

REQUEST FOR PROPOSALS

REENTRY PEER NAVIGATOR – CTAP

Released by:

**Pacific Mountain Workforce
Development Council**

Release Date: December 20th, 2022

**Due Date: January 12, 2022, 5:00 P.M. (Pacific
Standard Time)**

**Proposed Contract Period:
February 1, 2022 - June 30th, 2022**



**Pacific Mountain Workforce Development
Council**

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pacmtn.org

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Section I

Introduction

Pacific Mountain Workforce Development Council (PacMtn) issues this Request for Proposals (RFP) to solicit qualified contractors with the expertise and capacity to oversee the delivery of Reentry Peer Navigator assistance for the Community Transition Assistance Program (CTAP). CTAP is an innovative program connecting PacMtn's justice-involved residents through peer supported navigation with housing, employment services, family reunification, legal aid, and basic services, among other services. PacMtn seeks proposals from both individuals and organizations with experience in peer navigation, case management, career coaching, justice-involved engagement, and a passion for improving the lives of PacMtn's justice-involved residents.

Background Information

PacMtn is a Washington State 501 (c) (3) nonprofit corporation. The administrative offices are located at Thurston County WorkSource, located at 1570 Irving St SW, Tumwater, WA 98512. Additional information on PacMtn is available on our website at <http://www.pacmtn.org/our-mission/>.

Project Scope and Conditions

PacMtn was recently awarded a grant under which PacMtn will oversee delivery of community-based programming to provide holistic, life-stabilizing reentry services for formerly incarcerated persons and supports to facilitate successful transitions to the community.

As PacMtn is a workforce development council, programming will maintain a primary focus on connection to employment and career development. However, it is vital to honor and acknowledge the complexities of additional life circumstances and needs that contribute to an individual's success in transitioning out of incarceration and gaining employment; thus, programming will provide a holistic approach to transitional services in addition to those of employment support. More specifically, CTAP will connect participants pre and/or post release for transitional services, including peer-supported resource navigation to access housing, employment services, education, transportation, basic needs support, legal aid, family reunification, and communication.

Scope of Work: Reentry Peer Navigator

Under CTAP programming, PacMtn has committed to connect justice-impacted individuals who are exiting or recently exited incarceration in a prison or jail to community transition assistance supports. Ultimately, successful outcomes for CTAP will be to:

- ❖ Serve a minimum of 30 participants with robust program services
- ❖ Provide or connect participants to services in a minimum of five of nine essential community-based service domains, as expounded upon below

- ❖ Reduce recidivism among the 30 program participants by 10% through provision of program supports and community-based resource referral that lead to life stabilization, career readiness, and employment

PacMtn is seeking proposals for provision of Peer-Supported Reentry Assistance, in the form of a Reentry Peer Navigator. Services provided by the Reentry Peer Navigator are integral to meeting PacMtn’s commitment under CTAP programming, and must include:

Triage assessment and plan of reentry goals and barriers, to include identification of immediate and long-term barriers, needs, and goals within each of the nine essential service domains below.

Connection to wrap-around services and resources, to include program dollars and referrals to additional resources to ensure maximum leveraging of grant monies and other community resources to meet all needs identified in the participant’s triage assessment.

Barrier removal through support services to meet essential needs, either through grant monies or through partnership with additional programs and resources.

Additionally, it is imperative that the individual providing these navigation services *has lived experience in transitioning back to the community after incarceration*. Any individual must also be Peer Counselor Certified or have the ability to become certified during the first 30 days of the CTAP program.

Through peer-supported navigation, the Reentry Peer Navigator will assist all program participants through provision of support services addressing eight essential service domains, upon authorization by PacMtn program oversight:

1. Housing
2. Employment Services
3. Family Reunification
4. Transportation
5. Communication
6. Education
7. Legal Aid
8. Basic Needs
9. Case Management

More specifically, in each of the nine essential service domains, services will be delivered in the following ways:

1. **Housing:** The Reentry Peer Navigator will assess all participants for housing related needs, can request support services dollars through PacMtn CTAP program management based on availability of funds, and make connections to additional community housing support resources such as transitional housing and emergency

housing to ensure the most immediate best-fit services available for each individual participant.

