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County Executive

# RCAD

Returning Citizens Affairs Division

**Returning Citizens Affairs Division**  
**Transitional Housing Supportive Services for**  
**Returning Citizens Grant**

**REQUEST FOR PROPOSALS**

**RFP No.: EPGRFP-005**

**Important Dates**

**RFP Release Date:** Monday, March 4th, 2024

**Virtual Information Session:** Thursday, March 14th, 2024 at 11:00 am EST  
[Click here for the Microsoft Teams Conference Link](#)

**Proposal Due Date:** Friday, April 5th, 2024 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 FRIDAY, APRIL 5TH 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.

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. One of the most significant challenges faced by returning citizens is the lack of supportive transitional housing services within the County.

As a result, the Transitional Housing Support grant is intended to support transitional housing providers who provide housing support to men and women clients that are returning to the county from periods of incarceration in State, local and Federal correctional institutions.

## **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 a number of activities that could support putting returning citizens on the path to successful reentry. As a result, Employ Prince George's has released this RFP on behalf of the Returning Citizens Affairs Division to receive detailed proposals, from eligible entities, to enhance services associated with transitional housing. Transitional Housing Services are designed to provide temporary housing to returning citizens who are re-entering the community from incarceration in state, local and federal correctional facilities. In addition to temporary housing, other services are often offered to help the formerly incarcerated individual to successfully re-enter society.

RCAD is seeking to provide grants to Transitional Housing providers located in Prince George’s County Maryland. These grants are intended to enhance services provided to returning citizens. Bidders’ proposals should describe in detail services offered as it pertains to lodging, basic living needs and supportive services to the population. Services may include, but are not limited to the following:

- Case management
- Life skills
- Substance use disorder support
- Mental health disorder support
- Transportation assistance
- Clothing assistance
- Workforce development
- Employment support

Programs must be capable of providing services for returning citizens for a range of 30 - 120 days of service with a typical range of 60 - 90 days of service.

RCAD is not providing per diem payment for transitional housing beds. Grant funds are not intended to purchase, lease, or renovate real property. Funds from these grants are intended to develop, implement and/or enhance service delivery that will increase the likelihood of returning citizens successful transition from incarceration to the community. Proposals should clearly indicate how this will be accomplished.

**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 should have available real property that can be used for transitional housing. 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	<b>Monday, March 4th, 2024</b>
Virtual Information Session <a href="#">Click here for the Microsoft Teams Link</a>	<b>Thursday, March 14th, 2024 at 11:00 am EST</b>
Deadline to submit Proposal	<b>Friday, April 5th, 2024 at 4:00 pm EST</b>
Selection of Successful Bidder on or around	<b>Tuesday, April 30th, 2024</b>

Program operations to begin NO LATER THAN	Wednesday, May 15th, 2024
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## 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 **Thursday, March 14th, 2024** 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/](http://www.employpg.org/rfps/).

## PROPOSAL PREPARATION AND FORMAT REQUIREMENTS

Proposals must be submitted via our online grant application portal no later than **Friday, April 5th, 2024 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](mailto:ENStevens@co.pg.md.us) with the following subject line: **Technical Assistance: EPGRFP-005**. 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 three hundred thousand dollars and zero cents (\$300,000 USD)** will be available for multiple contracts awarded through this **RFP not to exceed one hundred thousand dollars (\$100,000 USD) for any single award**. 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 **May 15, 2024** through **April 30, 2025**.

## 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](mailto:rfpsubmissions@co.pg.md.us) no later than **Thursday, March 21st, 2024**; no questions will be taken during the Virtual Information Session. Answers to written questions will be posted and sent via email on or around **Wednesday, March 27th**. Interested bidders are strictly prohibited from directly contacting members of the Workforce Development Board, EPG staff, and RCAD staff regarding this RFP.

## PROPOSAL CONSIDERATIONS

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

1. Organization Background, Qualifications & Relative Experience
2. Details of the proposed transitional housing including location, existing staffing, and physical plant
3. Details of the proposed program offerings that will develop, implement and/or enhance service delivery.
4. Capacity to track and report outcomes.
5. Administrative capacity to manage grant funding.
6. Budget
7. References (no more than 5)

## PROPOSAL EVALUATION

Responsive proposals will be evaluated based on the information included in the bid package and scored by a qualified evaluation committee.

SCORING METHODOLOGY	
Ranking Factor	Point Value
Project Scope Details	20
Organizational History and Expertise	20
Location and Condition of Facility	20

Demonstrated Ability	20
Budget	20
<b>TOTAL AVAILABLE POINTS</b>	<b>100 POINTS</b>

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

**EXPARTE COMMUNICATION/ CONFLICT OF INTEREST**

Each Bidder shall ensure that no improper, unethical, or illegal relationships or conflicts of interest whether actual or apparent exist between or among the Bidder, Employ Prince George’s, and any other parties to this RFP. The Bidder is responsible for disclosing at the point of proposal submission or as soon as the situation arises of any such relationships. This includes interests that they may have with any individual or entity doing business with or proposing to do business with Employ Prince George’s. An employee or official may not be employed by or have a financial interest in any entity subject to their authority or of Employ Prince George’s agency, board, or commission of which they are affiliated; or entity that is negotiating or has a contract with that agency, board, or commission; or hold other position that may impair their judgment or impartiality.

Employ Prince George’s reserves the right to determine the pertinence of such relationships, when discovered or disclosed, whether intended or not, and to decide whether the Bidder’s disqualifications and/or cancellation shall be at no fault or liability whatsoever to Prince George’s County. Prince George’s County’s determination regarding any question of conflict of interest will be final. All Prince George’s County staff are precluded from entertaining questions concerning the completion of the proposal or the procurement process outside the confines of the Pre-Proposal Bidders’ Conference. Potential bidders are asked to respect these conditions by not making personal requests for assistance, except at the conference.

**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.