

Greater Lowell
Workforce
Investment
Board/ Career
Center of
Lowell

FY 2010/11 Request for Proposals:
Strategic Plan for Re-Entry Services

June 14th 2010 – September 30th 2010

Funding provided by the Commonwealth of Massachusetts Executive
Office of Labor and Workforce Development

Issue Date:
April 23rd 2010

Due Date:
May 24th 2010

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Greater Lowell Workforce Investment Board/Career Center of Lowell
Division of the City Manager's Office
Strategic Plan for Re-Entry Services
Consultant Services
REQUEST FOR PROPOSALS/INVITATION TO BID
FISCAL YEAR 2010-2011

I. Introduction

Acting on behalf of the Greater Lowell Workforce Investment Board, the Career Center of Lowell, Division of the City Manager's Office, in its role as the fiscal agent and administrator of the Workforce Investment Act grant funds for the Greater Lowell Workforce Investment Area, is seeking service providers for the development of a strategic plan that will lead to a formal coordinated process that shall enable multiple local, state and federal partners to better prepare ex-offenders in their education and job placement success post incarceration.

The Greater Lowell Workforce Investment Board (GLWIB) will coordinate regional service providers to create the Greater Lowell Ex-Offender Re-Entry Partnership. The Partnership will work together to create a network of services to the ex-offender population.

The Greater Lowell Workforce Investment Board is seeking proposals for consulting services for a strategic plan for re-entry services assisting the ex-offender population. The strategic plan should provide the following:

- Create a mechanism to assist public safety, probation, corrections, sheriffs, education and workforce development, One Stop Careers Centers and Workforce Investment Boards, employer groups, community based organizations, public housing and others whose mission it is to provide the services necessary to assist positive reentry for ex-offenders in the Greater Lowell area.
- Considerably reduce the challenges ex-offender customers currently encounter.
- Establish and formalize partnerships that will strive for successful, sustaining and positive programs for re-entry that will accomplish these goals.

Competitive Bidder's must have a strong understanding of the Greater Lowell region and ex-offender population to provide all necessary assistance to prepare a strategic plan.

II. Eligible Bidders

Applicants eligible to submit a proposal are public or private agencies, non-profits, public or private educational institutions, governmental units, private business, sole proprietor consultants, community based organizations, labor groups and others who have demonstrated successful performance in strategic planning and development, experience and knowledge of the workforce development system, and a superior knowledge of all issues and barriers facing ex-offenders.

III. Purpose of this RFP Solicitation

The Greater Lowell WIB is accepting proposals for qualified service provider(s) to develop a strategic plan to create a formal coordinated process to reduce recidivism, increase service connections and increase the region's capacity to assist ex-offender customers.

IV. RFP Timeframe

- April 23, 2010 –RFP Issued
- May 24, 2010 – RFP due date
- June 7, 2010 - Notification of Award
- June 14, 2010 Start of Contract
- September 30, 2010 –Contract End Date

V. Format

Proposals must be word-processed, doubled spaced and no larger than 12 fonts. Responding agencies should ensure that their proposals conform to the following requirements:

- Please check your proposal for internal consistency. The Program Proposal and the Price Proposal Checklists should be used as a guide to accomplish this. Both must be completed.
- Both Cover Sheets must be signed by the Authorized Signatory of the Lead Agency, as documented through the Authorized Signatory form submitted.

Questions and or comments arising throughout the proposal preparation process may be addressed by contacting Vera Gallagher at vera.gallagher@cclowell.org. Budget/Fiscal questions contact: Michael Durkin at michael.durkin@cclowell.org. No phone calls please.

VI. Submission Requirements

To be considered for funding, an unbound original plus three (3) bound copies must be received at the GLWIB/CCL offices **no later than 4:30 pm on Monday May 24, 2010.**

Proposals must be submitted to:

The Greater Lowell Workforce Investment Board/Career Center of Lowell
107 Merrimack Street, Third Floor
Lowell MA 01852

THE SUBMISSION MUST BE DIVIDED INTO TWO SEPARATE SEALED PROPOSALS, A PROGRAM PROPOSAL AND A PRICE PROPOSAL.

Each must have its own cover sheet.

The original **MUST** contain the signature of your agency signatory.

FAILURE TO FOLLOW THE RFP FORMAT WILL RESULT IN DISQUALIFICATION.

