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County Executive

RCAD

Returning Citizens Affairs Division

Returning Citizens Affairs Division Reentry Supportive Services Grant

REQUEST FOR PROPOSALS

RFP No.: EPGRFP-007

Important Dates

RFP Release Date:	Tuesday, October 15th, 2024
Virtual Information Session:	Wednesday, October 30th, 2024 at 11:30 am EST Click here for the Microsoft Teams Conference Link
Proposal Due Date:	Friday, November 22nd, 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, NOVEMBER 22ND 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; and
- Enhancing community engagement with 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. As a result, the Reentry Supportive Services grant is designed to enhance and fortify a support network of for-profit and nonprofit providers who will deliver essential services to individuals returning to Prince George's County from periods of incarceration in State, Local, and Federal correctional institutions. This initiative seeks to eliminate and dismantle barriers to foster individuals' successful reintegration into the community.

PURPOSE

The Returning Citizen Affairs Division (RCAD), through this RFP, seeks to identify, partner and contract with organizations operating within Prince George's County that deliver supportive services to formerly incarcerated residents. Proposals should explicitly demonstrate how they can provide these services to returning citizens. While the following list outlines potential services, RCAD encourages respondents to collaborate with organizations to propose innovative and creative approaches to service delivery that address the unique challenges faced by formerly incarcerated individuals' who are residents of Prince George's County.

RCAD aims to highlight and focus in the following areas within the RFP for funding intended to provide essential services to men and women returning to Prince George's County after incarceration. Below are descriptions of potential supportive services.

Focus areas include but are not limited to the following:

Topic	Description
Fatherhood Reunification	Programs and services that aim to support fathers in rebuilding and strengthening their relationships with their children and family's post-incarceration.
Family Reunification and Support Services	Services that aim to facilitate the reintegration of returning citizens into their families and communities.
Education and Literacy Support	Programs and services that are designed to enhance the educational and literacy skills of returning citizens, increasing their employability and life opportunities
Mentorship and Peer Support	Programs and services that provide returning citizens with mentorship and peer support provided by peers who have successfully navigated reentry themselves, offering relatable guidance and mentorship to returning citizens.
Health and Wellness	Initiatives that aim to improve the physical and mental health of returning citizens, promoting overall wellness
Group Support Services	Collective support to encourage and assist returning citizens through shared experiences and mutual aid.
One-on-One Support Services	Personalized support tailored to the unique needs of each returning citizen to facilitate their successful reintegration.

ELIGIBLE BIDDERS

Eligible applicants may include both for-profit and nonprofit organizations that are incorporated, registered, and in good standing with the State of Maryland. **Applicants must have been in operation for a minimum of three (3) years and maintain a good standing with the federal government.** Each applicant must submit the following:

- Certificate of Good Standing in the State of Maryland from the Department of Assessments and Taxation.
- Current Certificate of Liability Insurance.
- Department of the Treasury Internal Revenue Service current year W-9 Form.

Organizations that are currently barred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in this transaction by any Federal, State, City, or County

department/agency, quasi-governmental agency, or the Prince George’s County Workforce Development Board are not eligible to apply.

SCHEDULE FOR RFP SUBMISSION, REVIEW & AWARDS

ACTIVITY	DATE
RFP Published	Tuesday, October 15th, 2024
Virtual Information Session Click here for the Microsoft Teams Link	Wednesday, October 30th, 2024 at 11:30 am EST
Deadline to submit Proposal Application	Friday, November 22nd, 2024 at 4:00 pm EST
Selection of Successful Bidder on or around	Thursday, December 5th, 2024
Program operations to begin NO LATER THAN	Wednesday, January 1st, 2025

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, October 30th, 2024** from **11:30 am** until **12:15 pm 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 **Friday, November 22nd, 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 with the following subject line: **Technical Assistance: EPGRFP-007**. 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 million dollars (\$1,000,000.00 USD)** will be available for multiple contracts awarded through this RFP. This will be determined by the number of fundable applications and the scope of each of the projects. Respondents may submit only one (1) application as the lead applicant, **with a maximum request of one hundred fifty thousand dollars (\$150,000.00 USD) for any single award.**

Funding for this RFP is contingent upon final budget approval and selected respondents may be required to participate in contract negotiations with EPG; the award of any contract or agreement will be contingent upon the satisfactory completion of these negotiations. The contract term is anticipated to be effective from **December 15, 2024 through June 30, 2025 with the option to renew pending funding availability.** Funds will be distributed in quarterly installments upon completion of agreed upon milestones and receipt by RCAD and EPG of required monthly reports.

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, October 25th, 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 **Monday, November 4th**. 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 program service offerings
3. Capacity to track and report outcomes
4. Budget & Budget Narrative
5. References (minimum of three (3) and no more than five (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	30
Expertise & Demonstrated Ability	30
Organizational History	15
Project Completion & Associated Timelines	10
Budget Detail & Narrative	15
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.

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.