

# **REQUEST FOR PROPOSALS FOR**

## **Reentry Navigation Initiative: The Road Home**



**CHICAGO COOK  
WORKFORCE PARTNERSHIP**

A proud partner of the **AmericanJobCenter** network

**69 W. WASHINGTON – SUITE 2860  
CHICAGO, IL 60602**

**RESPONSES DUE:  
July 16, 2021 4:00 PM**

Submit to [ReentryRFPSSubmission@chicookworks.org](mailto:ReentryRFPSSubmission@chicookworks.org)

**Bidder's Webinar\*\*: July 1, 2021 12:00 PM – 1:00 PM**

**Webinar Registration**

\*\*Attendance is not mandatory, but respondents are highly encouraged to attend:

<https://attendee.gotowebinar.com/register/561122980769317645>

## **TABLE OF CONTENTS:**

Project Background	3
Project Scope and Program Elements	4
Narrative Response	7
Other Program Information	9
Electronic Submittal Procedures and Requirements	11
Proposal Review Process And Notice Of Award	16
Legal	18
Cover Sheets And Forms For Proposal Sections	20
Attachments	30

## PROJECT BACKGROUND

The Chicago Cook Workforce Partnership (The Partnership) sees returning residents as an immense source of untapped talent waiting to be leveraged for the benefit our communities and regional economy. A national groundswell of support for restorative criminal justice reform provides a unique opportunity to take meaningful steps toward a more just system despite the sobering poverty and recidivism data that would suggest the contrary. Accordingly, The Partnership, in collaboration with the Cook County Justice Advisory Council, is launching The Reentry Navigation Initiative: The Road Home, a 22-month demonstration project intended to address the wholistic needs of people returning to Cook County from incarceration. Launching in Summer 2021, The Reentry Navigation Initiative: The Road Home will offer a minimum of 150 pre-release eligible participants enrollment into a comprehensive reentry program that will address the barriers of returning successfully to community.

Contracted direct service providers will implement and deliver a prescribed three phase program model intended to provide necessary pre- and post-release supports (see program model under Attachment section, **Attachment A**). By providing graduated levels of services, beginning with basic needs, participants will matriculate through the different program phases, with each phase building on its predecessor, ultimately preparing a participant for self-sufficiency upon completion. Directly providing, or connecting participants to documentation assistance, supportive services, paid work experiences, housing, legal assistance, mental health, cash assistance, career readiness training, career exploration, and other wrap around supports, direct service providers will be responsible for ultimately placing program participants into stable unsubsidized employment, post-secondary education, or long-term training. See Community Impact chart under Attachments section, **Attachment B**.

A critical aspect of the successful reintegration of returning residents is the awareness and connection to key resources. Often people returning to their communities are tasked with navigating a complex set of systems to obtain basic needs, such as Medicaid, Supplemental Nutrition Assistance Program (SNAP), or housing. Accessing these services while adjusting to reentry can prove daunting. To mitigate these challenges, The Partnership developed the Reentry Navigator role, a position dedicated to working with program participants during and after incarceration to facilitate their access to these and other services proven essential to successful reintegration. The Reentry Navigators will support service providers by identifying additional resources participants may require. Service providers will work intimately with the Reentry Navigators to ensure the participant's seamless transition from incarceration to services back in community

The Chicago Cook Workforce Partnership is issuing a Request for Proposals (RFP) for agencies currently funded through the Workforce Innovation and Opportunity Act to serve as direct service providers for The Reentry Navigation Initiative: The Road Home.

### About the Issuer

The Chicago Cook Workforce Partnership (The Partnership) is a non-profit umbrella organization operating the public workforce system for the City of Chicago and Cook County. The Partnership combines federal and philanthropic resources to provide comprehensive workforce development services to employers and job seekers. As the largest public workforce development system in the nation, The Partnership has helped place more than 70,000 individuals in employment; collaborated with more than 2,000 employers; and administered more than \$400 million in federal and philanthropic

funds. The Partnership's network consists of 90+ community-based organizations, American Job Centers, satellite sites and sector-driven centers, serving more than 140,000 people annually. Learn more at [www.chicookworks.org](http://www.chicookworks.org).

### **Reentry Experience and Technical Assistance**

The Partnership recognizes direct service providers within the Workforce Innovation and Opportunity Act (WIOA) network have differing levels of experience and sophistication working with people who have recently been incarcerated. To that end The Partnership, in collaboration with project partners, will provide a series of technical assistance sessions, each session delving into a topic pertinent to effective reentry programming. Even though an agency may have little to no experience working with people leaving incarceration, the technical assistance provided prior to program services will provide the foundational knowledge and tools necessary to effectively serve program participants. Alternatively, we recognize that many of our organizations are currently running successful reentry, or related, programs themselves. The Partnership will collaborate with those agencies with experience working with the population to finalize the training topics.

Technical assistance topics include, but are not limited to:

- Obtaining Public Benefits
- Obtaining Documentation
- Parole and Probation Overview
- Legal Services Overview
- Workforce Development
- Cognitive Behavioral Therapy
- Restorative Justice Practices
- Trauma Informed Care Practices

## **PROJECT SCOPE AND PROGRAM ELEMENTS**

### **A Note on COVID Restrictions**

The selected respondent will be required to follow all federal, State, County, and City restrictions related to the Covid-19 pandemic and any other public health or safety mandate. In addition, and at The Partnership's discretion, additional health and safety guidelines maybe imposed on services offered including but not limited to having all services provided virtually and services by appointment only.

