this application:

- Organizational Structure, including Board of Directors (with officers noted), if applicable
- IRS Determination Letter Showing 501(c)(3) Status (for non-profit agencies)
- Most Recent Audit (if no audit, must provide an annual Financial Statement and explanation for why a recent audit is unavailable)
- FY 2015 and FY 2016 Organizational Budgets
- Resume of any existing staff who will be working to fulfill the requirements of this contract, if awarded.

1. **BACKGROUND:** There are many challenges to successful reentry, particularly relating to the risk factors and co-occurring conditions of inmates. To address these reentry challenges, Franklin County government agencies and community partners have worked together to form a Reentry Coalition. The group first met in July 2015 with 55 people from many stakeholder groups in attendance. Monthly meetings since then have averaged 50 people in attendance. The group established a mission, vision, name, resource guide, and Strategic Plan.

The mission of the Franklin County Reentry Coalition is to develop strong collaborative community and professional partnerships that will empower and support formerly incarcerated individuals and their families to reduce recidivism and encourage them to become contributing members of the community. The vision is for all formerly incarcerated individuals to successfully reintegrate into the community and remain free.

Strategic Plan Action Items, which the Coordinating Entity will help to drive, are as follows:

EDUCATION

- Create an awareness/education plan for the county, including plans for media.
- Educate employers about reentry and hiring individuals with criminal backgrounds.

SUPPORT

- Identify all existing community resources and create a Reentry Resource Guide available in print and digital formats.
- Identify inmate needs prior to release and craft individual release plan, providing the inmate with a resource directory and packet of materials. Offer guidance on how to connect with resources.
- Develop a reentry discharge planning team and/or follow up team to work with people before and after release.

INCREASE CAPACITY

- Complete a housing inventory to ensure affordable housing is available to returning citizens and craft a comprehensive housing plan for reentry.
- Commit to keeping formerly incarcerated people involved in Reentry Coalition meetings and include on committee work.

ADVOCATE FOR CHANGE

- Examine reentry processes and protocols, looking for opportunities to enhance or develop better processes and remove process barriers.

While the Coordinating Entity is not responsible for carrying out most of the above strategies, they will coordinate efforts to move the Support, Increase Capacity, and Advocate for Change strategies forward. The Coordinating Entity will be directly responsible to carry out the Education strategies.

2. **PURPOSE:** The purpose of this RFP is to solicit proposals for a Coordinating Entity to provide coordination of the Coalition's efforts to reduce recidivism and correctional costs to Franklin County, enhance public safety, and increase positive outcomes for inmates released from Franklin County Jail.

3. **ISSUING OFFICE:** The issuing office for this RFP is Franklin County Administration. If the Issuing Office deems it necessary to revise any part of this RFP before the proposal response date, the Issuing Office will contact all interested parties and forward the stated addendum.

4. **INCURRING COSTS:** Franklin County is not liable for any cost incurred by the proposer to prepare this document.

