SUBJECT: Ex-Offender Employee Program

BID #: ESC-0525-16 **OPEN DATE:** 10/12/16

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: Service Contract – One (1) year from date of executed contract with a one (1) year renewal option

FOR: GRANTS & CONTRACT COMPLIANCE

BASIS OF AWARD: EVALUATION CRITERIA

NUMBER OF BIDS INVITED: 37 **NUMBER RECEIVED:** 1 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Recommend approval to waive as a minor irregularity addendum #2 that was not submitted with Operation New Hope's response. The addendum has been received.

Recommend approval of award to the highest scoring responsive, responsible bidder, Operation New Hope, to provide Ex-Offender Employment Program services for one (1) year from date of executed contract. Total not to exceed expenditure in the amount of $138,201.00.

Funding Source: RPBH019EPP-08201 - To be executed by formal contract through the Office of General Counsel

Attachments: Recommendation Memo, Tabulation, Evaluation Matrix, Scope of Services and Scores

ANALYST _____ RESPECTFULLY SUBMITTED _____

ANNETTE BURNEY

For - GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Damian Cook, Grant Administrator, Office of Grants & Contract Compliance

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)

ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING_____ MEMBERS DISAPPROVING _____ DATE: _____

_____ _____ OTHER_____

_____ _____

_____ _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE _____

APPROVED_____ DISAPPROVED: _____

OTHER: _____

SIGNATURE OF AUTHENTICATION _____

Office of Grant and Contract Compliance

Jacksonville
Where Florida Begins.

October 28, 2016

MEMORANDUM

TO: Greg Pease, Chief of Procurement Division

THRU: Damian Cook, Grant Administrator
Office of Grants & Contract Compliance

FROM: John Snyder, Human Services Planner
Office of Grants & Contract Compliance

RE: **CSPEC Ex-Offender RFP-ESC-0266-17 Award**

Operation New Hope (ONH) was the only agency who attended the pre-bid conference that submitted an RFP for scoring.

The average of this score was used to determine the maximum unit cost per ex-offender employment and their anticipated number to be served/ employed using these funds. ONH did meet the minimum score of 70% and thus the Office of Grants and Contract Compliance would like to award them the recommended maximum amount.

This amount will be used to determine the City of Jacksonville's maximum indebtedness and the vendor will be paid based on their unit cost in their RFP or the maximum unit cost as determined by scoring.

It is recommended that the City take appropriate action and award RFP ESC-0266-17 to the following vendor in the amount listed to be paid out of RPBH019EP-08201.

Organization	RPBH019EP
Operation New Hope	$138,201

Thank you for considering our request.

Please contact me at 255-8202 additional information is required.

BID TABULATION SHEET

TITLE: Ex-Offender Employment Program BID NO.: ESC-0266-17 OPEN DATE: October 12, 2016 @ 2 P.M. ANALYST: Annette Burney No. Invited: (37) No. Received (1) No Bids: (0) RECORDED BY: Gail Sampson ANNOUNCER: Bonnie Geddis	Operation New Hope		
NOTES:			
MINIMUM REQUIREMENTS:	Y		
CONFLICT OF INTEREST:	Y		
ADDENDUMS(1-2)	#1		

Jacksonville Journey
Ex-Offender Funding Recommendations

Organization	max requested unit cost	Original Est. #	Eligible Max Unit Cost	Request FY15-16	Eligible Max Request FY 15-16	Terrence Score 1	Damian Score 2	April Score 3	HIGH	LOW	Total	# of scores	**Avg Panel Score**	Funding Pass 1	Funding Pass 2	Funding Pass 3	**Adjust Funding**	**Recommended Funding**	% Funded	Est. Min # to be serve
																	Pass 2	**Pass 2**		
Operation New Hope	$5,500.00	63	$5,500	$346,500	$346,500	73	67	70	(73)	(67)	210.0	3.0	**70.00**	$242,550	$169,785	$118,850	**$ 138,201**	**$ 138,201**	39.88%	25
	Total	63																	total	**25**
Category Totals				$346,500	$346,500									$242,550	$169,785	$118,850	**$138,201**	**$138,201**		
Percent allocated					100%									56.98%	81.40%	116.28%	100.00%	100.00%		
Percent under (over) allocated					0%									43.02%	18.60%	-16.28%	0.00%	0.00%		
														Note: Use iteration that most completely uses pool.						
Pool					$138,201									Adjust cell references in Recommend Funding column as needed.						
% of Requests					39.88%															
Iteration Budget					$138,201															
Minimum qualifying panel score = 70																				

