



RCAD

Returning Citizens Affairs Division

Returning Citizens Reentry Stabilization & Advancement Initiative Grant

REQUEST FOR PROPOSALS

RFP No.: EPGRFP-009

Important Dates

RFP Release Date:

Monday, August 3, 2026

Virtual Information Session:

Monday, August 17, at 6:00 pm ET

Click [here](#) for the Microsoft Teams Conference Link

Proposal Due Date:

Friday, September 4, at 4:00 pm ET

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 TIME (ET) ON FRIDAY, SEPTEMBER 4 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 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 ENTITY

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. 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. 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 Returning Citizen Affairs Division 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

The Returning Citizens Reentry Stabilization & Advancement Initiative Grant is a comprehensive reentry support funding opportunity designed to improve long-term stability, wellness, and successful community reintegration outcomes for justice-impacted individuals residing in Prince George's County, Maryland. Through this Request for Proposals (RFP), the Returning Citizens Affairs Division (RCAD) seeks to partner with qualified organizations capable of delivering high-quality reentry services in the following service categories:

- **Service Category A:** Transitional Housing & Housing Stabilization
- **Service Category B:** Workforce Advancement & Employment Readiness
- **Service Category C:** Mental & Behavioral Health Stabilization

Prince George's County is home to one of the largest populations of returning citizens in the State of Maryland. Individuals returning from incarceration often face significant barriers to successful reintegration, including housing instability, unemployment, untreated behavioral health conditions, transportation challenges, limited access to supportive services, and systemic barriers associated with prior justice involvement. RCAD recognizes that successful reentry requires a coordinated ecosystem of supportive services that addresses the interconnected social, economic, emotional, and behavioral health needs of returning citizens.

Through this initiative, RCAD seeks to strengthen Prince George's County's reentry infrastructure by investing in community-based organizations capable of providing trauma-informed, culturally responsive, and participant-centered services that promote healing, stabilization, economic mobility, and long-term self-sufficiency.

Programs funded under this initiative should utilize evidence-informed and best-practice approaches that recognize the impact of incarceration, trauma, poverty, systemic inequities, family disruption, behavioral health challenges, and employment barriers on successful community reintegration. Services should prioritize individualized support, dignity, accountability, resilience, and long-term stabilization.

Selected providers will be expected to deliver high-quality services aligned with their selected service category while demonstrating the capacity to coordinate supportive services, track participant outcomes, and collaborate within Prince George's County's broader reentry ecosystem. Through this investment, RCAD seeks to strengthen public safety, reduce recidivism, promote community wellness, increase economic opportunity, improve housing stability, and create equitable pathways for returning citizens to rebuild their lives and successfully reintegrate into the community.

SERVICE CATEGORY DESCRIPTIONS

Service Category A: Transitional Housing & Housing Stabilization Services

Organizations applying under this category must demonstrate the capacity to provide safe, stable, and supportive housing environments for returning citizens transitioning from incarceration. Services may include transitional housing placement, housing navigation, landlord engagement, case management, financial literacy, transportation assistance, tenant readiness training, independent living skills development, supportive service referrals, and long-term housing stabilization planning.

Programs should utilize trauma-informed and housing-first approaches designed to reduce homelessness, housing insecurity, and recidivism while promoting long-term stability and self-sufficiency.

Note: Applicants proposing Transitional Housing & Housing Stabilization services must demonstrate existing access to, operational control of, or formally established partnerships with appropriate housing facilities necessary to support service delivery at the time of proposal submission. Funding awarded through this initiative is intended to support

program operations, housing stabilization activities, and participant supportive services only and may not be used for the acquisition, construction, rehabilitation, or development of housing facilities or real property.

Service Category B: Workforce Advancement & Employment Readiness Services

Organizations applying under this category must demonstrate the capacity to provide workforce development and employment-focused services designed specifically for justice-impacted individuals. Services may include workforce readiness training, career assessments, occupational skills training, digital literacy, resume preparation, interview coaching, credential attainment support, employment placement assistance, job retention services, and career pathway development.

Programs should prioritize sustainable employment opportunities, economic mobility, employer partnerships, and participant-centered workforce strategies aligned with local labor market demands and high-growth industries.

