

RochesterWorks, Inc.
Request for Proposal
Second Chance Monroe Transition Services
October 4, 2019

BACKGROUND

RochesterWorks, Inc. (RWI), a non-profit organization, has been designated by the County of Monroe and the City of Rochester to administer the workforce investment funds targeted for Monroe County. RWI serves as fiscal agent and research and development staff for the Monroe County/Rochester Workforce Development Board, managing all aspects of the local workforce investment system (RochesterWorks!).

RWI is located at 255 North Goodman Street, Rochester, New York 14607. Additional information on programs and services can be found at <http://rochesterworks.org>.

Second Chance Monroe is an initiative funded by the Monroe County Industrial Development Corporation. This initiative provides training and employment opportunities for 75 inmates per year in the Monroe County Jail and/or Correctional Facility, with a focus on meeting the need for skilled workers in the manufacturing and construction industries.

PURPOSE

RWI is seeking proposals from existing, experienced, qualified providers of services to justice-involved men and women and/or substance abuse recovery services to provide one (1) FTE program staff to serve as a transition specialist for the Second Chance Monroe program.

SERVICE PROVIDER RESPONSIBILITIES

RWI has two full-time staff dedicated to this program. Both staff provide the employment and training piece of the program. We seek to leverage the expertise of an organization that can provide counseling and transition services to program participants both pre- and post-release. The grant can pay for the cost of transition supports. We would like to execute a contract with services initiated as close as possible to November 1, 2019.

The service provider will be required to:

- Participate in grant implementation meetings.
- Hire and support one (1) FTE Transition Specialist, using grant funds.
- Conduct assessment and development of the Individual Employment Plan/Transition Plan (IEP/TP); counsel participants and plan for and provide transition services.
- Meet with participants individually and/or in groups with a focus on delivering Cognitive Behavioral Intervention services to increase employability and reduce criminogenic thought processes.
- Coordinate with other service agencies for the provision of wrap-around support services.
- Report all services provided to participants, including case notes, in a secure, shared database to be provided by RWI.
- Submit monthly invoices for reimbursement of allowable costs incurred under the grant. Attach a participant activity report and appropriate fiscal documentation to each monthly invoice.

- Comply with standard RWI contractual requirements (see attached contract boilerplate).

DUTIES OF THE TRANSITION SPECIALIST

The Transition Specialist will work from an office provided by the Service Provider, with travel to the Monroe County Jail, 130 S. Plymouth Ave., Rochester, NY 14614, the Monroe County Correctional Facility at 750 East Henrietta Rd., Rochester, NY 14623 and other service locations within Monroe County, as necessary. The Transition Specialist will work closely with the Coordinator and Career Advisor to assess participants, develop IEP/TPs, counsel participants, and plan for and provide the non-career related services that will help with transition and reduction of recidivism. The Transition Specialist will also serve as a resource for the Project Coordinator and Career Advisor. The Transition Specialist must be able to pass the background check necessary to work within the Monroe County Jail and possess a valid NYS driver's license.

EXPECTED ACTIVITIES AND OUTCOMES

1. Each contract year the Service Provider will serve participants as follows: At least 75 total participants. These numbers will be pro-rated for partial contract years.
2. The Service Provider will achieve the following shared outcomes over the term of the grant:
 - Participation Rate: At least 50 program participants will receive transition services and a Transition Plan pre-release.
 - Post-Release Enrollment Rate: At least 45 program participants will report for services at the community-based AJCs within 90 days of release.
 - Post-Release Transition Services: At least 45 program participants will receive the transition and supportive services described on the Transition Plan post-release.

PROPOSAL REQUIREMENTS AND EVALUATION

Organizations interested in providing services described in this Request for Proposals (RFP) should submit a proposal of no more than four (4) pages that includes the following information:

1. Identify the organization's name, address, phone, fax, e-mail, President/CEO and management contact for the contract. How many individuals does your organization employ? Describe the organization and its experience providing the services described in this RFP. Describe the organization's experience providing services to justice-involved men and women. Describe the organization's experience providing substance abuse recovery services. *Organizations that have physical locations in and/or demonstrate the capacity to do business in Monroe County are eligible to apply.* (25 points)
2. Briefly describe your organization's experience providing services as part of a partnership with an employment and training organization. (20 points)
3. Briefly describe or list your organization's experience as a recipient of federal or state grant funds. (15 points)
4. Explain whether you intend to provide one full-time staff member or multiple (and how many) partially dedicated staff that equal one (1) FTE. (5 points)

5. Will you use existing staff or hire and train new staff for this project? If you propose to train new staff, what is your timeframe for both the hiring process and pre-service training? (10 points)
6. Please include an itemized budget to include amounts for personnel, fringe benefits, rent, utilities, travel, office supplies, staff development, and indirect costs. Our target budget for this grant is \$58,000 per year (pro-rated for partial contract years). Organizations that have a federally-approved indirect cost rate may use that rate. Other organizations may use the 10% de minimus indirect cost rate. Direct participant costs, such as supportive services, are covered by RWI outside of the service provider's grant budget. (25 points)

PROCUREMENT TERM

The initial term of the contract will be a partial year through February 29, 2020, with an option for continuation through September 30, 2020, and three (3) subsequent one-year renewals, based on availability of funds, satisfactory contractor performance, and successful negotiation of contract terms.

Proposals must be sent electronically by **12:00 PM, Friday, October 25, 2019** to:

Lee Koslow
 Technical Assistance and Training Manager
 RochesterWorks, Inc.,
Lkoslow@rochesterworks.org

Questions may be submitted to Lee Koslow, Lkoslow@rochesterworks.org, no later than Monday, October 14, 2019.

REQUEST FOR PROPOSAL TIMEFRAME

Friday, October 4, 2019	Request for Proposal released
Monday, October 14, 2019	Last day to submit questions
Friday, October 25, 2019	Proposals due by 12:00 noon
Wednesday, October 30, 2019	Winning proposal announced