### **Program elements coordinated by The Partnership:**

#### **Enrollment Goals**

Selected respondents will be responsible for enrolling a minimum of **50 program participants** prior to their release from incarceration and continue to provide services post release for up to 9 months.

**Participant Eligibility:** The Reentry Navigation Initiative: The Road Home program participants must be enrolled prior to release from incarceration, are over 18 years old, eligible to work in the United States, and returning to Cook County.

**Geographic Considerations:** Due to the disproportionate number of people returning to the south and west sides of Chicago, and south suburban Cook County, the Partnership will prioritize service providers which have demonstrated past success in serving these community areas. Attachment B: Community Impact of Incarceration identifies the top 15 zip codes in both Chicago and suburban Cook County where people return to from incarceration. While participant eligibility is not limited by zip code, respondents are encouraged to propose programs that are based in and prioritize serving residents of the west side, south side, or south suburbs, and also be accessible to people from identified zip codes.

**Recruitment Strategy:** Eligible program participants will be recruited in collaboration with our justice partners, Illinois Department of Corrections and Cook County Jail. Staff from The Partnership (Reentry Navigators) will further screen identified candidates to confirm eligibility and suitability. Navigators will select qualified candidates for program enrollment and refer to one of the service providers.

**Assessment:** Reentry Navigators will conduct a comprehensive assessment with potential program participants prior to enrollment which identifies a candidate's employment and education background, barriers returning to community, and other pertinent information that will assist in developing the appropriate post release plan.

**Legal Services:** All program participants will have access to legal services through a partnership with Cabrini Green Legal Aid Foundation (CGLA). CGLA attorneys will address any legal issues that may be a barrier upon returning to community.

**Emergency Relief Fund:** All program participants will have access to an emergency fund intended to overcome financial burdens no larger than \$500.

**Research Evaluation:** The project will include a process evaluation to determine the efficacy of the program design. This evaluation is facilitated by DePaul University and will analyze administrative data collected by the program, including information about the characteristics of clients served, services sought or needed, and services received. Additionally, the process evaluation will entail periodic surveys and/or interviews of program staff, participants, and when appropriate, key stakeholders.

#### **Individual service delivery program elements managed by contracted direct service agencies:**

The Partnership expects to contract direct service agencies to provide individual level workforce and support services that must account for the following programmatic considerations. The Partnership may conduct interviews with some Respondents as part of the proposal evaluation process.

- 1. Staff:** Respondents are asked to plan/budget for at least 1 full time Career Coach. The Career Coach must be 100% allocated to The Reentry Navigation Initiative: The Road Home to ensure

low case manager to participant ratios. Respondents must also allocate for a part-time employer liaison. Proposals must include resumes for all staff identified to work on the project and job descriptions for positions to be filled if awarded contract.

2. **Career Coaching:** Career Coaches will guide, mentor, advocate, and transition their participants through the various phases of the project. Working in tandem with the Reentry Navigators, Career Coaches will be responsible for implementing the post-release plan and utilizing program services to address any barriers that may prohibit an individual from obtaining their career or education goals. All program activities delivered will assist in ultimately placing participants in unsubsidized employment, post-secondary education, or long-term training.
3. **Basic Needs:** The program is designed to address the basic needs of participants before matriculating to more intensive career services. Basic needs include, but are not limited to, food security, documentation assistance, housing, medical insurance, and other such resources.
4. **Support Services:** Program participants have access to an array of services that, in tandem with supportive career coaching, will assist them in overcoming obstacles and ultimately thriving in community. Transportation, tattoo removal, cash assistance, work attire, and legal assistance are some of the services Career Coaches can deploy to assist their participants. The purpose of support services is to assist in placing participants in unsubsidized employment, post-secondary education, or long-term training.
5. **Workforce Development Services:** A key benchmark for the project is placement of program participants into unsubsidized employment. Workforce services should be tailored to the individual and prepare them for their unique career pathway. Career readiness training, career exploration, job shadowing, paid work experience, on the job training, industry recognized credentialing, are examples of workforce activities participants will undertake.
6. **Reentry Services:** Developing the innate talent of returning residents requires a set of specialized services that recognizes that individuals must be made whole before truly thriving in communities. Family reengagement, restorative justice practices, trauma informed care, support groups, cognitive behavioral therapy, mental healthcare, substance abuse treatment, and digital and financial literacy training are some reentry program examples.
7. **Paid Work Experiences:** Some program participants may have limited work history; thus, a subsidized and supportive work experience may be the most suitable program service. Respondents should be prepared to offer all program participants the following paid work experience; 6 weeks, 15 hours a week, \$15/hr. Respondents can propose other paid work experience structures.

