



Request for Proposals

Allegheny County Jail Vocational Training

RFP Posting: Wednesday, August 9, 2017

Pre-Proposal Conference: Tuesday, August 22, 2017 at 9:00 am at the Allegheny County Jail

Deadline for Questions: ~~Friday, September 1, 2017~~ Extended to Friday, ~~September 15, 2017~~
October 13, 2017

Submission Deadline: 3 p.m. Eastern Time on ~~Friday, September 8, 2017~~ Extended to Friday,
~~September 22, 2017~~ October 20, 2017

Estimated Award Decision/Notification: ~~November 2017~~ December 2017

Allegheny County Department of Human Services
One Smithfield Street
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Definitions

Unless the context indicates otherwise, the following capitalized words are defined as follows for purposes of this RFP:

1. ACJC: The Allegheny County Jail Collaborative Application is the electronic system used to track data for Jail Collaborative services
2. Agreement: A contract negotiated between Allegheny County and the Successful Proposer to provide the Contract Services
3. Allegheny County: A home rule county and political subdivision of the Commonwealth of Pennsylvania
4. Allegheny County Jail Collaborative: A partnership between the Allegheny County Jail, the Allegheny County Court of Common Pleas, the Allegheny County Health Department and the Allegheny County Department of Human Services, whose mission is to reduce recidivism for criminal justice-involved individuals in Allegheny County
5. Allegheny County Jail Reentry Program: A program that provides individualized services aimed at reducing the risk of recidivism for men and women who are sentenced or detained in the Allegheny County Jail and have a medium-to-high-risk of recidivism
6. Community Resource Center (CRC): Adult Probation Department offices, located in Arlington, East Liberty and McKeesport, that provide a range of services for individuals on probation
7. Contract Services: The specific services which the Successful Proposer agrees to provide to the County in response to this RFP as more particularly described in the Scope of Services in the Agreement
8. DHS: [Allegheny County] Department of Human Services
9. Jail Service Coordinator: An Allegheny County Jail staff member who works with Reentry Program participants to assess their risks and needs to develop a service plan with them
10. Proposal: A completed Response Form, with specified attachments, submitted in response to this RFP
11. Proposer: The individual, non-profit organization, or for-profit organization or business submitting a Proposal in response to this RFP
12. Response Form: The Word document in which Proposers respond to requested information about this RFP
13. RFP: Request for Proposals
14. Successful Proposer: The Proposer(s) selected by the County to provide the Contract Services

The RFP at a Glance

Purpose

Allegheny County, on behalf of its Department of Human Services (DHS) and the Allegheny County Jail Collaborative, is seeking Proposals from qualified Proposers to provide a vocational training program in the Allegheny County Jail to individuals participating in the Allegheny County Jail Reentry Program (a program of the Allegheny County Jail Collaborative aimed at reducing an individual's risk of recidivism, also referred to as the Reentry Program or Reentry). 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 Reentry Program participants over the initial 18-month contract period.

Reentry Program participants are both men and women who have a medium-to-high-risk of recidivism and are either sentenced to at least three months in the Allegheny County Jail or will be detained for at least three months in the Jail. The goal of the vocational training program is to assist Reentry Program participants in completing a certified or credentialed training program that will enable them to obtain employment in a vocational field following release from the Allegheny County Jail. In addition to providing a vocational training program, the Successful Proposer(s) will work with the Reentry Program to assist training participants planning for employment following release. Proposers may propose to provide training in one or more vocational fields.

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 in early 2018. Allegheny County shall have the right to extend the term of the Agreement(s).

