

Date Issued: February 23, 2017

The County of Franklin, Pennsylvania



Requests for Proposals (RFP) for *Franklin County Reentry Housing Providers*

PART I: GENERAL INFORMATION FOR AGENCIES

PART II: INFORMATION REQUESTED FROM AGENCIES

ATTACHMENT A: PROGRAM FLOWCHART

PART I: GENERAL INFORMATION FOR AGENCIES

Summary:

The County of Franklin, PA is requesting proposals from agencies capable of providing transitional housing services for women through the new Intensive Reentry Case Management program (IRCM). A selection panel will determine the successful fund recipients, based on the quality of the proposals as determined by the section scoring, and the ability of the agencies to meet the needs of the project. County staff and Reentry Coalition Advisory Board members comprise the selection panel. The awards will be announced March 27, 2017, and funding is anticipated to begin on April 6.

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. Federal funds support this program and as such, applicants must be able to comply with all Federal funding requirements.

Funds must be expended between April 6, 2017 and December 31, 2017; funding is dependent upon receipt of the County's grant. 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, March 20, 2017, 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 2016 and FY 2017 Organizational Budgets
- Resume of any existing staff who will be working to fulfill the requirements of this contract, if awarded.

CALENDAR OF EVENTS

The County will make every effort to adhere to the following schedule:

Activity	Responsibility	Date
Deadline to submit Questions via email to: Shalom Black, seblack@franklincountypa.gov	Contractors	Mar. 17, 2017
Answers to Potential Contractor questions posted to https://sites.google.com/a/franklincountypa.gov/grants-rfp-franklin-county-reentry-housing-providers/home no later than this date.	Issuing Office	Mar. 18, 2017
Please monitor the project web site for all communications regarding the RFP.	Contractors	Ongoing
Emailed proposal must be received by the Point of Contact at: seblack@franklincountypa.gov	Contractors	March 20, 2017
Awards announced	Issuing Office	March 27, 2017

1. **BACKGROUND:** There are many challenges to successful reentry into the community after a stay of incarceration, particularly relating to the risk factors and co-occurring conditions of the returning citizens. To address these reentry challenges, Franklin County community and government 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.

In January of 2017, Pennsylvania Commission on Crime and Delinquency awarded a grant to Franklin County to start collaborative delivery of direct services to women being released from Franklin County Jail through the Intensive Reentry Case Management (IRCM) program. The IRCM program provides risk/needs evaluations, intensive case management, short-term transitional housing, drug and alcohol evaluations, legal advocacy, and additional support services for women being released from Franklin County Jail, who are at medium to high risk of recidivism, who have multiple needs and few resources, and who have a strong desire to become productive, law-abiding citizens. Please see Attachment A, IRCM Program Flow Chart, for an overview.

The County will contract with existing agencies in the community (“Providers”) to provide housing services to IRCM program participants at negotiated per-unit rates. The Providers allocate a portion of their existing agency staff and other resources to serve referred IRCM clients.

The County’s Reentry Case Manager works with assigned participants to develop a comprehensive reentry plan, with specific goals, action steps and due dates to address the individual’s substance use issues, probation and parole requirements, housing needs, employment, family, financial, transportation, medical/dental, spiritual, education, legal, mental health and other needs. The case manager makes referrals as needed to treatment, educational classes, as well as other programs and services to address individual needs. The case manager also meets with clients regularly to follow up and monitor clients’ progress. In addition, the case manager and other contracted services providers will meet monthly for case conferencing and discussion of relevant reentry matters.

SERVICES SOUGHT THROUGH THIS SOLICITATION

The County is looking for contracted service Providers for short-term transitional housing for women as further described in the requirements set forth immediately below. All short-term transitional housing must be approved by Probation and by local zoning officials to operate as such, and must confirm compliance with all federal, state and local laws regarding permits, licenses and insurances of any kind that may be required to operate such housing.

REQUIREMENTS OF CONTRACTED SERVICE PROVIDERS

All County contracted service providers are required to:

- Enter into a contract (hereinafter “Agreement”) with Franklin County, to provide the specific services to IRCM clients for which the Provider is approved;
- Warrant and represent that their agency is an independent business or nonprofit organization and has complied with all federal, state and local laws, ordinances and regulations regarding business permits and licenses of any kind that may be required to carry out the business and the services to be rendered pursuant to the Agreement with the County;
- Provide evidence of General Liability, Auto Liability, Employers Liability, Umbrella Liability and Professional Liability insurances (if such exposure exists), and Workers’ Compensation insurance to the extent necessary under applicable law, at the minimum amounts determined by the County as set forth in the Agreement:
 - General Liability - \$1,000,000/occurrence – Franklin County shall be named as an Additional Insured for the Project or Program.
 - Employee Dishonesty Coverage - \$25,000 limit
 - Workers’ Compensation & Employers Liability – Statutory Limits
 - Professional Liability – Current Policy Limits

Franklin County shall be named as the Certificate Holder for all insurance coverage, receiving a 30 day notice of cancellation or non-renewal. If the Provider has a Business Owners Policy instead of Commercial General Liability coverage, the Provider may submit evidence of insurance for the County’s consideration.