5. PROPOSALS: The proposer is asked to submit a complete response to this RFP using the format provided in Part II. Each proposal page should be numbered for ease of reference. For this RFP, the proposal information must remain valid for ninety (90) days after the submission date.
6. RESPONSE DATE: The County requests that all proposals arrive on or before **Monday, May 16, 2016 at 4:30pm**. All proposals should be e-mailed to Ms. Shalom Black: **seblack@franklincountypa.gov**
7. SELECTION CRITERIA: Proposals will be evaluated based on completeness, ability to meet criteria as set forth in this RFP, experience and fiscal solvency. As such, Franklin County is not bound to accept the lowest bid. County reserves the right to request a best and final offer from the top three proposers. The Issuing Office reserves the right, in its sole and complete discretion, to reject any proposal received in response to the RFP.
8. DISCLOSURE OF PROPOSAL CONTENTS: Cost and price information provided in proposals will be held in confidence and will not be revealed or discussed with competitors. All other materials submitted become the property of Franklin County and may be returned only at the county's option. Proposals submitted to the county may be reviewed and evaluated by any person at the discretion of the county. The county has the right to use any or all ideas presented in any reply to the RFP. Any RFP information that is incorporated into a contract for services is available for review by any interested party. After issuance of a contract or purchase order pursuant to this RFP, all proposal submissions may be subject to disclosure pursuant to Pennsylvania Right to Know Law.
9. PROPOSAL CONTENTS: Proposals will be held in confidence and will not be revealed or discussed with competitors except as set forth herein. Financial information may only be disclosed if: 1.) The information or proposal is disclosed to a consultant who is retained by Franklin County and who has signed a confidentiality agreement; 2.) The information or proposal is used to defend the county's interest in a legal action; 3.) The information or proposal is disclosed under a court order.
10. RFP CONTENTS: From the issue date of the RFP until the selection by the Issuing Office of a proposal, the Issuing Office is the sole point of contact concerning the RFP and no part of the proposal shall be shared with anyone or any office outside of the Issuing Office and proposal reviewers. Violation of this paragraph shall be deemed grounds for disqualification.
11. NEWS RELEASES: News releases pertaining to this project will not be made without prior Franklin County approval, and then only in coordination with the Issuing Office.
12. NO ASSIGNMENT ALLOWED: Unless specifically noted in this RFP, Coordinating Entity must provide all services to complete the identified work.
13. RFP CLARIFICATION: Questions concerning the RFP should be directed in writing and e-mailed to Shalom Black: seblack@franklincountypa.gov. All inquiries should be made in writing no later than three days prior the RFP due date.
14. ACCOUNTABILITY: Coordinating Entity will be accountable to Franklin County Administration for contract outcomes. FCRC will monitor satisfaction with coordination services provided by Coordinating Entity. CJAB Forensic Initiatives Committee will receive updates from the Coordinator on FCRC progress.

PART II: INFORMATION REQUESTED FROM AGENCIES

Name of Organization: _____

Address, City, State, Zip: _____

Authorized Contact Person: _____ Federal ID Number: _____

Title: _____ Phone Number: _____

E-mail Address: _____

Has your organization received a 501(c)3 designation from the IRS? Yes No

If yes, have you attached an IRS determination letter showing your 501(c)3 status? Yes No

Does your funding request benefit Franklin County citizens? Yes No

Have you attached your organizational structure, including Board of Directors? Yes No

Have you attached the most recent audit or financial statements for your agency? Yes No

Have you attached your FY2015 and FY2016 budgets? Yes No

I certify that all the information contained in this application is true and accurate. I understand that material omission or false information contained in this application constitutes grounds for disqualification for the applicant(s) and this application. I further understand that by submitting an application, I, as an authorized representative of the organization, am accepting the terms and conditions as approved by the County Commissioners.

I also represent and warrant that the organization does not discriminate on the basis of race, creed, sex, age, color, national origin, physical or mental disabilities for employment or the achievement of the mission or goal of the organization.

I understand that any and all applications submitted, as well as supporting documentation, may be considered public documents. As such, all applications and supporting documents may be viewable and obtained by the public under provisions of PA laws.

Authorized Representative

Signature: _____

Name (Please Print): _____ Date: _____

Title: _____

PROJECT NARRATIVE

Please number your responses for each corresponding question.

I. Background & Qualifications (two pages maximum; 10 points maximum)

- 1) Please provide the name, title, and contact information of an individual authorized to represent your organization in discussing the proposed project.
- 2) Provide a brief background of your organization or agency, and experience in coalition coordination and working with reentering citizens and related agencies.
- 3) Describe the key personnel and resources that would be used in this project.

II. Project Description (three pages maximum; 30 points maximum)

Please review the agency responsibilities and Coalition Coordinator Responsibilities (Attachment A) and describe how you would propose to meet the expectations outlined.

III. Work Plan (two pages maximum; 20 points maximum)

- 1) How will the project be carried out? Provide a timeline for any specific steps you will take and the date you anticipate completing each step. The Coordinating Entity may provide a start-up plan for these services if necessary.

IV. Evaluation (two pages maximum; 20 points maximum)

- 1) What are your goals for the project during this funding cycle? What deliverables will result and when do you anticipate they will be achieved?
- 2) How will you measure the project's success in meeting your goals (for example: pre and post assessment, number of clients served, etc.)? Discuss how outcomes data will be collected, managed, and assessed.