Who can apply

All entities, including but not limited to, education organizations, non-profit organizations, for-profit organizations, small businesses and individuals, are eligible to submit a Proposal in response to this RFP. Entities who are job training providers, who operate apprentice programs, or who are employers that provide training in fields that are open to individuals with criminal records are especially encouraged to submit a proposal in response to this RFP. Entities do not need to have an existing contract with Allegheny County but must meet all of Allegheny County's contractual requirements (see Section 6: Contract Requirements for Successful Proposers) and have the programmatic, financial and staffing capability to provide the Contract Services. Two or more entities may submit one comprehensive Proposal in which they collaborate in performing the functions of the Successful Proposer; however, only one of the partnering entities will enter into the Agreement with Allegheny County.

What we don't want

We are looking for a vocational training provider, not a provider that offers a life skills course. We do not want vocational training for jobs in which a criminal record is a certain barrier to employment.

Timeline

A pre-proposal conference will be held on Tuesday, August 22, 2017 at 9:00 a.m. at the Allegheny County Jail. All individuals interested in attending the pre-proposal conference must RSVP by completing the survey at <https://www.surveymonkey.com/r/53WR67F> no later than Wednesday, August 16, 2017 in order to enter the Jail (see section 4.1 for details).

The Proposal deadline was extended. The new timeline is:

Deadline for Proposers to submit questions about this RFP is Friday, October 13, 2017.

Proposals must be submitted by 3 p.m. Eastern Time on Friday, October 20, 2017.

Proposers will be notified of the County's decision to award an Agreement in December 2017.

Who we are

On behalf of Allegheny County and the Jail Collaborative, DHS is the issuing office for this RFP.

DHS is the largest department of Allegheny County government and provides publicly-funded services to more than 200,000 people annually, in areas including child welfare, behavioral health, aging, intellectual disability, homelessness and community services.

More information about DHS is available at <http://www.alleghenycounty.us/human-services/index.aspx>

DHS is a member of the Allegheny County Jail Collaborative, a partnership of DHS, Allegheny County Jail, the Allegheny County Court of Common Pleas, the Allegheny County Health Department that implements programming and systems changes to reduce recidivism in Allegheny County.

Section 1: Why We Are Issuing this RFP

The mission of the Allegheny County Jail Collaborative, a partnership of the Allegheny County Jail, the Allegheny County Court of Common Pleas, the Allegheny County Health Department and DHS, is to reduce recidivism among people involved in the criminal justice system in Allegheny County. A key program of the Jail Collaborative is the Reentry Program, which serves men and women who have a medium-to-high risk of recidivism and are either sentenced or will be detained for at least three months in the Allegheny County Jail.

The Reentry Program works to reduce recidivism using the principles of Risk-Needs-Responsivity,¹ which: 1) prioritize services for individuals who are assessed to have a medium or high risk of recidivism, 2) addresses an individual's highest criminal behavior-related needs, and 3) delivers services by taking into account barriers that prevent the individual from achieving successful reentry into the community at large. A staff member of the Allegheny County Jail called the Jail Service Coordinator works with each Reentry participant to assess their risks and needs and to develop a service plan that addresses those needs. While still in the Jail, Reentry participants complete classes identified in their service plan (e.g., cognitive-behavioral therapy curriculum, education, family and relationships, drug and alcohol). The vocational training being sought through this RFP will be one of the programs offered to help Reentry participants complete their service plans.

Employment following incarceration has been found to reduce recidivism, with increased impact as wages rise.² Many Reentry participants need assistance preparing for and finding employment following release; many face barriers due to their criminal records, educational levels and lack of driver's licenses. The Jail Collaborative provides funding for vocational training outside the Jail and in the community for Reentry participants who live in alternative housing (i.e., work-release programs) or who have already been released from Jail without housing restrictions, in fields such as culinary arts, machining and masonry. It also supports job placement services in the Adult Probation Community Resource Centers, which provide a range of services for individuals on probation. Training in the Jail provides an opportunity to equip Reentry participants with skills prior to release. Many individuals face significant pressures to earn money immediately upon release from Jail and do not have the luxury of completing a training program at that time.