2. **Employment Services:** The Reentry Peer Navigator will connect all participants to basic career guidance and coaching through WorkSource and provide additional assistance in identifying and applying for jobs when the participant is ready and make referrals on an individualized basis to additional workforce development programming.
3. **Family Reunification:** The Reentry Peer Navigator will provide referrals and support in accessing family reunification services through direct partnerships with the Department of Children, Youth, and Families (DCYF) and the Department of Social and Health Services (DSHS) to ensure any participant needing this service is connected to appropriate programming.
4. **Transportation:** The Reentry Peer Navigator will assess participant transportation barriers, including needs for bus passes, fuel, and/or car insurance, request support service dollars through PacMtn CTAP program management based on availability of funds, and access additional community resources as available.
5. **Communication:** The Reentry Peer Navigator CTAP will assess each participant for technology and communication needs, such as access to a working phone, request support service dollars through PacMtn CTAP program management based on availability of funds to be used for cell phones/service, internet, and tablets with keyboards for employment search and resume building.
6. **Education:** The Reentry Peer Navigator will provide individualized referrals for each participant based on their identified career pathway to WorkSource partners, including community colleges, DSHS programming, and WIOA programming, and local GED programs as appropriate to reach the participant's education goals.
7. **Legal Aid:** The Reentry Peer Navigator will assess each participant for their needs regarding common reentry legal issues, including suspended driver's licenses, legal financial obligations, vacating legal records, and family law, and collaborate with PacMtn CTAP program management to connect participants to subcontracted legal professionals intended to serve CTAP participants.
8. **Basic Needs:** The Reentry Peer Navigator will assess each participant for their basic needs (such as hygiene essentials, clothing, shoes, banking, health care, and identification) and request support service dollars through PacMtn CTAP program management based on availability of funds. Referral to additional community resources might also be necessary.
9. **Case Management:** services will have "in-reach" capabilities inside Thurston and Lewis County Jails with potential to expand in Mason, Pacific, and Grays Harbor counties. *(CTAP will provide "in-reach" services when possible. As of September 6, 2021, Lewis and Thurston County Jails are not permitting outside contractors to enter the facilities due to pandemic restrictions. However, designated staff inside the facilities will be able to be provided with a referral process to access participants interested in receiving services.) In recognizing the value Reentry Navigator roles have contributed to previous PacMtn programming, case management will be provided by an individual with justice-involved lived experience. The Reentry Navigator will be hired specifically for the project and PacMtn will support the professional development of the individual hired by covering the cost to attend Certified Peer Counselor Training travel expenses. (CPC training is free.)

These services must be provided both in-person and virtual based on accessibility needs.

PacMtn has up to \$37,000 to subcontract to cover the cost of one Reentry Peer Navigator for salary, fringe benefits, employer taxes and other administrative costs, and indirect employer expenses for a 5-month contract. Expected to run February 1 to June 30.

Eligibility

Successful Respondents to this Request for Proposals must have the ability to provide services consistent with the above scope of work. Basic eligibility criteria include at a minimum:

- a) Provider must be able and willing to providing virtual and/or in-person services in PacMtn’s five county region (Thurston, Lewis, Mason, Pacific, and Grays Harbor).
- b) Provider must demonstrate experience in hiring, supervising, training, and supporting peer navigators, ideally in the reentry space.

Section II

Eligible Organizations

Organizations eligible to submit proposals may fall within any of the following categories:

- Governmental agencies
- Private non-profit organizations
- Private for-profit businesses
- Educational entities
- Individuals

Policy of Competition

The Pacific Mountain Workforce Development Council conducts all procurement transactions in a manner providing full and open competition. The RFP identifies all evaluation factors and their relative importance. All responses will be honored to the maximum extent practical. Technical, financial, and organizational evaluations will be made of all proposals received found to be responsive to the RFP.