Delivery of proposals is the sole responsibility of the bidder. The transmission of proposals by fax or email is not permitted. It is the sole responsibility of the bidder to ensure that proposals are received at the proper location, prior to the stated deadline. Access roads into downtown Lowell can be congested at times, and visitors or on-street parking can at times be difficult to obtain. Proposals will be logged in and stamped with the time and date of receipt. Bidders should plan accordingly for timely proposal delivery. The 4:30 p.m. deadline will be strictly enforced. *Proposals or any parts thereof received after the required date and time will not be accepted and will be rejected as non-responsive to the Request for Proposals.*

VII. Available Funds

Funds have been made available by the Commonwealth of Massachusetts, Executive Office of Labor and Workforce Development to procure consultant services to develop a strategic plan for the Greater Lowell Ex-Offender Re-Entry Partnership. Bids should be based on services to be performed, hourly rate and other budget considerations.

The GLWIB and CCL will not predetermine the approximate amount of funds dedicated to a particular program model. The type and quality of proposals submitted will determine the amount of funds awarded.

VIII. Background

This Request for Proposals is an initiative of the Executive Office of Labor and Workforce Development and supports the work of the Governor's Interagency Task Force on Pre- and Post-Release Programming for Ex-Offender's. The Greater Lowell Workforce Investment Board was awarded funding from the Commonwealth of Massachusetts Labor Secretary's Ex-Offender Re-Entry Partnership Planning Grant Program. The purpose of these funds is to initiate a comprehensive and integrated service infrastructure to assist ex-offenders.

The prison population in Massachusetts has more than quadrupled in the last three decades. In fact, it has increased from 2,754 in 1980 to 11,762 in 2008. As the prison population in Massachusetts grows, so does the number of ex-offenders re-entering communities. In 2007, 3,140 ex-offenders were released from state institutions into cities and towns throughout Massachusetts, which reflected a 4% increase from 2006 and more than triple the number of those released in 1980.

According to the Department of Correction (DOC), the majority of individuals released from state institutions return to ten communities, Lowell being one of them. In 2007, of the 3,140 offenders released from state institutions, 15% returned to cities and towns in Middlesex County. Of those ex-offenders released to Middlesex County, 12% returned to Lowell. In 2008, there were also 856 offenders at the Billerica House of Corrections (BHOC). Since 2005, the Lowell Prisoner Reentry Initiative has tracked 886 prisoners from both the BHOC and DOC returning to Lowell.

According to the Bureau of Justice Statistics (2002) nearly 68% of individuals released from prison will recidivate within the first three years of their release. A 2008 recidivism study of 1,786 males released from the DOC found that 39% recidivated within one year of being released and by 18 months, 67% of those who recidivated returned to prison. The study also found that recidivism rates positively correlate with security levels. Of those in maximum-security institutions, 50% recidivated, while 40% of ex-offenders in medium security facilities recidivated and 35% of individuals in minimum and pre-release facilities re-offended.

The aforementioned information documents that in recent years there have been a significant number of ex-offenders released from incarceration to the Greater Lowell region. The population needs close supervision for re-entry as well as case management, individual service strategies, support group settings, career counseling, shelter, transportation, job search assistance, mental health services and family counseling. These are just some of the needs of this population.

In an attempt to coordinate and serve this population effectively, the GLWIB along with several state and local community partners will form the Greater Lowell Ex-Offender Re-Entry Partnership. One of the goals of the project is to secure services to develop a strategic plan as a tool for organizations to utilize when assisting ex-offender customers.

IX. GLWIB Program Design

The applicant should utilize the following information in the development of their proposal response. **Proposal responses should include information on the tools to be utilized, timeline and outcomes**

Scope of Services for Consultant Service Providers: *Including but not limited*

The Greater Lowell WIB seeks professional services for the development of a comprehensive strategic plan that will formally coordinate organizations and resources in the region that will successfully assist ex-offender's re-entry to the community. The strategic plan should include the following:

- A coordinated, clear approach/product, assisting re-entry customers in their successful transition from incarceration to the community.

- A comprehensive asset mapping informational tool available to all interested parties in the community that will provide assistance to re-entry customers and their families.
- A plan that grows and learns with the community through the years.
- A product that enables multiple agencies to create future pathways for successful re-entry programs.
- Identify all issues, obstructions and barriers that may prohibit successful re-entry.
- Create and or identify best practice programs/products assisting in the eradication of barriers.
- Create a comprehensive partnership committed to the goals and objectives of the Governor's Re-Entry Initiative.
- Provide capacity building recommendations.
- Reduce recidivism through leveraged resources

X. Work Program and Schedule

The consultant service provider(s) will provide sufficient hours in order to ensure the successful completion of the strategic plan. This includes all work necessary: writing, interviewing, meetings, telephone and email communication, and all other professional services needed to ensure that each project is completed successfully by the required deadline. Service providers will be required to work closely with a program manager as well as meet with partners.

