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County Executive

RCAD

Returning Citizens Affairs Division

Returning Citizens Affairs Division

Mental & Behavioral Health Reentry Supportive Services for Returning Citizens Grant

REQUEST FOR PROPOSALS

RFP No.: EPGRFP-004

Important Dates

RFP Release Date: Monday, August 14th, 2023

Virtual Information Session: Wednesday, August 23rd, 2023 at 11:00 am EST
[Click here for the Microsoft Teams Conference Link](#)

Proposal Due Date: Monday, September 18th, 2023 at 4:00 pm EST

Proposals must be submitted via our online grant application portal which can be accessed by clicking [here](#). **PROPOSAL APPLICATIONS SUBMITTED AFTER 4:00 PM EASTERN STANDARD TIME (EST) ON MONDAY, SEPTEMBER 18TH WILL NOT BE ACCEPTED.** Employ Prince George's is not responsible for any errors of omission. Mailed, faxed, hand delivered proposal, or proposals submitted outside of the submission process listed above will not be accepted.

Employ Prince George's, Inc. does not discriminate against faith-based organizations or against any Bidders or Proposer(s) because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

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INTRODUCTION & INTENT

Employ Prince George's, Inc. (Employ Prince George's or EPG), serving as the principal workforce development entity for Prince George's County Government, is committed to supporting the Prince George's County economy through various roles, including its role as the Administrative Agent of the Prince George's County Workforce Development Board and Operator of the Prince George's County Public Workforce System, branded, and modeled as the Prince George's County American Job Center Community Network (AJCCN). Employ Prince George's also serves as one of Prince George's County's largest workforce development service providers, supporting jobseekers, businesses, and the Prince George's County community at large.

As the Administrative Agent of the Prince George's County Workforce Development Board and Operator of the Prince George's County Public Workforce System, Employ Prince George's also serves as the Administrative Agent of the Office of the Prince George's County Executive's Returning Citizen Affairs Division. The Office of the Prince George's County Executive's Returning Citizen Affairs Division is herein after referred to as the Returning Citizen Affairs Division or RCAD. As the Administrative Agent of the Returning Citizen Affairs Division, Employ Prince George's is releasing and administering this Request for Proposal (RFP) on behalf of the Returning Citizen Affairs Division.

The Returning Citizens Affairs Division has been tasked with developing a countywide reentry strategy that aligns government, community, and private sector service providers in sourcing and leveraging resources and partnerships to improve the outcomes of returning citizens in Prince George's County. The RCAD is also Prince George's County Government's principal group communicating the County's reentry vision, identifying, and developing best practices, and leading the County in meeting its reentry goals.

ISSUING INTITY

Employ Prince George's is a 501c3 nonprofit organization based in Largo, Maryland. As the Administrative Agent of the Returning Citizen Affairs Division, Employ Prince George's is releasing and administering this RFP on behalf of the Returning Citizen Affairs Division. The RFP is being administered by Employ Prince George's Contracts & Operations Department.

The RCAD is the division within the Office of the County Executive of Prince George's County that is responsible for creating a reentry ecosystem that meets the various needs of men and women returning to Prince George's County from incarceration in state, local and federal facilities. The RCAD's mission is to lead Prince George's County in being a regional and national model reentry ecosystem that provides county residents released from incarceration in state, local, and federal facilities with opportunities to transform their lives in such a way that they will become fully engaged and productive members of the community. The RCAD is tasked with developing a countywide reentry strategy that aligns government, community, and private sector service providers in sourcing and leveraging resources and partnering to improve the outcomes of returning citizens in Prince George's County. The RCAD is Prince George's County Government's principal group communicating the County's reentry vision, identifying, developing best practices, and leading the County in meeting its reentry goals. These goals include:

- Enhancing operational efficiency of systems that serve citizens returning to the County from periods of incarceration in local, state, and Federal facilities;
- Strengthening relationships with nonprofit and faith-based organizations who provide services to returning citizens;
- Building partnerships with County, State and Federal agencies to ensure that returning citizens have access to public services;
- Enhancing community engagement including the returning citizens community.