The Pacific Mountain Workforce Development Council will carry out the procurement review responsibilities with complete impartiality and without preferential treatment to any response.

RFP Key Events and Dates

Request for proposal released	December 20, 2021
Virtual Bidders Conference	December 28, 2021
Deadline for Receipt of Questions, 4:00 PM (Pacific Time)	January 7, 2022
Deadline for Receipt of Proposals, 5:00 PM (Pacific Time)	January 12, 2022

Successful Bid Announced	January 14, 2022
Appeals Window	January 15-January 21
Begin Contract Negotiations	January 24-January 27
Contract Start Date	February 1, 2022

Bidders' Conference

A virtual bidders' conference will be held as follows; potential bidders are highly encouraged to attend:

Date: December 28, 2021
Time: 10:00AM-11:30AM PST
Location: Zoom: <https://pacmtn-org.zoom.us/j/6632687907>

Questions and Answers

Questions regarding this RFP can be sent to the email address: contracts@pacmtn.org. Please specify this RFP by its title when submitting questions. Questions and the answers will be posted on our website so every Bidder can review. Questions will be accepted through January 4th, 2022, at 5:00 p.m. Written responses to questions will be posted on www.pacmtn.org no later than January 5th, 2022, at 5:00 p.m. PT.

Proposal Submittal

To be considered for review, proposals must follow the instructions in this RFP, provide the information required in the Response Package and include all of the required attachments (signed and dated) by your organization's authorized representative.

Submitted by electronic mail to contracts@pacmtn.org with the following subject line: **"Reentry Peer Navigator RFP,"** and include:

- A. Required Proposal Checklist
- B. Proposal cover page & certification (form attached)
- C. Response to requested information in **Section III** using the prescribed format
- D. Budget response and budget template

Evaluation and Selection Criteria

Proposals will be evaluated based on the following criteria:

Technical Proposal	45%
Financial Accountability	15%
Organizational Capacity	30%
Demonstrated Internal and External Commitment to DEI	10%

Award of Contract

Submittal of a successful proposal(s) does not constitute a contract with PacMtn. The contract award will not be final until PacMtn and the successful proposer have executed a mutually satisfactory contractual agreement.

Appeal Process

Any appeal of the final vendor(s) selected must state the basis of the appeal. Appeals can be sent in writing within seven (7) calendar days after the publication of the successful vendor(s) to:

William Westmoreland, CEO
 Pacific Mountain Workforce Development
 Council
 1570 Irving St SW
 Tumwater, WA 98512
contracts@PacMtn.org

It is the responsibility of proposers to check for the publication of successful bidders at the following website: www.pacmtn.org.

Acknowledgements

1. This Request for Proposals is not in itself an offer of work, it does not commit the Pacific Mountain Workforce Development Council to fund any proposals submitted, nor is it liable for any costs incurred in the preparation or research of proposals.
2. PacMtn will select the proposal which is most qualified to provide the services which will achieve the overall objectives of this Proposal Request.
3. PacMtn reserves the right to make such investigation as it deems necessary to determine the ability of proposers to furnish the required services, and proposers shall furnish all such information for this purpose as PacMtn may request.
4. PacMtn reserves the right to reject any proposals for failure to meet the requirements contained herein, to waive any technicalities, and to select the proposal which, in PacMtn's sole judgment, best meets the project requirements.
5. PacMtn reserves the right to reject, or to seek modifications of any proposal offered if in PacMtn's sole discretion the proposal does not meet the overall RFP objectives.

6. PacMtn reserves the right to offer an award to the next highest rated proposal if a contract cannot be successfully negotiated, or to renegotiate or reissue an RFP should an appeal for non-award be upheld.
7. Any funding awarded will be subject to the availability of funding granted to the Pacific Mountain Workforce Development Council. Should the availability of such funding decrease before or following any award to a contractor, the award will be revised accordingly. In addition, if awarded, the contractor must be willing to alter program design based on subsequent direction by PacMtn.
8. Proposals that are not funded will not be returned.