- 8. Job Placement:** Respondent will be responsible for placing program participants in unsubsidized employment at the discretion of program staff. Respondents are then responsible for ensuring placement is maintained for a minimum of 3 months post placement.
- 9. Post-Secondary Education Placement:** For participants that choose to pursue an educational degree and enroll into an accredited 2- or 4- year college or university, Respondents are then responsible for ensuring placement is maintained for a minimum 3 months post placement.
- 10. Long-Term Training Placement:** Apprenticeships, union enrollment, or skilled trades training are some examples of acceptable long-term training programs. These trainings should guarantee placement upon successful completion or be a combination of work experience and training. Respondents are then responsible for ensuring placement is maintained for a minimum 3 months post placement.
- 11. Retention Services:** Program participants need the necessary supports to successfully maintain their employment and/or post-secondary placement. To that end, service providers will offer a minimum of three months of additional program support post placement to ensure participants are stable in their employment and/or post-secondary setting. Program participants are eligible for all program resources while in the retention phase of the project.
- 12. Program Schedule:** Respondents will initially focus on meeting the basic needs of people returning to their communities. That includes connection to housing, food, and documentation assistance (ex: government identification) when necessary. Once program participants are stabilized by having met basic needs, program staff will continue to implement their participant's post-release plan. Program services increase in dosage as participants stabilize in community preparing them ultimate for self-sufficiency at program exit. Respondents will propose a sample six-month schedule of program activities.
- 13. Professional Development:** While there is untapped talent in all people returning from incarceration, there are myriad and complex barriers that serve to dampen the hopes of the men and woman trying to reintegrate into society. These complex issues require specific knowledge and training to adequately address the needs of people served. Respondents must participate in professional development provided by The Partnership and should plan to support their staff in additional development of program skills as needed.

#### NARRATIVE RESPONSE

##### **Program Proposal:**

The Partnership is seeking meaningful and thoughtful program innovations for our region's reentry programming landscape. To gain a deeper understanding of an organization's motivation to serve

returning residents, please use one of the following scenarios to craft a program proposal narrative by developing a service plan for the individual described in the scenario. Utilizing the program model as a guide (**Attachment A**), select only one of the following 3 scenarios to illustrate how your organization will support a program participant through the program phases from enrollment to successful exit. Your responses must include all of the 13 program elements described above.

### **Scenario 1**

*Jerry Doe was incarcerated as a juvenile and is currently incarcerated at the Illinois Department of Corrections' Murphysboro Life Skills Reentry Center. He is scheduled to be released on August 2021, to a halfway house on the south side of Chicago after spending 24 years in the IDOC. Occupancy at the halfway house, residency is limited to three months. Jerry has also been through the foster care system and doesn't have any family for support.*

*Jerry obtained an associate degree in Liberal Studies and is passionate about continuing his education. Although he has worked many prison jobs, he has never had a job prior to incarceration. Jerry has never used a computer, modern day phone, and he is digitally illiterate. Jerry is looking for an apprenticeship opportunity so he can obtain a career that is meaningful to him and support himself independently. It appears that Jerry has some trauma that needs to be addressed from his life in foster care and being incarcerated as a juvenile for 24 years.*

### **Scenario 2**

*James Doe is 61 years old and is scheduled to be released in September 2021 from the Illinois Department of Corrections after serving a 34-year prison sentence. He is returning to Dixmoor, Illinois in south suburban Cook County to a friend's house. Michael's entire family died while incarcerated and he does not have a support system except for this one friend. He has a lot of trauma from 34 years of incarceration with no outside assistance to overcome it. He knows it will be hard for him to get a job because of his age and lack of work experience. He has made business plans he would like to implement so he can start his own business knowing his age may be a barrier to long term employment. He would like a good job while he enrolls in an entrepreneurship program to start his business. He has an outstanding academic background but no vocational training. He does not have any computer literacy or digital literacy knowledge due to 34 years of incarceration.*

### **Scenario 3**

*Jane Doe is currently incarcerated at Cook County Jail serving a 1-year sentence for a drug-related offense and will be released October 2021. Jane has substance abuse problems which caused collateral issues in the past. She has 3 small children staying with her mother until she is released. Jane has been clean since incarceration but is concerned about relapsing once back home. Jane will need housing for herself and her children within 90 days of her release. Jane does not hold a high school diploma or GED but wants to obtain employment to provide for her 3 children.*

### **Qualifications and Experience:**

Please describe organizational strengths, communities served, and how your service delivery aligns with your organization's mission. Respondents should detail what experience, if any, they have in providing services to the reentry population. Alternatively, if the respondent has no experience in working with the reentry population, proposal should detail why would they like to serve the population

through the Road Home project. Outline relationships with supportive organizations that could enhance program delivery; and any specific professional development your staff has had in this area, and/or identify ongoing needs to be addressed to ensure your organization's capacity to serve people who have been incarcerated.

### **Project Timeline and Proposed Outcomes:**

Respondents must complete the project timeline and proposed outcomes form to provide additional detail on proposal to meet program objectives. The form can be found on page 25 of this document.

## **OTHER PROJECT INFORMATION**

### **Eligibility**

Any organization currently receiving WIOA funds from and in good standing with the Chicago Cook Workforce Partnership is an eligible respondent. Due to the disproportionate number of returning residents concentrated in certain community areas, we will prioritize agencies that primarily serve residents from the south and west sides of Chicago and south suburban Cook County.

### **Branding**

The primary name, brand, and identity of this program will be The Reentry Navigation Initiative: The Road Home, rather than of the contracted service provider. All branding and marketing materials must be preapproved by The Partnership prior to public release.

### **Insurance Requirements**

Prior to contract execution, the following insurance requirements must be met:

The awardee should be self-insured and shall always maintain the following minimum insurance coverage and limits of liability during the term of the contract:

- **Workers' Compensation** – Workers' Compensation and Employers' liability as required by law.
- **Commercial General Liability** - Coverage at a minimum shall be \$1,000,000 per occurrence and \$2,000,000 in the aggregate for bodily injury and property damage liability.
- **Business Automotive Liability** - Including coverage for all owned, hired and non-owned vehicles. Coverage shall at a minimum be \$75,000 combined single limit, bodily injury & property damage.