Section 2: What We Are Looking For

DHS and the Jail Collaborative are seeking one or more Successful Proposer(s) to provide a vocational training program in the Allegheny County Jail that provides credentials or certifications that lead to employment opportunities. The Successful Proposer(s) should have experience providing vocational training in a high-demand employment sector, demonstrated job placement success for training participants and connections to employers in the proposed training sector(s).

¹ For more information, see <https://csgjusticecenter.org/reentry/principles-of-recidivism-reduction/>

² For more information, see <http://www.urban.org/sites/default/files/publication/32106/411778-Employment-after-Prison-A-Longitudinal-Study-of-Releasees-in-Three-States.PDF>

2.1 Target Population

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

DHS and the Jail Collaborative encourage Proposers to submit creative Proposals to provide a vocational training program to the target population; however, vocational training must meet the following requirements:

1. The training is in a sector (or sectors) with high demand for employees.
2. The training is in a sector (or sectors) that hires people with criminal records.
3. The training is in a sector (or sectors) that does not require a valid driver's license for employment.
4. The proposed training must lead to employment opportunities that are accessible by public transportation.
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 a reasonable number of hours. If there is a component of the training that must be completed outside the Jail and in the community, it should 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.
7. The Successful Proposer(s) will work with training participants and Reentry staff to develop personalized plans for employment for each training participant, prior to release from Jail. This includes assisting with résumé or interview preparation and providing connections to employers in the field.

The proposed vocational training program must meet the above requirements and result in an industry-recognized certificate or credential, unless the Proposer can demonstrate that the vocational training will provide verifiable skills that are valued by employers who are likely to hire an individual with a criminal record.

2.3 Timeline

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

2.3 Outcomes

The Successful Proposer(s) will be expected to achieve the following outcomes in connection with the provision of the desired vocational training program:

1. A vocational training program completion rate of at least 70 percent.
2. Job placement rate of at least 60 percent for participants who complete the vocational training program.

3. Successful participants of the vocational training program receive starting wages of at least \$11.00 per hour.

2.4 Training Prerequisites

The Successful Proposer(s) may screen referred Reentry participants to ensure that they meet skill or ability prerequisites necessary for the vocational training program. The Reentry Program can help to provide information about educational attainment of referred participants to the Successful Proposer(s). The Reentry Program offers pre-apprenticeship courses in the Jail to improve Reentry participants' math skills and to provide introductory knowledge of the trades. These courses may help participants meet the Successful Proposer's prerequisites.

2.5 Referral Process

Reentry Program staff will refer participants to the vocational training program. Referrals will be Reentry Program participants who have assessed employment needs, have demonstrated a serious interest in the vocational training, and meet the Successful Proposer(s)'s eligibility requirements. A Reentry Jail Service Coordinator will add the vocational training to a referred participant's service plan.

2.6 Data Collection

The Successful Proposer(s) must use the Allegheny County Jail Collaborative Application (ACJC) to regularly enter data about referred participants. The ACJC is the electronic system used to track data for Jail Collaborative services. While the Successful Proposer(s) may have its own information management system, all requested data must be entered in the ACJC.

2.7 Staffing

The Successful Proposer(s) must staff their proposed vocational training program with staff members who have qualifications and experience relevant to training in the proposed sector(s) in which the vocational training will be provided. All staff who will be providing the proposed vocational training program must obtain certain legally required clearances (including a child abuse clearance and institutional clearance with criminal record information) and complete an eight-hour training prior to working in the Jail.

2.8 Security Issues

The Successful Proposer(s) must comply with all Jail policies. While staff and inmate safety is of the utmost importance, Proposers should not be dissuaded from proposing certain types of vocational training that include tools or heavy machinery. If the Successful Proposer(s) offer training that involves equipment that could pose a security issue, the Successful Proposer(s) will work with the Jail's administration to bring in the equipment and develop security procedures.