Service Category C: Mental & Behavioral Health Stabilization Services

Organizations applying under this category must demonstrate the capacity to provide trauma-informed mental and behavioral health services tailored to the unique experiences of returning citizens. Services may include behavioral health assessments, individual counseling, group counseling, substance use support services, peer support, emotional wellness education, crisis intervention, case management, and referrals to additional treatment resources.

Programs should focus on emotional wellness, trauma recovery, behavioral health stabilization, and long-term healing-centered engagement that supports successful community reintegration and overall well-being.

SERVICE CATEGORY SELECTION REQUIREMENTS

This Request for Proposals (RFP) is structured as a consolidated solicitation consisting of three distinct service categories intended to support Prince George's County's coordinated reentry ecosystem for returning citizens. Applicants must select and apply under **one (1)** of the following service categories:

- **Service Category A:** Transitional Housing & Housing Stabilization
- **Service Category B:** Workforce Advancement & Employment Readiness
- **Service Category C:** Mental & Behavioral Health Stabilization

Organizations may submit only **one (1) proposal per application package**. Proposals must clearly identify the selected service category and demonstrate organizational experience, program design, staffing capacity, and service delivery strategies specifically aligned with that category.

RCAD and Employ Prince George's anticipate making multiple awards through this solicitation across all service categories. Submission of a proposal does not guarantee funding, and RCAD

reserves the right to award funding in a manner that best supports the County's reentry priorities, geographic coverage needs, participant service gaps, and overall programmatic goals.

Applicants are strongly encouraged to focus proposals on their core area of expertise, demonstrated organizational capacity, and ability to produce measurable participant outcomes within the selected service category.

ELIGIBLE BIDDERS

Eligible applicants may include nonprofit organizations, community-based organizations, behavioral health providers, workforce development organizations, transitional housing providers, or for-profit entities registered with the State of Maryland and in good standing. Applicants must:

- Be incorporated and operational for a **minimum of two (2) consecutive years** if applying for either (1) Service Category A: Transitional Housing & Housing Stabilization or (2) Service Category B: Workforce Advancement & Employment Readiness or;
- Be incorporated and operational for a **minimum of five (5) consecutive years** if applying for Service Category C: Mental & Behavioral Health Stabilization
- Demonstrate experience providing services aligned with at least one of the identified service categories;
- Be in good standing with all applicable federal, state, and local agencies/ laws;
- Demonstrate administrative and fiscal capacity to manage grant funding and program reporting requirements.

Organizations currently barred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in federally funded transactions are not eligible to apply.

SCHEDULE FOR RFP SUBMISSION, REVIEW & AWARDS

ACTIVITY	DATE
RFP Release Date	Monday, August 3, 2026
Virtual Information Session Click here for the Microsoft Teams Link	Monday, August 17, 6:00 pm
Deadline to submit Questions	Friday, August 21, 2026
Deadline to submit Proposal	Friday, September 4, 4:00 pm
Program operations should begin NO LATER THAN	October 1, 2026

VIRTUAL INFORMATION SESSION

All organizations intending to submit a proposal under this solicitation are encouraged to attend the **Virtual Information Session** scheduled for **Monday, August 17, at 6:00 pm EST** via **[Microsoft Teams](#)**.

The purpose of the Virtual Information Session is to provide an overview of the Returning Citizens Reentry Stabilization & Advancement Initiative Grant, review the solicitation requirements, explain the proposal submission process, and highlight key dates, eligibility requirements, and available service categories. The session will also provide guidance on navigating Employ Prince George's online grant application portal and other administrative requirements associated with the solicitation.

To ensure fairness and maintain the integrity of the competitive solicitation process, **no questions will be accepted or answered during the Virtual Information Session**. All questions regarding this RFP must be submitted in writing in accordance with the **Questions** section of this solicitation.

Responses to all timely submitted questions will be compiled into a **Questions & Answers (Q&A)** document and posted to Employ Prince George's RFP webpage at www.employpg.org/rfps/. All prospective applicants are encouraged to review the published Q&A prior to submitting a proposal.

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, August 21, 2026**; no questions will be taken during the Virtual Information Session. Responses to all timely submitted questions will be compiled into a Questions & Answers (Q&A) document and posted to the Employ Prince George's RFP webpage on or around **Tuesday, August 25, 2026**. Interested bidders are strictly prohibited from directly contacting members of the Workforce Development Board, EPG staff, and RCAD staff regarding this RFP.