The awardee and The Partnership may or may not choose to negotiate insurance obligations as part of their budget negotiations post-award based on the balance of other costs and deliverables. If the Partnership determines that the sub-grantee fails to comply with these insurance requirements, the sub-grantee will be placed on a "suspension" status. No payments will be processed or paid until said suspension is lifted.

## **Funding Availability**

The current overall available funding for this project is \$1,000,000, which is made possible through a collaboration between The Partnership, the Cook County Justice Advisory Council, and the United States Department of Justice. The Partnership expects to award two to three respondents to complete program scope of work but reserves the right to decide number and values of the awards. The Partnership may award additional funds for this project if they become available through existing or yet to be determined funding sources. At a minimum, all contracted agencies will be expected to budget for the following expenses:

- Program staff: At least one dedicated full time Career Coach and a portion of employer liaison staff time
- Up to six weeks, 15-hours a week, \$15/hour paid work experience for all program participants
- Office Supplies
- Funds for supportive services

## **Grant Term**

The proposed grant period for this project is 15 months, beginning in July 2021 and ending in September 2022 with the potential for a no-cost extension to allow for maximum program impact.

## **Performance Measures**

Awardees will be required to complete the following planned outcomes table, and submit monthly reports showing progress toward these goals.

Performance Measures	Goal
1. Placement into Post-Secondary Education, Employment, or Long-Term Training <ul style="list-style-type: none"><li>• Participant has placement 3 months after initial placement</li><li>• Post-secondary education is defined as accredited 2- or 4-year college or university</li><li>• Long Term Training is defined as apprenticeships, or training programs that end with employment</li></ul>	70%
2. Industry Recognized Credential	60%
3. Recidivism Rate* * Defined as reincarceration within a period of time that will be defined in collaboration with the project research partner.	<30%

## **Reporting**

The awardees must submit monthly reports outlining the activities, updates, changes, and outcomes of the previous month, as well as a monthly project invoice and budget-to-actual report. The awardees will use The Partnership's performance management system, Career Connect ([www.chicagolandcareerconnect.org](http://www.chicagolandcareerconnect.org)) to track and report program enrollments, activities, and outcomes. At enrollment, the awardee should track the demographics of every participant, including age, sex, race/ethnicity, education level, and community area of residence, and provide an updated demographic breakdown on each of the above measures in the monthly reports. For paid work experiences, the contractor must track the employer name, contact person name, and contact info for employment.

## **ELECTRONIC SUBMITTAL PROCEDURES AND REQUIREMENTS**

### **Proposal Due Date**

Proposals are due July 16, 2021 by 4pm. Proposals received after the due date and time will be deemed non-responsive and therefore subject to rejection.

### **Proposal Organization**

The proposal must contain the sections described below. The Appendix to this RFP includes cover pages for each section, along with forms or questions for each section where applicable. All type should be double spaced, 12-point Times New Roman for ease of readability.

Proposal Section	Description	<b>Max page count = 27 + Section J attachments</b>
A	Cover Sheet	1 (Completed form)
B	Agency Declaration Form	1 (Completed form)
C	Narrative Response – Program Proposal	7 (7 page max. narrative)
D	Narrative Response – Qualifications and Experience	2 (2 page max.)
E	Narrative Response – Project Timeline and Planned Outcomes	2 (2 page max.)
F	Job Descriptions and Resumes for Program Staff	6 (2 page text + up to 4 resumes)
G	Project Budget and Narrative	3 (Budget form + budget narrative)
H	Financial Management Capacity Narrative	2 (2 page text)
I	*Financial Statements and Documentation (no page limit). Please attach the following: <ol style="list-style-type: none"><li>1. Certificate of Good Standing</li><li>2. Fiscal Questionnaire</li><li>3. Cost Allocation Plan</li><li>4. Segregation of Duties Form</li></ol>	

	<p>5. Indirect Cost Rate Determination Letter (required only if applicable)</p> <p>6. Most Recent Audited Financial Statements, or unaudited financial statements from current year</p> <p>7. A completed IRS W-9 Request for Taxpayer Identification Number &amp; Certification. This form can be emailed upon request or downloaded at <a href="http://www.irs.gov">www.irs.gov</a></p> <p>8. MBE/WBE Requirements – Letter of Certification from one of the following: State of Illinois, Cook County; City of Chicago (2 CFR §§200.318). (required only if applicable)</p> <p>9. IRS 501(c)(3) Tax Exempt Determination Letter dated within past 3 years (required only if applicable)</p> <p>10. List of Board Members including year organization legally established (required only if applicable)</p> <p><b>* If your agency has provided all of the requested information to the Partnership within the past two years, you are only required to submit a current Certificate of Good Standing</b></p>
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### **Submittal Procedure and Format**

Respondents must complete the [Organizational Leadership Demographic survey](#). This survey will capture demographic information and basic respondent contact information for tracking purposes.

**Respondents must submit proposals in electronic form to this email address: [ReentryRFPSSubmission@chicookworks.org](mailto:ReentryRFPSSubmission@chicookworks.org).** See below chart for detailed instructions on submission format and organization.