Section III

Proposal Format and Supplemental Questions

Your responses to the inquiries below should be submitted electronically with the following format restrictions:

- 8 1/2" X 11" page size with 1" margins
- 12-point Arial or Calibri font
- Double spaced (itemized bid information may be single spaced)

The following information shall be required in the proposal request submittal:

- A. Proposal cover page & certification (form attached)
- B. Response to the 8 Proposal Questions below: Answers to the below questions should not exceed seven pages in total.
- C. Pricing: The estimated award is \$37,000. PacMtn will accept proposals from both individuals and organizations. PacMtn will provide technical assistance to interested organizations to explore immediately available local resources to support the CTAP effort. Bidders must provide a high-level summation of estimated pricing on a per hour, per person, or lump sum per contract basis, or any combination thereof, to implement and manage the deliverables. No more than 1 page and the attached budget template C.
- D. References: Contact information for three references from work performed in the last three years. Please include the scope of work, contract dates, contract amount, contact person, telephone number, and email address.

Reentry Peer Navigator Proposal Questions

1. What strategies have you used to respond to diversity challenges?

- Describe the experience and demonstrated commitment your organization has to internal and external Diversity, Equity, and Inclusion work, including organization demographic information, internal policies that ensure diversity and equity in internal policy as well as service delivery policy.
2. Provide information about your business/organization including vision, mission, current customer base (type and size), and longevity.
 - Describe how your business/organization is a partner within a system that delivers education, employment, and training services.
 3. Explain how your proposal aligns with the relevant goals of this RFP.
 - Describe how this proposal will connect to your mission and organizational goals.
 4. Describe your experience in administration and contract management.
 - Indicate how your prior or current record of performance relates to performance within your current design.
 5. Describe the experience and demonstrated commitment your organization has made in serving jobseekers and businesses owned/operated by people experiencing significant barriers to employment as identified in federal law and by the PacMtn WDC Board.
 6. Describe your organization's ability to support and then demonstrate with examples from previous worksites the ways your organization can meet PacMtn's goals of integrated services delivery, career path success, enhanced focus on customer service and continuous improvement.
 7. Provide an example of how your organization used technology to enhance the customer experience, during the COVID-19 pandemic.
 8. Explain the solution your organization has utilized to successfully serve the justice-involved population?
 - Describe how the solution integrates with existing systems

Section IV

Appendices

Appendix A: Check list

Appendix B: Cover Sheet/Certification

Appendix C: Budget Form

Appendix A: Required Proposal Checklist

- Cover Sheet/Certification
- Program Specific Responses (not to exceed 7 pages single-spaced)
- Budget Narrative (not to exceed 1 page) and budget form

Appendix B: Proposal Cover page/Certification

Proposal Cover Page

Application Cover Sheet

On behalf of

Proposer Organization

Street Address

Mailing Address

City State Zip Code

Certification

CERTIFICATION

The information contained in this proposal fairly represents the proposer’s agency, organization, or business and its proposed operating plans. I acknowledge that I have read and understand the requirements of the RFP and am prepared to implement services as specified in this proposal. I certify that the proposed program services have been designed in compliance with the RFP requirements and WIOA regulations. I also certify that I am authorized to sign this proposal. This proposal is firm for a period of at least ninety (90) days from the deadline for RFP submission.

I affirm that no employee and/or PacMtn Council Member or officer of any governmental agency has any financial or other interest in this organization.

Name_____ Title_____

Address_____ City_____ State_____ Zip_____

Phone_____

E-Mail_____

Signature_____

Typed Name_____

Address_____ City_____ State_____ Zip_____

Appendix C: Budget Form

Program Budget Summary				
Contractor Name:				
Contract #:				
Contract Start Date:				
Contract End Date:				
Modification #:				
Accounting Category			Total	
Salaries & Wages			-	
Employee Benefits			-	
Supplies			-	
Communications			-	
Professional Services			-	
Facilities			-	
Equipmental Rental/Maintenance			-	
Travel & Training			-	
Other: (please list)			-	
			-	
			-	
			-	
			-	
Indirect		0		
Total Operating Costs			-	