PROPOSAL PREPARATION AND FORMAT REQUIREMENTS

Proposals must be submitted via our online grant application portal no later than **Friday, September 4 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-009**. 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 pertains 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. **Technical questions and technical support regarding the on-line application will be accepted and answered individually up to the proposal submission deadline listed in the schedule of events.**

CONTRACT TERMS

Employ Prince George's anticipates awarding **up to six hundred thousand dollars (\$600,000 USD)** through this Request for Proposals (RFP). Multiple awards are anticipated; however, **no single award will exceed one hundred thousand dollars (\$100,000 USD).**

Contract terms are anticipated to range from six (6) to eighteen (18) months, depending on the selected service category, negotiated scope of work, funding availability, and programmatic needs. Final contract terms will be established during contract negotiations.

Funding awards may be structured as cost reimbursement agreements and are contingent upon satisfactory program performance, submission of all required documentation, compliance with applicable reporting requirements, and the continued availability of funds.

Respondents selected through this solicitation may be required to participate in contract negotiations with Employ Prince George's and Prince George's County's Returning Citizens Affairs Division. The award of any contract or agreement is contingent upon the successful completion of those negotiations and the execution of a mutually acceptable agreement.

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, bidder responses should include the following elements:

1. Organization Background, Qualifications & Relative Experience
2. Identification of the Selected Service Category
3. Detailed Program Design and Service Delivery Approach specific to the selected category
4. Description of Staffing Structure and Organizational Capacity
5. Description of Participant Recruitment, Engagement, and Retention Strategies
6. Description of Community Partnerships and Referral Networks
7. Demonstrated Capacity to Track Outcomes and Report Performance Metrics
8. Administrative and Fiscal Capacity to Manage Grant Funding
9. Budget and Budget Narrative
10. Professional References (Minimum of 4)

Applicants should ensure that all proposal narratives, budgets, staffing plans, and supporting documentation directly align with the selected service category identified within the proposal submission.

MINIMUM PERFORMANCE EXPECTATIONS

Selected providers funded through this initiative will be expected to participate in coordinated reentry service delivery efforts that support the Returning Citizens Affairs Division's (RCAD) broader goals related to stabilization, reintegration, public safety, and long-term participant success. At a minimum, funded organizations will be expected to:

- Deliver services aligned with the approved service category and proposed program design;
- Maintain sufficient staffing, operational capacity, and internal controls necessary to support service delivery and grant compliance;
- Participate in required onboarding, orientation, monitoring, and technical assistance activities facilitated by Employ Prince George's and/or RCAD;
- Maintain accurate participant records, service documentation, and supporting program files;
- Submit timely programmatic reports, performance updates, invoices, and supporting documentation as required by the executed agreement;
- Demonstrate the ability to track participant engagement, service delivery activities, referrals, outcomes, and other performance indicators identified by RCAD and Employ Prince George's;
- Cooperate with monitoring activities, site visits, desk reviews, audits, and program evaluations conducted by Employ Prince George's, RCAD, Prince George's County Government, or other authorized entities;
- Coordinate and collaborate with community partners, referral agencies, workforce development entities, and other supportive service providers when appropriate to support participant success;
- Maintain compliance with all applicable local, state, and federal laws, regulations, policies, and funding requirements associated with the awarded grant.

Providers will also be expected to demonstrate measurable progress toward participant stabilization and successful reintegration outcomes aligned with the selected service category. Such outcomes may include, but are not limited to:

- Housing placement and housing retention;
- Employment placement, credential attainment, and job retention;
- Participant engagement and service completion;
- Behavioral health stabilization and supportive service participation;
- Referrals and linkage to supportive community resources;
- Reduction in barriers impacting long-term stability and reintegration.

Additional performance expectations, reporting requirements, deliverables, and outcome measures may be incorporated into the final agreement and negotiated scope of work prior to contract execution.

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
Program Design & Service Delivery Approach	35
Organizational Experience & Qualifications	20
Demonstrated Ability & Past Performance	20
Participant Support & Outcome Strategy	15
Budget & Fiscal Capacity	10
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.

BIDDER'S 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 compensation 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 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.