Respondents must submit the documents described above in the proposal organization table (as applicable); and in the format and document organization described below. Proposals containing all the required documents will be considered complete and eligible for review.

Narrative responses must be formatted as follows:

- 8.5 x 11-inch (letter size)
- One-inch margins
- 12-point Times New Roman font
- Double spacing
- Numbered pages with organization name in footer
- Page break for each new section with clear section header

Any material considered proprietary must be so designated by annotation within the document.

\*Required forms can be downloaded with this RFP from The Partnership's website at <https://chicookworks.org/our-network/request-for-proposals/> Other attachments listed above are

described in the narrative questions included below. Forms and attachments do not count toward page limits for narrative responses.

For the purposes of electronic submission, originals are scans of paper documents that contain **original signatures in blue ink or electronic signatures** of the President, CEO, or equivalent person with legal signature authority for the organization and **marked “Original.”**

If your organization is unable to provide scanned signature originals, include unsigned forms in your proposal and include the following statement in the email body of your proposal submission: “Respondent requires electronic signature follow-up.”

The Partnership will contact your organization to obtain the electronic signature of its authorized signatory following receipt of your proposal. Please note that the electronic signature process may occur after the proposal submittal deadline. Proposals that include unsigned forms but are otherwise complete will be considered complete at the time of submission so long as respondents comply with the instructions herein regarding electronic signature follow-up.

#### **Electronic Submission Overview:**

<b>Organizational Leadership Demographic Survey (Online survey &gt;&gt; click link and fully complete survey)</b>	<a href="#"><u>Organizational Leadership Demographic survey</u></a>
<b>Subject Line of Email</b>	“Reentry Service Provider” + Organization Name
<b>Body of Email</b>	List of Email Attachments  Organization Name  Organization Address  Contact Person for Proposal  Contact Email and Phone Number
<b>Attachment 1</b>  <b>Named: “Road Home Organization Name Program”</b>  <b>As <u>one</u> PDF</b>  (Fillable forms are available on The Partnership website  <a href="https://chicookworks.org/our-network/request-for-proposals/">https://chicookworks.org/our-network/request-for-proposals/</a>	Cover Sheet  Agency Declaration Form  Narrative Response  <ul style="list-style-type: none"><li>• Program Proposal</li><li>• Agency Qualification and Experience</li><li>• Project Timeline and Planned Outcomes Form</li></ul> Staff Resumes and/or Job Descriptions

<p><b>Attachment 2</b></p> <p><b>Named “Road Home Organization Name Fiscal”</b></p> <p><b>As <u>one</u> PDF</b></p>	<p>Financial Management Capacity Narrative (2 page max)</p> <p>Certificate of Good Standing</p> <p>Fiscal Questionnaire</p> <p>Cost Allocation Plan</p> <p>Segregation of Duties Form</p> <p>*Indirect Cost Rate Determination Letter (required only if applicable)</p> <p>*Most Recent Audited Financial Statements, or unaudited financial statements from current year</p> <p>*Completed W-9 Request for Taxpayer Identification Number and Certification</p> <p>* MBE/WBE Requirements – Letter of Certification from one of the following: State of Illinois, Cook County; City of Chicago (2 CFR §§200.318). (required only if applicable)</p> <p>*IRS 501(c)(3) Tax Exempt Determination Letter dated within past 3 years (required only if applicable)</p> <p>*List of Board Members including year organization legally established (required only if applicable)</p> <p><b>* If your agency has provided all of the requested information to the Partnership within the past two years, you are only required to submit a current Certificate of Good Standing and the Financial Management Capacity Narrative.</b></p>
<a href="https://chicookworks.org/our-network/request-for-proposals/">https://chicookworks.org/our-network/request-for-proposals/</a>	Budget Narrative Form

<p><b>Named “Road Home Organization Name Budget Narrative”</b></p> <p><b>As PDF</b></p> <p><a href="https://chicookworks.org/our-network/request-for-proposals/">https://chicookworks.org/our-network/request-for-proposals/</a></p>	
<p><b>Attachment 4</b></p> <p><b>Named “Road Home Organization Name Budget”</b></p> <p><b>As Excel</b></p> <p><a href="https://chicookworks.org/our-network/request-for-proposals/">https://chicookworks.org/our-network/request-for-proposals/</a></p>	<p>Budget Summary Form</p>

### **Schedule:**

Release of RFP	June 16, 2021
Informational Webinars	<p>July 1, 2021 12:00 PM-1:00 PM Central Time</p> <p>Webinar is optional but strongly encouraged. Visit <a href="http://www.chicookworks.org">www.chicookworks.org</a> for more information on accessing the webinars.</p> <p>The registration link to the webinar is below:  <a href="https://attendee.gotowebinar.com/register/561122980769317645">https://attendee.gotowebinar.com/register/561122980769317645</a></p>
Deadline for Questions	<p>Submit questions and comments related to the RFP to <a href="mailto:ReentryRFPQuestions@chicookworks.org">ReentryRFPQuestions@chicookworks.org</a></p> <p>July 12, 4:00 PM CST Central Time</p>
Answers to Questions Posted	<p>Answers to questions submitted via webinar or email will be compiled, answered on a rolling basis and posted on our website <a href="http://www.chicookworks.org">www.chicookworks.org</a></p>
Proposals Due to The Partnership	July 16, 2021 4:00 PM CST
Announcement of Awards	July 2021
Contract Period Begins	On or after July 2021, per contract negotiations

## **PROPOSAL REVIEW PROCESS AND NOTICE OF AWARD**

### **Criteria**

All proposals will be scored according to the criteria outlined below. The top scoring respondents may be interviewed. Because the final selection will be based on a combination of scores and interviews, The Partnership is not required to contract with the entity receiving the highest raw average score.