BACKGROUND

Located within the Office of the County Executive, and reporting to the Chief of Staff, the Returning Citizen Affairs Division (RCAD) is a specialized division dedicated to coordinating, advocating for, monitoring, and improving Prince George’s County’s ecosystem of services relating to returning citizens and the justice involved.

The RCAD’s mission is to lead Prince George’s County in being a regional and national model reentry ecosystem that provides county residents released from incarceration in state, local, and federal facilities with opportunities to transform their lives in such a way that they will become fully engaged and productive members of the community. The RCAD is tasked with developing a countywide reentry strategy that aligns government, community, and private sector service providers in sourcing and leveraging resources and partnering to improve the outcomes of returning citizens in Prince George’s County. The RCAD is Prince George’s County Government’s principal group communicating the County’s reentry vision, identifying, and developing best practices, and leading the County in meeting its reentry goals.

Prince George’s County has one of the largest populations of residents who have returned to the community from periods of incarceration in the State of Maryland. These residents face a number of challenges and barriers to positively reintegrating back into the community upon their return. While the County Health Department provides both treatment for behavioral health disorders and substance use disorders, those in need of these services often find that there are barriers to accessing them. As a result, they may not take advantage of the services missing out on the opportunity to secure needed services.

As a result, the Supportive Services grant is intended to add grassroots support to the mental and behavioral health providers who have men and women clients that are returning to the county from periods of incarceration in State, local and Federal correctional institutions in order to remove obstacles to their successful reentry back into the community.

PURPOSE

An in-depth analysis of the Reentry landscape in Prince George’s County conducted by RCAD and Thomas P. Miller & Associates, which can be reviewed [here](#); identified accessing mental health and substance use disorders as significant impediments to the success of returning citizens to the County. As a result, Employ Prince George’s has released this RFP on behalf of the Returning Citizens Affairs Division.

Through this RFP the Returning Citizen Affairs Division would like to identify and contract with organizations operating in Prince George’s County to provide supportive services to Prince George’s County residents who have recently been released from incarceration in county, state, and federal facilities who have applied for, or are receiving, mental or behavioral health disorder services. Respondents’ proposals should clearly articulate how they can provide supportive services to returning citizens that include but may not be limited to the following:

1. Group Support Services – includes but is not limited to support groups to provide encouragement to participants to follow prescribed treatment plans and to help resolve issues that arise that could hinder the participants success in treatment.
2. One-on-One Support Services – includes but is not limited to support peer support to provide individualized support based on specific needs presented by the participant.
3. Peer Recovery / Credible Messenger Services
4. Family Reunification Services – may include but is not limited to providing support for returning citizens and their families on in an effort to assist them in their return to the home environment.
5. Transportation Assistance – can include, but is not limited to providing rides to participants to get to treatment and other appointments or facilitating the purchase, distribution and tracking of transportation vouchers
6. Financial Assistance to Address Basic Needs - includes, but is not limited to managing the distribution of gift cards to recently released participants who need assistance with basic needs like toiletries, cloths, etc.
7. Assistance Securing I9 and Vital Records including:
 - a) Birth Certificate
 - b) Driver’s License
 - c) State Identification
 - d) Social Security Number

ELIGIBLE BIDDERS

Eligible applicants may include for profit and non-profit organizations that are registered with the State of Maryland, and in good standing. Applicants must be an incorporated organization. Eligible applicants must be in good standing with the federal government. Organizations currently barred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by a Federal, State, City, or County department/agency, quasi-governmental agency, or the Prince George’s County Workforce Development Board are ineligible to apply.

SCHEDULE FOR RFP SUBMISSION, REVIEW & AWARDS

ACTIVITY	DATE
RFP Published	Monday, August 14th, 2023
Virtual Information Session Click here for the Microsoft Teams Link	Wednesday, August 23rd, 2023 at 11:00 am EST

Deadline to submit Proposal	Monday, September 18th, 2023 at 4:00 pm EST
Selection of Successful Bidder on or around	Wednesday, September 27th, 2023
Program operations to begin NO LATER THAN	Monday, October 16th, 2023

VIRTUAL INFORMATION SESSION

All organizations intending to bid either as a sole applicant or as the lead of a consortium proposal are encouraged to attend the Virtual Information Session scheduled for **Wednesday, August 23rd, 2023** from **11:00 am** until **11:45 am EST** via [Microsoft Teams](#). EPG has selected this forum to present detailed non-competitive information regarding the RFP and answer questions so that interested parties will have the benefit of the same answers. This session will provide an overview of the RFP and bidding process and will be recorded for reference. Information for the session will be provided on EPG’s RFP webpage www.employpg.org/rfps/.