Section 3: Proposal Requirements and Evaluation Criteria

Proposers must meet the following evaluation criteria and must address their qualifications by responding to the specifically-requested items or questions in the Response Form. Proposers should download and type their responses directly into the Response Form available on the Active Solicitations webpage at www.alleghenycounty.us/dhs/solicitations. The maximum score that a Proposal can receive is 100 points, as outlined in the following sections.

A. Organizational Experience (15 points possible)

- Experience providing vocational training in a high-demand employment sector or sectors (5 points)
- Demonstrated job placement success (5 points)
- Organizational ability to enter data into the ACJC in an accurate and timely manner (5 points)

B. Proposed Training (45 points possible)

- 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 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 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 a reasonable number of Reentry Program Participants annually (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)

C. Staffing (5 points possible)

- A plan to appropriately staff the training in the Jail with staff members who have the necessary levels of experience and can obtain Jail clearances (5 points)

D. Employment (20 points possible)

- Available employment options in the proposed vocational training sector do not require a valid driver's license and are accessible by public transportation (5 points)
- Organizational connections to employers in the proposed training sector(s) (10 points)
- A strategy to develop personalized plans for employment for training participants and to assist participants with résumé and/or interview preparation (5 points)

E. Financial Management and Budget (15 points possible)

- An annualized 18-month line item operating budget that reflects a realistic estimate of costs associated with the proposed vocational training program (5 points)
- A detailed budget narrative that justifies the budget and explains the purpose of each line item and how amounts were calculated (5 points)

- Financial health, as shown by financial audits or certified financial statements for the past three years (5 points)

Section 4: How to Submit a Proposal

4.1 Pre-Proposal Conference

A pre-proposal conference for this RFP will be held on Tuesday, August 22, at 9:00 a.m., at the Allegheny County Jail. There will be a presentation about the vocational training program envisioned through this RFP, a tour of potential vocational training space and a Q&A session.

- All Proposers are highly encouraged to attend.
- Please RSVP to attend by completing the survey <https://www.surveymonkey.com/r/53WR67F> no later than Wednesday, August 16, 2017. The names of all individuals interested in attending the pre-proposal conference must be submitted in order to enter the Allegheny County Jail. **Individuals who do not RSVP by the deadline will not be permitted to enter the Jail.**
- On Thursday, August 17, 2017 DHS will email RSVP respondents instructions about entering the jail.
- Preliminary answers will be provided orally at the conference for questions asked during the conference. These oral answers provided at the conference are preliminary and should not be relied upon by any Proposer. Final definitive answers to questions asked during the conference will be posted in writing on the DHS Solicitations webpage during the week following the pre-proposal conference.
- Proposers may submit questions to be addressed at the pre-proposal conference in advance. Questions submitted to DHSProposals@alleghenycounty.us by Wednesday, August 16, 2017 will be addressed at the pre-proposal conference.

4.2 Submission Process

- Proposers should take time to review and understand the RFP in its entirety including:
 - The background (see Section 1: Why We Are Issuing this RFP)
 - The narrative (see Section 2: What We Are Looking For)
 - The requirements (see Section 3: Proposal Requirements and Evaluation Criteria)
 - The evaluation process (see Section 5: How We Will Evaluate Your Proposal)
- Proposers must use the Response Form to develop your Proposal. Type your responses to each requested item directly into the Response Form. It is available at our Active Solicitations website with the RFP announcement at www.alleghenycounty.us/dhs/solicitations.
- Proposers must submit a complete Proposal, which includes the following attachments that are available on our Active Solicitations website:
 - Response Form
 - MWDBE documents
 - Allegheny County Vendor Creation Form
 - Audited financial reports for the last three years
 - W-9
 - Budget attachments, as necessary