Proposal Section	Description and Evaluation Criteria	Possible Points
A	Cover Sheet <ul style="list-style-type: none"> <li>• Completed Form</li> </ul>	1
B	Agency Declaration Form <ul style="list-style-type: none"> <li>• Completed Form</li> </ul>	1
C	Proposal Narrative <ul style="list-style-type: none"> <li>• A clear plan for the proposed implementation of each element of the scope of work of this RFP.</li> </ul>	20
D	Agency Qualifications and Experience <ul style="list-style-type: none"> <li>• Demonstrated organizational capacity for implementing this initiative</li> <li>• A reasonable staffing plan for project implementation</li> <li>• Demonstration of business relationships which work with reentry population</li> </ul>	17
E	Project Timeline and Proposed Outcomes <ul style="list-style-type: none"> <li>• A clear understanding of the project goals</li> <li>• A proposed timeline and deliverables that achieve the goals in the required timeframe</li> </ul>	17
F	Project Budget and Narrative <ul style="list-style-type: none"> <li>• A budget that will realistically finance the proposal's goals and scope. This includes the accuracy of the budget; its applicability to the tasks, timeline, and deliverables; and the overall cost effectiveness of the proposed services.</li> </ul>	15
G	Job Descriptions and/or Resumes for Program Staff <ul style="list-style-type: none"> <li>• Staff leadership</li> <li>• A Career Coach</li> <li>• An Employer Liaison</li> </ul>	10
H	Financial Management Capacity Narrative	15

	<ul style="list-style-type: none"> <li>The extent to which the respondent has the resources and expertise to manage a contract of this size and scope</li> </ul>	
I	<p>Financial Statements and Documentation (no page limit). Please attach the following:</p> <ol style="list-style-type: none"> <li>Certificate of Good Standing</li> <li>Fiscal Questionnaire</li> <li>Cost Allocation Plan</li> <li>Segregation of Duties Form</li> <li>*Indirect Cost Rate Determination Letter (required only if applicable)</li> <li>*Most Recent Audited Financial Statements, or unaudited financial statements from current year</li> <li>*Completed W-9 Request for Taxpayer Identification Number and Certification</li> <li>*MBE/WBE Requirements – Letter of Certification from one of the following: State of Illinois, Cook County; City of Chicago (2 CFR §§200.318). (required only if applicable)</li> <li>*IRS 501(c)(3) Tax Exempt Determination Letter dated within past 3 years (required only if applicable)</li> <li>*List of Board Members including year organization legally established (required only if applicable)</li> </ol> <p><b>* If your agency has provided all of the requested information to the Partnership within the past two years, you are only required to submit a current Certificate of Good Standing</b></p>	<p>4</p> <p>(2 additional Points for agencies that are certified MBE/WBE)</p>
	TOTAL AVAILABLE POINTS	100

## **Process**

The Partnership will review and evaluate all proposals based on the criteria outlined above. The Partnership will then select a group of finalists for recommendation to its Chief Executive Officer and potentially to select members of the Service Delivery and/or Executive Committees of the Chicago Cook Workforce Innovation Board for approval. The Partnership reserves the right to award contracts on the basis of proposals received without further discussions with respondents. However, The Partnership may conduct post-application investigation prior to awarding grants including the following:

- Request and review further financial information
- Interview references from respondent's current or past funders
- Assess the risk posed by any recent, current, or potential litigation, court action, investigation, audit, bankruptcy, receivership, financial insolvency, merger, acquisition, or other event that might affect an organization's ability to operate the requested program

## **Notice of Award**

All respondents receiving an award will be notified in writing and by posting on the Partnership's website. Unsuccessful respondents who wish to obtain information on the evaluation of their proposal should submit a written request to this effect to The Partnership's Chief Administrative Officer/General Counsel at [Ilona.Sheffey-Rawlings@chicookworks.org](mailto:Ilona.Sheffey-Rawlings@chicookworks.org). Only individual scores will be provided if requested; further technical assistance is not available at this time. Respondents not awarded a contract are encouraged to re-apply in subsequent funding cycles.

## **LEGAL**

### **Freedom of Information Act / Confidential Information**

The Partnership will not publicly disclose proprietary information obtained as a result of this RFP. However, all responses to this RFP may be subject to the Illinois Freedom of Information Act (FOIA). To the extent that respondent submits proprietary information, The Partnership will use all reasonable efforts to claim available exemptions under state FOIA law and will notify respondent if a FOIA request is received in connection with that proprietary information. All materials that the respondent believes are proprietary MUST be labeled "Proprietary, privileged and confidential." The Partnership cannot guarantee that its efforts to claim available exemptions will be successful and The Partnership may be required to disclose the respondent's information.

### **Additional Conditions**

The Partnership may request interviews/presentations from respondents as part of the evaluation process. The Partnership shall not pay for any costs incurred by the respondents in the completion of this RFP.