PROPOSAL PREPARATION AND FORMAT REQUIREMENTS

Proposals must be submitted via our online grant application portal no later than **Monday, September 18th, 2023 at 4:00 pm EST**, which can be accessed by clicking [here](#). Proposals not received by the deadline will be automatically disqualified from competition – no exceptions. Mailed, faxed, or hard copy proposals will not be accepted.

Questions regarding technical assistance with our online application portal should be submitted in writing via email to **Ericka Stevens** at ENStevens@co.pg.md.us with the following subject line: **Technical Assistance: EPGRFP-004**. Respondents are advised to adhere to the Submittal Requirements. Failure to comply with the instructions of this RFP will be cause for rejection of submittals.

Proposals should be prepared in a professional manner, providing a complete and detailed description of the proposed program. Emphasis should be placed on clarity of content and completeness. Bidders must include all the required attachments listed within the submission portal that pertain to the proposal. Failure to include required attachments will disqualify the proposal. No additional attachments are allowed. Bidders may submit the required attachments as part of their electronic submission.

COMPLETED PROPOSAL SUBMISSION DEADLINE

Proposals must be received no later than date and time listed in the Schedule of Events. Proposals not submitted through the on-line application portal will not be considered. Individual Proposals will not be read in public or available for public inspection until after an award determination has been made and agreement is executed. Note: Technical questions and technical support regarding the on-line application will be accepted and answered individually up to the proposal submission deadline listed above in the schedule of events.

CONTRACT TERMS

Employ Prince George’s anticipates that total funding of **up to one hundred thousand dollars and zero cents (\$100,000.00 USD)** will be available for multiple contracts awarded through this RFP and respondents to this RFP may only submit one application as the lead applicant. The maximum amount that an application may request funds for is **twenty-five thousand dollars and zero cents (\$25,000.00 USD)**. Funding for this RFP is expressly contingent upon final budget approval. Respondents selected as a result of this solicitation may be required to participate in contract negotiations with EPG; the award of any contract or agreement shall be contingent upon the satisfactory completion of contract negotiation. The contract term is anticipated to be effective **October 16th, 2023 through June 30th, 2024**.

QUESTIONS

All questions regarding the RFP must be submitted in writing via email to **Employ Prince George’s Contracts & Operations Department** at rfpsubmissions@co.pg.md.us no later than **Friday, September 1st** no questions will be taken during the Virtual Information Session. Answers to written questions will be posted and sent via email on or around **Tuesday, September 12th**. Interested bidders are strictly prohibited from directly contacting members of the Workforce Development Board and EPG staff regarding this RFP.

PROPOSAL CONSIDERATIONS

Employ Prince George’s is requesting proposals from qualified entities (entities must qualify themselves in their proposal) to provide the services as outlined. At a minimum, bidder responses should include the following elements:

1. Organization Background, Qualifications & Relative Experience
2. Details of the proposed program service offerings
3. Capacity to track and report outcomes
4. Fiscal Capacity
5. References (no more than 5)

PROPOSAL EVALUATION

Responsive proposals will be reviewed and rated by a qualified review committee. The following is the total weight for this RFP.

SCORING METHODOLOGY	
Ranking Factor	Point Value
Organizational Background & History	10
Fiscal Capacity & Budget Details	10

Expertise & Demonstrated Ability	35
Project/ Program Scope & Overview	45
TOTAL AVAILABLE POINTS	100 POINTS

EPG reserves the right to select other than lowest cost proposals and to reject any and all proposals or parts thereof.

