

Allegheny County
Department of Human Services
Request for Proposals Q&A
RFP for Allegheny County Jail Vocational Training

August 30, 2017

Questions 1 – 11 were answered at the pre-proposal conference on August 22.

1. **Are there certain certifications that have proven to be most successful in terms of job retention?**

We don't have enough data available to answer which certifications have been most successful for retention with this population.

2. **If a person eligible for our program is also currently enrolled in a GED course, would we schedule around their GED or other program?**

You should propose the schedule you are able to and wish to provide. Reentry staff will work with you to make the program accessible by participants.

3. **How many programs will be funded under this RFP?**

We will award at least one contract and may award more depending on the programs proposed and availability of funds.

4. **To clarify, does the vocational training take place outside the Jail or does it all happen in the jail?**

The training must take place in the Jail. Per Section 2.2 of the RFP, if there is a component of the training that must be completed outside the Jail and in the community, it should take no longer than one month, and Proposers must have a plan to assist training participants in transitioning to the community training.

5. **Specifically what spaces within the Jail would be used for this program?**

There are three potential spaces available – a classroom equipped with five computers, a gym, and a housing unit that is not currently in use.

6. **Can you provide dimensions of the available spaces?**

We do not have this information readily available but please see the response to Question 11 below.

7. **Is there an amount of time someone must be in the Jail before they would be referred to this program?**

All Reentry participants will be in the jail for at least 90 days, but there is not a requirement on how long they must be there before they can begin this program.

8. How many hours per week should the training take?

Per Section 2.2 of the RFP, the training must be able to be completed within 480 hours. Training should operate in sessions that can last for up to 12 weeks, with a maximum of 40 hours of training per week. Also see Question 3, above.

9. Can we propose a co-ed training program?

Yes, but Reentry participants are mostly men. The average length of stay for women in the Jail is about four weeks, and far fewer women are sentenced to the jail. The requirement that any community-based component of the training be able to be completed in one month still applies. So, if your proposed program could be completed within this time frame (up to four weeks in the Jail plus up to one month in the community), it may be appropriate for women as well as men. If you are proposing a longer (12 week) program, it can be co-ed, but it is less likely that there will be women eligible to participate.

10. If we need tools and machinery for this program should we include that in our proposed budget as startup costs?

Yes. If the startup costs associated with the tools and machinery required for the proposed training are considerable, you may propose to serve fewer clients during the first six months of the contract.

11. Are things like welding or HVAC that would require a significant commitment from the Jail possibilities?

The Jail is committed to getting the best training program that meets the standards of this RFP, and will explore the feasibility of what is proposed. You are encouraged to think creatively in your Proposal.

August 31, 2017

The RFP timeline was amended on August 31, 2017 to extend the deadline for proposal submissions.

Deadline for Questions: ~~Friday, September 1, 2017~~ **extended to Friday, September 15, 2017**

Submission Deadline: 3 p.m. Eastern Time on ~~Friday, September 8, 2017~~ **extended to Friday, September 22, 2017**

September 1, 2017

12. Does the grant have to pay for furniture (e.g. desk, file cabinets, etc.) for the staff?

No, the Jail will provide furniture for the staff.

13. Does the grant have to pay for the purchase of classroom chairs, tables, etc.?

No, the Jail will provide classroom furniture.

14. Can we utilize the tablets that the jail already has with the EDOVO Software on it?

No, the tablets may only be used on specific housing units in the Jail.

September 5, 2017

15. MWDBE is a requirement, but takes time to complete the process. Is the requirement for submission of the MWDBE form proof of process initiation, or do you require only those who currently have the MWDBE process complete? Are you asking that a portion of our business partners have MWDBE documentation?

Proposers are not required to be a certified MWDBE organization. Every Proposer must provide the MWDBE documentation. We ask that Proposers make a good faith effort to try to meet the County's MWDBE goals by soliciting quotes from and doing business with MWDBE organizations. If you cannot meet the County's goals, you may submit the Waiver Request form.

16. Can an individual who does not have a board or nonprofit status, never received an audit, and is not a business, submit a response to the RFP?

Yes.

17. Will personal tax returns suffice?

Yes.