- Submit a completed W-9 form, a current Certificate of Insurance, and current FBI, state, and child abuse clearances for each staff member of their agency who will be providing services to County clients;
- Participate in monthly IRCM Providers’ case conferencing meetings, and other regular County meetings and work sessions as needed;
- Commit to supporting all mental health, medical and substance use treatment recommendations and medical or other treatment regimens set by IRCM clients’ licensed healthcare, mental health and substance use treatment providers;
- Comply with all regulations regarding Federal funding as a subrecipient of the County’s grant, as set forth in the Agreement;
- Report client-level outcomes data to the County on a monthly basis during the entirety of the approved service term; required data may be both qualitative and quantitative in nature including, but not limited to:
 - compliance with mandated D&A treatment
 - enrollment in job skills training
 - placement in employment
 - placement in permanent housing
 - compliance with fines, costs & restitution
 - re-incarceration, for new crimes or for parole violations

As an IRCM partner, the selected providers are required to develop and implement practices and procedures to support the system outcomes outlined above.

Each prospective bidder should provide the County with a cost per unit of service to deliver each of the proposed services in which they are interested. Housing is on a per night basis, for no more than 90 days per person. The bidder will also need to prove their ability to provide the service based on past experience

in serving this specific clientele. Proposal requirements are outlined below. The County has tasked the Franklin County Reentry Coalition Advisory Committee and staff with selecting and negotiating final costs with prospective Providers. The Committee will report its recommendations to the County Commissioners whose decision will be final.

2. **PURPOSE:** The purpose of this RFP is to solicit proposals for services for the newly formed Intensive Reentry Case Management program (IRCM) in order to reduce recidivism and correctional costs to Franklin County, enhance public safety, and increase positive outcomes for female 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 costs incurred by the proposer to prepare their response and proposal.

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, March 20, 2017 at 4:30pm**. All proposals should be e-mailed to 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, or to re-advertise for new proposals. The County reserves the right to waive any minor deviation in proposal responses received when such waiver is in the best interests of the County.

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 or a Right to Know

request; 4). Franklin County is otherwise required by law to release the information.

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. AGREEMENT FOR SERVICES: Successful proposer will be required to enter into an agreement of services incorporating RFP information and County requirements (Agreement). The Agreement shall be in a form and manner acceptable to the Issuing Office and is a condition precedent to the performance of the services by successful proposer. No work shall commence under this Proposal until certificates of insurance required are provided to the County, as set forth in the Agreement.

12. INDEPENDENT CONTRACTOR: The relationship between Franklin County and Agency providing the herein services is that of an independent contractor and contracting agency. Nothing herein contained shall be construed to give the Agency any interest as an employee, joint venturer or partner of or with the county.

13. 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.

14. NO ASSIGNMENT ALLOWED: Unless specifically noted in this RFP, Provider must provide all services to complete the identified work.

15. 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; the County has no obligation to answer inquiries received later than 3 days prior to the deadline. Answers to Potential Contractor questions will be posted to <https://sites.google.com/a/franklincountypa.gov/grants-rfp-franklin-county-reentry-housing-providers/home> no later than Mar. 17, 2017.

16. ACCOUNTABILITY: Agency will be accountable to Franklin County Administration for contract outcomes. Franklin County Reentry Coalition will monitor satisfaction with services provided by Agency.

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; 20 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 working with reentering citizens.
- 3) Describe the staffing you will use to deliver the proposed services, including supervisory roles and qualifications, educational background and experience of organizational staff to be assigned to provide services to any referred IRCM clients. Describe your plan to ensure adequate and appropriate supervision of staff providing services.

II. Project Description (three pages maximum; 20 points maximum)

- 1) Describe your program structure in detail, including organizational policies and practices regarding client engagement and adherence to service plans and/or house rules. Please enclose, as an attachment, a copy of house rules, participant handbooks, and policies and procedures, as applicable.

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 to get started and the date you anticipate completing each step.

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

- 1) What are your goals for the project during this funding cycle?
- 2) How will you measure the project's success in meeting your goals (for example: pre/ 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)

- 1) Please provide a narrative budget justification for each cost per line item on the budget summary worksheet. Housing is on a per night basis, for no more than 90 days per person. The narrative must specify how each cost is directly related and/ or necessary for the proposed project. The worksheet which follows is where you should provide a succinct overview of project costs.

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: IRCM Program Flow Chart