BIDDERS CONDITIONS, REPRESENTATIONS & AUTHORIZATIONS

By submitting its proposal, each Bidder understands, represents, and acknowledges that:

A Bidder or his/her authorized representative may withdraw or modify his/her proposal by written notice received, at the Issuing Office’s address, prior to the exact hour and date specified for proposal receipt.

The Bidder’s information and representations in the proposal are material and important, and the Issuing Office may rely upon the contents of the proposal in negotiations, contractual obligations, and awarding the contract(s). The Bidder agrees that the proposal will remain firm for a period of one hundred twenty (120) calendar days after the date specified for receipt of proposals or until a sub-recipient agreement is fully executed.

The Bidder selected is a sub-recipient of a Federal award and thus are required to follow the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 200)

Each Bidder, by submitting its proposal, authorizes the WDB to release to the State of Maryland information concerning the Bidder's Maryland taxes, unemployment compensation, workers’ compensation liabilities, and total compensations for individuals charged to the subrecipient agreement. The Bidder has arrived at the cost(s) and amount(s) in its proposal independently and without consultation, communication, or agreement with any other Bidder or potential Bidders. The Bidder shall not disclose any of these items on or before the proposal submission deadline specified in this RFP.

The Bidder has not attempted, nor will it attempt, to induce any firm or person to refrain from submitting a proposal on this sub-recipient agreement, or to submit a proposal higher than this proposal, or to submit any intentionally high or noncompetitive proposal or other form of complementary proposal.

The Bidder has not made, under separate sub-recipient agreement with the WDB, any recommendations to the Issuing Office concerning the need for the goods and services described in its proposal or the specifications for the goods and services described in the proposal.

The Bidder is not currently under suspension or debarment in the State of Maryland, any other State or the Federal government and, if the Bidder cannot so certify, then it shall submit along with its proposal a written explanation of why it cannot make such certification.

The Bidder must clearly identify and describe the services being offered in response to this RFP. Bidders are cautioned that the organization, as well as the thoroughness of the response, is critical to the evaluation process.

The Bidder's Proposal forms must be legible and complete in their entirety, with all required supplemental information presented in an organized, comprehensive, and easy-to-follow manner.

The WDB is not liable for any costs the Bidder incurs in preparation and submission of its proposal, in participating in the RFP process, or in anticipation of award of the sub-recipient agreement.

The WDB reserves the right to reject any proposal if the evidence submitted by the Bidder proves the Bidder is not qualified to carry out the obligations of the RFP and to complete the Project as specified.

The WDB may make investigations (including on-site visits and contacting any or all references) as deemed necessary, to determine that the Bidders competence, number of qualified employees, business organization, and financial resources are adequate to perform per the RFP.

To the best knowledge of the person signing the proposal for the Bidder, the Bidders, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency and have not been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding or proposing on any public contract, except as the Bidder has disclosed in its proposal.

To the best knowledge of the person signing the proposal for the Bidder and unless the Bidder has otherwise disclosed in its proposal, the Bidder has no outstanding, delinquent obligations including, but not limited to, any Federal and State tax liabilities not being contested on appeal or other obligation of the Bidder that is owed.

Until the selected Bidder receives a fully executed and approved written sub-recipient agreement from the Issuing Office, there is no legal and valid sub-recipient agreement, in law or in equity. The WDB reserves the right to vary or change the terms of any sub-recipient agreement executed as a result of this RFP, including funding levels, the scope of work, performance standards, and shortening or extending the sub-recipient agreement period, as it deems necessary in the interest of the Board and its programs, pending availability of funds.

The fully executed Agreement will require the selected Bidder to assume responsibility for all goods and services offered in its proposal whether it produces them itself or through subcontract. Additionally, if the Bidder uses any subcontractor, the proposal should be clear on the roles, responsibilities, and outcomes of each. The substitution of one subcontractor for another must be

made at the discretion and prior written approval of the Issuing Office. The WDB considers the selected Bidder to be the sole point of contact regarding all contractual matters.

Bidders shall not issue press releases, internet postings, advertisements or any other public communications pertaining to this Project without prior written approval of the Issuing Office, and then only in coordination with the Issuing Office.