September 13, 2017

18. Will you accept fiscally sponsored non-profits? What that means is that my organization is part of a larger non-profit organization. As such we use their Tax ID and audit information. The larger non-profit organization has two years of audited statements; however the first year was not audited, but tax statements and information can be provided. Please let me know if this is acceptable to apply to the RFP.

Yes, we accept fiscally sponsored non-profits. Your parent organization must be able to enter into the Agreement with Allegheny County and comply with all the County's contracting requirements. Tax statements are accepted for financial documentation.

September 20, 2017

DHS received a number of questions about the RFP's requirements for budget, training timeline, and number of individuals to be served. In response to this feedback, and in the interest of identifying the best possible vocational training program for the Allegheny County Jail, we decided to remove these limitations and extend the deadline for this RFP.

The new deadline is October 20th.

We have amended the RFP and Response form to reflect these changes, as detailed below:

Cover Page:

Updated submission deadlines and decision date

The RFP at a Glance:

Purpose

The Allegheny County Jail Collaborative, which coordinates planning and services that involve the Jail, DHS and the Courts, will oversee the vocational training program. The Successful Proposer(s) will deliver the vocational training program to ~~approximately 120~~ Reentry Program participants over the initial 18-month contract period.

Award Details

DHS will enter into an Agreement with one or more Successful Proposer(s) to provide the Contract Services for a term not to exceed 18 months, beginning ~~January 1, 2018~~ in early 2018. ~~The award of the Agreement(s) for vocational training in the Allegheny County Jail will not exceed \$200,000 for 18 months.~~

Timeline

Updated dates

2.1 Target Population

~~The target population for the desired vocational training program is at least 80 Reentry Program participants annually (or 120 for the initial 18-month period).~~ Reentry Program participants are both men and women who are sentenced to at least three months in the Jail and have been determined, on the basis of a standardized assessment, to have a medium-to-high-risk of return to jail. Reentry participants may have been sentenced for a range of criminal offenses, including violent offenses.

2.2 Service Requirements

5. The training is hands-on and provides the same experience available at an equivalent training outside the Jail.

6. The training can be completed within ~~480~~ a reasonable number of hours. ~~Training should operate in sessions that can last for up to 12 weeks, with a maximum of 40 hours of training per week.~~ If there is a component of the training that must be completed outside the Jail and in the community, it should ~~take no longer than one month~~ be able to be completed within a reasonable amount of time, and Proposers must have a plan to assist training participants in transitioning to the community training.

2.3 Timeline

DHS expects to select one or more Successful Proposer(s) by the end of ~~November~~ December 2017 and to begin training services in the Jail by early 2018.

3B Proposed Training

- The vocational training program proposed is in a high-demand employment sector or sectors that is open to people with criminal records (15 points)
- The proposed vocational training program is able to be completed within ~~480 hours~~ a reasonable number of hours in the Allegheny County Jail. If there are elements of the training that must be completed in the community, they must ~~take no longer than one month~~ be able to be completed in a reasonable amount of time, and the Proposer must have a plan to assist training participants in transitioning to the community training. (10 points)
- The proposed vocational training can serve ~~up to 80~~ a reasonable number of Reentry Program Participants annually ~~(or 120 for the initial 18 month period)~~ (10 points)
- Completion of the proposed vocational training program results in a credential or certification; if not, there is justification that the training results in skills that have been demonstrated to increase employment outcomes (10 points)

4.2 Submission Process

Updated submission deadline

Response Form:

B. Proposed Training

5. Provide a detailed plan for how your proposed vocational training will be delivered in ~~sessions that are no longer than 480 hours.~~ a reasonable number of hours. Include information about any components that must be completed outside the jail, if any.

6. Describe how your proposed vocational training will serve ~~at least 80~~ a reasonable number of Re-entry Program participants annually ~~(or 120 over the contract period)~~.

September 29, 2017

19. On the amended RFP, the \$200,000 cap was removed. What is the amount of funding available to apply for?

There is no funding request cap.

20. Is there internet access in the classroom?

Yes, there is internet access in the classrooms. The training provider would work with the Jail to determine the specific websites that inmates participating in the training program would be able to access. Firewalls would be used to prevent all other internet use outside of the specific websites that are necessary for the training.