XI. Payment Schedule and Estimated Hours of Work

The consultant service provider will be compensated on the basis of a negotiated contract, performance based in nature. As a result of the bids, the determination will be made as to the contract being based on deliverables as outlined in Sections IX and X of this document. Invoice submission with documentation of work accomplished or milestones achieved will be required.

XII. Project Timelines

The strategic planning services will begin upon completion of contract award and is scheduled for approximately four months. The estimated start for the contract for services for this project will begin in June 2010 and end September 30, 2010.

XIII. Technical Proposal

Technical proposals will be reviewed and rated by GLWIB Administration Staff.

Proposals will be rated on the following categories based on deliverables outlined in Sections IX and X:

Proposal Ratings

1. Development of Strategic Plans 75 Points

Highly Advantageous - 70-75 Points

- Extensive experience developing strategic planning for workforce development and/or those with a focus on assisting individuals with significant barriers to employment in particular ex-offenders.

Advantageous - 50-69 Points

- Previous experience developing strategic planning for workforce development and/or those with a focus on assisting individuals with significant barriers to employment in particular ex-offenders.

Not Advantageous - 25-49 Points

- Limited experience developing strategic planning for workforce development and/or those with a focus on assisting individuals with significant barriers to employment in particular ex-offenders.

Unacceptable - 0 Points

- No experience with developing strategic planning or coordinating regional workforce development projects and/or those assisting individuals with significant barriers to employment

2. Knowledge of Ex-Offender Population 15 Points

Highly Advantageous - 13-15 Points

- Extensive knowledge of the ex-offender re-entry strategies.

Advantageous - 8-12 Points

- General knowledge of the ex-offender re-entry strategies.

Not Advantageous - 5-7 Points

- Limited knowledge of the ex-offender re-entry strategies.

Unacceptable - 0 Points

- No knowledge of the ex-offender re-entry strategies.

3. Outcomes/Results 10 Points

Highly Advantageous- 8-10 Points

- Strong success rate with documented results and/or outcomes specifically related to developing a strategic plan in regards to the workforce development system, and/or with assisting individuals with significant barriers to employment, in particular ex-offenders.

Advantageous- 5-7 Points

- Some success rate with documented results and/or outcomes specifically related to developing a strategic plan in regards to the workforce development system, and/or with assisting individuals with significant barriers to employment, in particular ex-offenders.

Not Advantageous – 3-6 Points

- Limited success with documented results and/or outcomes with projects regarding the workforce development system and/or with individuals with significant barriers to employment.

Unacceptable – 0 Points

- No documented outcomes

Proposals will be given an overall rating of Highly Advantageous, Advantageous, Not Advantageous, or Unacceptable based on the points awarded. The overall ratings will be determined as follows:

Total Points

Highly Advantageous	90 - 100 Points
Advantageous	75-89 Points
Not Advantageous	50-74 Points
Unacceptable	Less than 50 Points

Only proposals with an overall rating of Highly Advantageous or Advantageous will be considered for funding. Proposals receiving a rating of Not Advantageous or Unacceptable will not be considered.

XIV. Final Funding

Final funding decisions will take into consideration the contents and schedule of the program and price proposal reviews. All proposals become the property of the GLWIB/City of Lowell. All Bidders will be notified in writing of the final funding decisions by June 7, 2010

XV. GLWIB and Proposer's Rights

- A. The Greater Lowell Workforce Investment Board reserves the right to reject any and all proposals.
- B. The proposer has the right of protest and appeal of procurement decisions. Proposers may submit a written letter of protest to GLWIB.
- C. Following the competitive procurement process, all proposals become public record.
- D. All proposals become the property of the GLWIB/City of Lowell.
- E. Greater Lowell WIB Appeal Process:

Bidders wishing to appeal the final funding decisions of the Greater Lowell WIB shall follow the procedures listed below:

Bidders may request an appeal of a funding decision within ten (10) business days after receipt from the WIB concerning funding recommendations. An appeal will NOT be accepted due to any attempts to modify or include additional information to the original application.

The appeal letter should clearly state the basis of the appeal request.

Staff from the Greater Lowell WIB and Review Team shall then have ten (10) business days to review the appeals request. All parties shall be provided with the original proposal, initial ranking scores and appeal letter. A meeting will be held either in person or through telephone conference call method to discuss and review the appeal request.

The Greater Lowell WIB Director shall then notify the bidder of the outcome of the appeal process within three (3) business days of the appeal meeting. If the bidder is still in disagreement with the appeal outcome, they may write the Division of Career Services at 19 Staniford Street, Boston Massachusetts 02114, to officially request an appeal of the GLWIB.

XVI. Contract Terms

Successful bidders will be awarded a contract based on specified deliverables and timeline.