### **Disclaimers**

The issuance of this RFP does not obligate The Partnership to award a contract or to pay any costs incurred in the preparation of a proposal. The Partnership reserves the right to accept or reject any or all proposals received in response to this RFP. The Partnership can cancel or rescind this RFP, in part or in whole, if deemed necessary. All contract awards by The Partnership, pursuant to this RFP, are contingent upon the availability of funds. Respondents are liable for any and all costs incurred prior to final authorization by and the execution of a contract with The Partnership. The Partnership also reserves the right to:

- Rescind an award and/or reallocate the funding to another entity should the successful respondent fail to execute its grant agreement in a timely fashion;
- Change and amend as necessary its policies or procedures governing the scope of services described herein;
- Change and amend as necessary the timeframes indicated in the Schedule of Events; and

- Perform an assessment of the risk that any recent, current, or potential litigation, court action, investigation, audit, bankruptcy, receivership, financial insolvency, merger, acquisition, or other event might have on an organization's ability to provide services.

### **Evaluation Criteria**

The Partnership is not required to contract with the entity receiving the highest average score of the proposal review process. Proposals evaluated with an average score below 70 of a possible 100 points will not be considered. Proposals that do not meet minimum standards will be considered non-responsive. The Partnership reserves the right to contract with any respondent that falls within the acceptable point range.

All proposals will be scored according to the evaluation criteria and rank ordered from highest to lowest score.

### **Limitations**

The Partnership shall not pay for any costs incurred by the respondent agencies in the completion of this RFP. Submission of a proposal does not, in any way, obligate The Partnership to award a contract. The Partnership reserves the right to accept or reject any applications, to negotiate with all qualified sources, or to cancel in part or in its entirety this RFP, if it is in the best interest of The Partnership to do so. The Partnership may require successful respondents to participate in contract negotiations prior to contract finalization. The Partnership shall reserve the right to terminate, with or without cause, any contract entered into as a result of this RFP process.

### **Modification of Contracts**

Any contract awarded pursuant to this RFP may be unilaterally modified by The Partnership upon written notice to the awardee under the following circumstance:

- a. Awardee fails to meet performance and service expectations set forth in the contract

## **COVER SHEETS AND FORMS FOR PROPOSAL SECTIONS**

See following sheets for proposal content coversheets and required forms.



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### Section A. Cover Sheet for Road Home Service Provider Proposal

Respondent Organization	
Respondent Address	
Contact Name	
Email	
Phone	
Proposed Budget	



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### Section B. Agency Declaration Form

I understand and acknowledge the requirements for funding as stated in the RFP. I further understand that this RFP does not commit the Chicago Cook Workforce Partnership (The Partnership) to award or pay any costs incurred in the preparation of a proposal.

I also understand that The Partnership is in no way bound to fund this proposal in whole or in part. I understand that The Partnership is not bound to accept the budget, timeline or deliverables proposed, and that all of these may be negotiated if appropriate. If The Partnership awards funds pursuant to this RFP, I also understand that The Partnership may unilaterally de-obligate funds due to underutilization or non-performance.

Is the undersigned agency the subject of current or potential litigation, court action, investigation, audit, bankruptcy, receivership, financial insolvency, merger, acquisition or other event that might affect an organization's ability to operate the requested program?

Yes (explain below)       No

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The attached proposal and all appendices and attachments are true and accurate and are being submitted with my permission as the

Title: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Signature (use blue ink): \_\_\_\_\_

Date: \_\_\_\_\_



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### Section C. Proposal Narrative

Provide a narrative (up to 7 pages, double spaced, 12-point Times New Roman) and outline your service plan utilizing the scenarios in the Scope of Work section on page 7 of this RFP. Respondents should include information that demonstrates their capacity to successfully deliver program elements.

1. Staff
2. Case Management
3. Basic Needs
4. Support Services
5. Workforce Development Services
6. Reentry Services
7. Paid Work Experiences
8. Job placement
9. Post-Secondary Education Placement
10. Long Term Training Placement
11. Retention Services
12. Schedule
13. Professional Development



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### Section D. Qualifications and Experience

Include responses to the following questions:

1. Provide an overview of the organization's qualifications, including the number of years it has successfully provided training, types of programs offered, relationships with comprehensive support partners, and outcomes (graduation rate, employment rate). Include information about experience serving the priority service areas; and people who are returning to their communities from incarceration – or an explanation of Respondent's interest in serving target population for this program.
2. Identify proposed staffing plan for the project including names, titles, and overview of program responsibility. Attach resumes and job descriptions including qualifications sought and hiring criteria for any additional positions to be created in response to this RFP.
3. Identify the three biggest challenges to this project and explain potential solutions to those challenges.



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### Section E. Project Timeline and Planned Outcomes

Include a description of project deliverables and a timeline for implementing each element of the scope and outcomes. Please include a completed version of the table below.

	Cohort 1 Dates:	Cohort 2 Dates:	Total
# Enrollees			
# placed in 6-week paid work experience coding			
# Securing Unsubsidized Employment			
# Entering Post- Secondary Education			
# Entering Long Training			
#Co-Enrollment into WIOA			
# of Businesses Engaged <sup>1</sup>			

<sup>1</sup> May be defined as employers contributing in one of the following ways: Marketing, Advisory, Professional Development, Equipment, , Apprenticeships/Internships, and employment opportunities



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### **Section F. Job Descriptions and Resumes for Project Staff**

Please attach job descriptions and resumes for the following positions: a career coach, an employer liaison, and staff leadership who will be responsible for the project.