V. Budget Narrative (two pages maximum; 20 points maximum)

Please provide a narrative budget justification for each cost per line item on the budget summary worksheet. The narrative must specify how each cost is directly related and/ or necessary for the proposed project. The worksheet which follows is a succinct overview of project costs. County funds may be used for overhead costs for the agency in addition to Coordinator salary and benefits. Funds for startup costs for the employee (computer, supplies, trainings etc. if needed) and website start-up costs in the first year should be included in the proposal.

Budget Summary Worksheet

Personnel costs must include number of hours estimated and hourly rate. Use additional budget lines if needed.

Project Title: _____

Budget breakdown:

Project Task	Description	Amount In-Kind/ Matching. (Not required). Source?	County Request	Total Project Cost
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
Total Budget		\$	\$	\$

Name and address of proposed location(s) if available:

Name and signature of authorized individual submitting costs:

Name: _____ Title: _____

Signature: _____ Date: _____

VI. Sub-recipient Questionnaire

1. Has your agency contracted with Franklin County before? If so, list all contracts held within the last 5 years.

Yes _____ No _____ N/A _____

Comments _____

2. Is the program area (Reentry Services) new for your agency (less than three years)?

Yes _____ No _____ N/A _____

Comments _____

3. Describe any staff turnover or agency reorganization within the last 3 years.

Comments _____

4. Are the staff assigned to the program new to your agency (worked for the agency for less than two years)?

Yes _____ No _____ N/A _____

Comments _____

5. Has your agency had a lawsuit filed against them within the last 10 years? If yes, please explain.

Yes _____ No _____ N/A _____

Comments _____

6. Has your agency been suspended or debarred, currently or in the past 10 years?

Yes _____ No _____ N/A _____

Comments _____

7. Within the last 5 years, have any of your agency's staff been jailed, convicted of a felony or currently under criminal investigation?

Yes _____ No _____ N/A _____

Comments _____

8. Does your agency have experience with a financial management system to track and record program expenditures? (Quickbooks, visual bookkeepers, Socrates Media, Peachtree or a custom system)

Yes _____ No _____ N/A _____

Comments _____

9. If funded, what percentage of overall funding for your agency would the grant represent?

Comments _____

10. Describe the oversight in monetary decisions by the board of directors and senior management (frequency, timeliness, and nature of financial reporting):

Comments _____

ATTACHMENT A

Coalition Coordinator Responsibilities:

- Assist Reentry Coalition Board Chair with setting Advisory Board and Coalition meeting agendas; take meeting minutes; carry out assigned tasks and follow up with other assigned tasks between meetings;
- Research best practices and available resources to continuously improve operations and effectiveness of the FCRC;
- Establish and update a website and email listserv for FCRC with resource guide, articles of interest, success stories, and information about key initiatives;
- Function as liaison to prison/reentry-related groups as required to keep these groups informed of FCRC initiatives, encourage continued collaboration and supplement FCRC work;
- Work with the FCRC Treasurer and agency fiscal staff in assuring that financial transactions are accurate and timely;
- Provide improved communication and coordination of reentry services between the jail, offenders, and the larger community;
- Track overall progress of Strategic Plan and guide process of updating or formalizing a new Plan if needed;
- Develop and manage statement of work and budget for all initiatives;
- Provide marketing, PR, oversight, quality assurance and ongoing evaluation of all initiatives of the FCRC;
- Gather all necessary data and prepare reports for funders;
- Conduct meetings, trainings and other activities to implement the initiatives of the FCRC;
- Research and apply for funding for Coalition administration; refer funding announcements for services to larger Coalition and help coordinate applications;
- Manage grant funds received on behalf of the Coalition;
- Serve as liaison to CJAB Forensic Initiatives Committee;
- Interpret and present the philosophy and goals of the Coalition to faith-based and community organizations, the general public, the private sector, and workforce development professionals with focus on promoting and solidifying services for former offenders;
- Serve as a subject matter expert relative to emerging trends, conditions, and best practice standards for reentry initiatives;
- Cultivate relationships with volunteer groups, faith-based organizations, and service providers in order to enhance reentry initiatives;
- Work with jail staff and adult probation in the collection and compilation of publicly available data and statistics relevant to reentry programs, and prepare reports as requested.

Required Knowledge and Skills: Coordinator must be an expert project manager, able to bring people and other resources together to accomplish tasks. A deep knowledge and substantial experience in working with persons who have been incarcerated is essential.