Price Proposal

Price Proposal and Narrative

1. List your total cost for providing these services.

Total Hours	Hourly Rate	Total Cost
\$ _____	\$ _____	\$ _____

2. In the space below, provide any additional information that you think is necessary to further explain and/or clarify your Price Proposal.

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Division of the Office of the City Manager
GLWIB Price Proposal
Contents Checklist

Place a check mark to indicate that each area has been addressed. Write N/A if not applicable.

_____ Cover Sheet fully completed & signed

_____ Cost and cost narrative information completed

Technical Proposal

GLWIB
Division of the Office of the City Manager
Strategic Plan for Re-Entry Services
Consulting Services
FY 2010-2011

Technical Proposal Cover Sheet

Organization: _____

Mailing Address: _____

Contact Person: _____ Telephone: _____

Email Address: _____

Duration:

(Start Date) _____ to _____ (End Date)

Signature of Authorized Representative for Your Organization:

Submitted By: _____
Signature Date

MINIMUM QUALIFYING CRITERIA

In order to be considered for funding, bidders must ensure the following:

- Technical and Price proposals are sealed and submitted separately
- No cost or price information has been provided in the Technical Proposal

In addition, the following must be completed and submitted with your original Technical proposal only (it is not necessary to submit these with the copies).

- References
- Certification Regarding Debarment, Suspension and Other Responsibility Matters
- Statement of Commitment to a Drug-Free Workplace
- Certificate of Non Collusion

VERY IMPORTANT

Failure to separate Price and Technical proposals and/or to submit references and complete the necessary forms as listed above could result in your proposal not being considered for funding. Bidders should ensure they have met all minimum-qualifying criteria by completing the Minimum Qualifying Criteria Checklist (see page 21)

References:

In the space below, please list three references for whom you have provided similar services as the requested in this RFP. Be sure to include name, address, and phone number of each reference listed.

CERTIFICATION REGARDING

DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

PRIMARY COVERED TRANSACTIONS

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register [Pages 19160-19211].

BEFORE SIGNING THE CERTIFICATION, PLEASE READ THE INSTRUCTIONS WHICH ARE AN INTEGRAL PART OF THE CERTIFICATION

1. The prospective primary participant certifies to the best of its knowledge and belief that it and its principals:
 - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
 - b. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public [Federal, State or local] transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of record, making false statements, or receiving stolen property.
 - c. Are not presently indicted for or otherwise criminally or civilly charged by a government entity [Federal, State or local] with the commission of any of the offenses enumerated in paragraph [1] [b] of this certification; and
 - d. Have not within a three-year period preceding this application/ proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

NAME AND TITLE OF AUTHORIZED SIGNATORY

SIGNATURE

DATE

DRUG FREE WORKPLACE CERTIFICATION

I, _____, in representation of
(Print Name)

_____, do hereby certify that
(Agency/Organization)

_____, has taken all
(Agency/Organization)

necessary measures to ensure a drug free workplace consistent with the **Drug Free Workplace Act of 1988**, as well as all applicable state laws.

Signature

Date

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made or submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word “person” shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

(Printed name of individual submitting bid or proposal)

(Signature of individual submitting bid or proposal)

(Name of Organization)

(Date)

Minimum Qualifying Criteria Checklist

Please complete and submit to ensure you have met the minimum qualifying criteria. Failure to meet the minimum qualifying criteria could result in your proposal not being considered for funding

_____ Technical and Price proposals sealed and submitted separately

_____ No price information included in the Technical proposal

_____ References provided

_____ Certification Regarding Debarment, Suspension and Other Responsibility Matters

_____ Statement of Commitment to a Drug-Free Workplace

_____ Certificate of Non Collusion

TECHNICAL INFORMATION

Please answer the all following questions that apply in the space provided. Attach additional space if necessary.

- 1. Give a detailed description of experience with strategic plans relative to the Workforce Development system and/or assisting individuals with significant barriers to employment, particularly ex-offenders. Your description should include processes and techniques used in the past that you plan to utilize to successfully complete this project. Be sure to include information on the tools, timelines, and outcomes.**

2. Describe your knowledge and experience in the region with regards to the Workforce Development system and serving individuals with significant barriers to employment, particularly ex-offenders.

3. Describe the outcomes and/or results of your efforts providing strategic planning or similar services.

GLWIB
Division of the Office of the City Manager
Strategic Plan for Re-Entry Services
Consultant Proposal
Contents Checklist

Place a check mark to indicate that each area has been addressed. Write N/A if not applicable.

Cover Sheet

_____ Each section fully completed

_____ Signed by authorized signatory

Proposal Narrative

_____ Program Design

_____ Program Deliverables

_____ Technical Information Provided