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### Section G. Project Budget and Narrative

Please attach a 15-month budget worksheet and an accompanying budget narrative. Budgets must contain the following, at a minimum:

- Staff: Career Coach and portion of an Employer Liaison
- Supportive Service funds
- Paid work experience



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### **Section H. Financial Management Capacity Narrative**

Please address the following questions in this section.

1. Describe the agency's financial capacity to manage this contract on a cost-reimbursement basis.
2. Describe any history or experience managing grant dollars (public or private) and meeting compliance requirements.
3. Has the organization ever been declared seriously deficient in the operation of a grant or contract with a government agency (federal, state or local)? If so, please describe the circumstances.



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### Section I. Financial Statements and Documentation

Please attach the following\*:

1. Certificate of Good Standing
2. Fiscal Questionnaire
3. Cost Allocation Plan
4. Segregation of Duties Form
5. Indirect Cost Rate Determination Letter (required only if applicable)
6. Most Recent Audited Financial Statements, or unaudited financial statements from current year
7. Completed W-9 Request for Taxpayer Identification Number and Certification
8. MBE/WBE Requirements – Letter of Certification from one of the following: State of Illinois, Cook County; City of Chicago (2 CFR §§200.318). (required only if applicable)
9. IRS 501(c)(3) Tax Exempt Determination Letter dated within past 3 years (required only if applicable)
10. List of Board Members including year organization legally established (required only if applicable)

<https://chicookworks.org/our-network/request-for-proposals/>

**\* If your agency has provided all of the requested information to the Partnership within the past two years, you are only required to submit a current Certificate of Good Standing**



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## Attachment A

Recruitment	Phase I Pre-Release		Phase II Community Based Resources		Phase III Retention
Prior to Enrollment	Screening and Enrollment	Navigation Services	Basic Needs, Reentry, Education, and Workforce Development Services	Prior to Retention	Placement Support
<b>Recruitment:</b> Justice partners will identify eligible participants and provide information to Reentry Navigators. Participants will originate from four facilities; Logan, Murphysboro, Kewanee, and Cook County Jail	<b>Virtual Screening &amp; Intake:</b> Navigators screen potential participants for eligibility and suitability. Selected candidates attend an orientation session that includes; a program overview, an in-depth assessment, and completion of necessary enrollment forms.	<b>Reentry Planning:</b> Reentry Navigators meet with participants and begin addressing barriers identified in screening assessment (i.e., documentation, food and health benefits, housing). Navigators identify agency(s) best suited for participants and connect with case manager.	<b>Basic Needs:</b> Immediately upon return to community, case managers will address the most basic needs of program participants, including, but not limited to; documentation assistance, clothing, food security, health insurance, housing, mental health, and substance abuse services.  <b>Education:</b> Participants will have access to GED prep courses. For those that have already obtained a HS diploma or equivalency, post-secondary or short-term training opportunities will be identified  <b>Workforce Development:</b> All program participants will receive soft skill training and then continue their career pathway based on their individual goals. Co-enrollment with WIOA, subsidized paid work experiences, career exploration, Individual Training Accounts, On the Job Training, short term training programs and other activities will prepare candidates for unsubsidized placement	<b>Placement:</b> Participants must be placed in unsubsidized employment, post-secondary, or apprenticeship training before transitioning to the final phase of the program.	<b>Retention Activities:</b> Case managers provide ongoing support during placement to ensure successful retention. All program supports are available to participants and if placement is unsuccessful program staff must identify additional placement opportunities. Participants are exited from program upon completion
<b>Ongoing Support:</b> Reentry Navigators, Case Management, connections to supportive services and community resources. Program alignment with community-based efforts					



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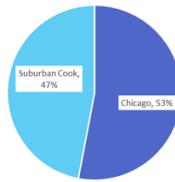
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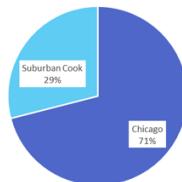
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## Attachment B: Community Impact of Incarceration

*Population of Cook County: 5.15M (2019)*



*Parolees in Cook County: 11,180 (June 2020)*



Parolees in Cook County by residence zip code.

**The 15 ZIPs in Cook County with highest numbers of returning citizens are on the South and West Sides of Chicago**

60628	Roseland
60644	Austin
60624	West Garfield Park
60620	Auburn Gresham
60619	Chatham/Greater Grand Crossing
60608	Near and Lower West Side
60651	West Humboldt Park
60623	North Lawndale/Little Village
60636	West Englewood
60621	Englewood
60649	South Shore
60617	South Chicago / Calumet Heights
60612	East Garfield Park
60629	West Lawn/Marquette Park
60637	Woodlawn

*These ZIPs are home to:*

- 25% of Chicago's population
- 75% of returning citizens in Chicago
- 50% of returning citizens in Cook
- 25% of returning citizens statewide

**Citizens returning to suburban Cook County are concentrated in south and west Cook municipalities**

### *South*

60426	Phoenix/Harvey/Dixmoor
60411	Chicago Heights
60409	Calumet City
60406	Blue Island
60827	Riverdale
60419	Dolton
60438	Lansing
60473	South Holland
60466	Park Forest
60478	Country Club Hills

### *West*

60153	Maywood
60155	Maywood
60402	Berwyn
60804	Cicero
60104	Bellwood

*These ZIPs are home to:*

- 19% of suburban Cook population
- 55% of returning citizens in Suburban Cook
- 30% of returning citizens in Cook County