- d. Proposer should not send any attachments other than those listed above and on the Response Form.
- e. If you do not have audited financial reports for the last three years, you may submit other financial documentation that can attest to the financial health of your organization. Tax returns are the preferred alternative. Please note that providing financial documentation is a requirement of contracting through Allegheny County.
- f. Make sure to complete each section of the Response Form and to stay within any word counts or page limits that may be specified in the Response Form.
- g. Proposals must be submitted electronically to DHSProposals@alleghenycounty.us no later than 3:00 p.m. Eastern Time on Friday, October 20, 2017 to be considered for review.**
- h. Please make sure to get your Proposal in before the deadline! If your Proposal is late, it will be rejected and will not be presented to the evaluation committee for review and scoring as described in Section 5 below.
- i. You will receive an email when your Proposal is received. If you do not receive this notification within 48 hours of submitting your Proposal, please contact DHSProposals@alleghenycounty.us

4.3 How to Contact DHS about this RFP

- a. All inquiries and questions must be submitted via email to DHSProposals@alleghenycounty.us
- b. All information about the RFP, including answers to questions, changes and clarifications will be posted at our Active Solicitations website at www.alleghenycounty.us/dhs/solicitations
- c. Please be sure to check this website regularly for answers to questions, additional information or changes to the RFP or the RFP process.

4.4 Other Information

- a. THE ISSUANCE OF THIS RFP DOES NOT OBLIGATE THE COUNTY TO ENTER INTO AN AGREEMENT WITH ANY PROPOSERS. THE COUNTY RESERVES THE RIGHT TO REJECT ANY AND ALL PROPOSALS.**
- b. Any Agreement originating from this RFP is subject to all of the Terms and Conditions specified in Section 6: Contract Requirements for Successful Proposers.
- c. Proposers are responsible for all costs related to the preparation and submission of a Proposal.
- d. Proposals become the property of the County and may become part of any subsequent Agreement between the Proposer and the County.
- e. The Successful Proposal will be posted online in the DHS Solicitations Archive after an Agreement has been fully executed by the County and the Successful Proposer.
- f. Proposers also should be aware that all documents and materials submitted in response to this RFP are subject to requests made pursuant to Pennsylvania's Right-To-Know Law and that the County may have to make submitted documents and materials available to a requestor after an award of an Agreement is made.

Section 5: How We Will Evaluate Your Proposal

Proposals will be evaluated by an evaluation committee convened by DHS. The evaluation committee will assign scores based on the evaluation criteria in Section 3: Proposal Requirements and Evaluation Criteria using the scale listed in Section 5.1 b.

5.1 Evaluation Model

The evaluation process will consist of the following steps:

- a. An Evaluation Committee will be formed by DHS and may consist of some or all of the following:
 - Content experts from within DHS and the ACJC, selected for their expertise and/or experience
 - Representatives of foundations, educational institutions, community and civic organizations and businesses and/or non-profit agencies
- b. All Evaluation Committee members will individually review and score each Proposal. Each Evaluation Committee member will award points for each response on a Proposer's Response Form according to their expertise and best judgment of how the Proposal submitted by that Proposer meets the evaluation criteria in Section 3 using the following scale:
 - 0 – Not addressed in Proposal
 - 1 – Poor
 - 2 – Below expectations
 - 3 – Meets expectations
 - 4 – Exceeds expectations
 - 5 – Outstanding
- c. The Evaluation Committee members then will meet collectively to discuss the individual scores and evaluations of each committee member.
- d. DHS, on behalf of the County, shall have exclusive discretion to shortlist a reduced number of Proposals for more extensive review. In this case, DHS may request that shortlisted Proposers make a formal oral presentation to the Evaluation Committee. The Evaluation Committee will score the oral presentation and add it to the Proposer's Proposal score. The oral presentation will be scored using the following criteria and the scale outlined in 5.1b. The maximum score that an oral presentation can receive is 15 points:
 - Presentation demonstrates Proposer's ability to implement the proposed Program effectively (5 points)
 - Proposer answers Evaluation Committee's questions (5 points)
 - Proposer's presentation is thoughtful and professional (5 points)
- e. At any time during the review process, DHS may contact a Proposer to discuss any areas of the Proposal needing clarification or further explanation.
- f. The Evaluation Committee will submit their recommendation for award of an Agreement to the Director of DHS for his approval, who in turn will submit a request to the County Manager for approval for the County to enter into an Agreement with the Successful Proposer(s).
- g. The County is under no obligation to award or enter into an Agreement with a Proposer as a result of this RFP. The County reserves the right to reject any and all Proposals.**
- h. All Proposers will be notified of their status following the final determination of which Proposer(s) will be awarded Agreements.

- i. Proposers not awarded an Agreement who are interested in receiving feedback regarding their submission may request a phone call at DHSProposals@allegchenycounty.us.

5.2 Other Requirements

For a Proposal to be eligible for evaluation, it must be:

- Received by the due date/time
- Properly formatted and include responses to all requested information
- Complete with all required forms and attachments

Proposals which do not meet the above requirements will be automatically rejected and will not be presented to the evaluation committee.

Section 6: Contract Requirements for Successful Proposers

In order to enter into an Agreement with the County, Proposers must be willing to comply with all contract requirements listed below and all standard terms and conditions contained in a County contract for provision of services to DHS and its offices. Additional details about contracting with Allegheny County are provided in the [DHS Contract Specifications Manual](#), available at www.allegchenycounty.us/dhs/solicitations.

6.1 Minority, Women or Disadvantaged Business Enterprise (MWDBE) Requirements

Allegheny County has MWDBE goals of 13 percent participation for Minority Business Enterprises and 2 percent participation for Women Enterprises, and expects that Successful Proposers will make a “good faith effort” in assisting the County in meeting these goals.

- a. All Proposals must include either of the following:
 - If your organization is able to meet the MWDBE contract goals, a completed MWDBE Participation Statement and MWDBE Contact Information form is required. You must also attach the MWDBE certifications of the firms you intend to use with the Participation Statement.
 - If your organization will request a waiver from participating in the MWDBE contract goals, a completed MWDBE Participation Statement, MWDBE Contact Information form and MWDBE Waiver Request are required.
- b. MWDBE forms and resources can be found at www.allegchenycounty.us/dhs/solicitations:
 - MWDBE Forms
 - [MWDBE Participation Statement](#)
 - [MWDBE Waiver Request](#)
 - [MWDBE Contact Information form](#)
 - MWDBE Resources
 - [MWDBE Contract Specifications Manual](#)
 - [MWDBE Response Checklist](#)
 - [Guide for completing the MWDBE Participation Statement](#)
 - [Sample Diversity Policy](#)
- c. For more information about MWDBEs, visit the [Allegheny County MWDBE website](#).

6.2 HIPAA Compliance

DHS is a covered entity under the Health Information Portability and Accountability Act (HIPAA). Therefore, a Successful Proposer must comply with all HIPAA requirements.

6.3 Cyber Security

- a. Successful Proposers must meet the minimum computer specifications which begin on page 14 of the [DHS Contract Specifications Manual](#), available at www.alleghenycounty.us/dhs/solicitations.
- b. All electronic devices must have sufficient security software and settings to minimize the risk of an information breach.
- c. Successful Proposers must also have policies in place to ensure that electronic devices are physically secure when not in use (e.g., locked in a vehicle trunk, password protected).

6.4 Equal Employment Opportunity and Non-Discrimination Requirements

By submitting a Proposal, a Proposer agrees to not discriminate against any employee, applicant for employment, independent contractor, client or any other person on the basis of race, color, religion, national origin or ancestry, sex, gender identity or expression, sexual orientation, disability, marital status, familial status, age (40 or over), or use of a guide or support animal because of blindness, deafness or physical disability.

6.5 New Provider Requirements

If awarded an Agreement, Successful Proposers who do not have current Allegheny County contracts will be required to complete the [DHS New Provider Application](#), available at <http://www.alleghenycounty.us/Human-Services/Resources/Doing-Business/Prospective-Providers.aspx>. While not required as part of your Proposal, Proposers may wish to review the requirements of this application.