Jacksonville Journey Oversight Committee
Jacksonville Journey
FY 2016-2017 Budget

Journey Subfund 019 $ 5,093,013 $ 5,000 $ 5,098,013 $ 4,232,992

Program Description	FY16 Approved	FY16 Legislation	Revised FY16 Budget	FY17 Proposed
1,000 in 1,000 Program	0	127,000	127,000	254,000
Designated Contingency - Programs to be Determined	2,554,284	-2,546,284	8,000	0
Admin - Support Staff (1,040 pt hrs)	60,000	71,500	131,500	60,000
Assessment of Programs	150,000		150,000	75,000
Early Learning Coalition	0	253,750	253,750	507,500
Ex-Offender Employment Programs	352,633	50,000	402,633	618,201
Ex-Offender Training/Re-entry	265,568		265,568	0
JFRD Explorers Program	0	75,000	75,000	150,000
JSO Overtime	0	500,000	500,000	0
Juvenile Intervention Program	276,576		276,576	321,600
Juvenile Justice Evening Reporting Center	0		0	143,242
Juvenile Justice Drug Court	0		0	124,000
Expungement of Juvenile Records	0		0	5,000
Turning Point: Rethinking Violence	0		0	31,000
Juvenile Justice After Care	0		0	41,174
Library Enhanced Access Program (LEAP) (4 FTE's and 2,600 pt hrs)	0	266,210	266,210	266,210
Local Initiatives Support Corporation	399,023		399,023	399,023
Neighborhood Accountability Boards	55,000		55,000	55,000
Out of School Suspension	800,000		800,000	244,931
Rec N Roll	0	65,000	65,000	65,000
Summer Jobs Program (42,800 pt hrs)	179,929	227,792	407,721	467,100
Teen Programming	0	442,499	442,499	247,500
Workforce Development (16-24)	0	472,533	472,533	157,511

Jacksonville Childrens Commission Subfund 191 $ 4,047,012 $ 100,000 $ 4,147,012 $ 4,148,380

Program Description	FY16 Approved	FY16 Legislation	Revised FY16 Budget	FY17 Proposed
Early Literacy	1,382,000		1,382,000	1,382,000
Summer Camps - Journey	878,404	100,000	978,404	978,404
Team-Up Programs	1,786,608		1,786,608	1,787,976

General Fund - GSD Subfund 011 $ 655,737 $ - $ 655,737 $ 707,133

Program Description	FY16 Approved	FY16 Legislation	Revised FY16 Budget	FY17 Proposed
Ex-Offender RE-entry Portal (JREC)	655,737		655,737	707,133

FY16 Approved
$ 9,795,762

FY17 Proposed
$ 9,088,505

SECTION 4

DESCRIPTION OF SERVICES AND DELIVERABLES

1. Description

This is a Request for Proposal (RFP) for a contractor/firm to provide Employment Services to include training for Ex-Offenders. This program will provide soft skills training, educational completion, hard skills training, & support to former inmates that enter Jacksonville each year to prevent recidivism. The City reserves the right to make multiple awards based on the evaluated scores. Additionally, the City of Jacksonville can reallocate funding based on ex-offender employment performance.

Ex-Offenders face numerous barriers to successful employment including:

- Hesitancy of employers to hire ex-offenders
- A lack of education, training, and skills
- A lack of needed support infrastructure to allow them to enter and remain in the workplace.

2. Reporting Requirements

The organization is expected report monthly:

- Number of Participants receiving soft skills training/ services
- Number of Participants completing soft skills training/ services
- Number of Participants receiving hard skills training/ services
- Number of Participants completing hard skills training/ services
- Number of Participants receiving case management services
    - Number of Participants released in last 12 months
    - Number of Participants released in last 24 months
    - Number of Participants released after 24 months
- Number of Violent Ex-Offenders receiving case management service (at least 35% of clients served)
- Number of Legal referrals (at least 10% of clients served)
- Number of Legal referrals resulting in favorable outcome
- Number of Participants gained employment at minimum wage ($8.05)
- Number of Participants gained employment between minimum wage & livable wage ($10.71)
- Number of Participants gained employment above livable wage
- Number of educational placements
- Job Retention % rate at 30 days, 90 days
- Reduced recidivism rates at 6 months, 1 year and 3 years

Contractor must provide their results specific to these outcome measures for the previous program cycle.

3. City of Jacksonville Project Manager

The Project Manager for this project will be John Snyder, Human Services Planner II, 214 North Hogan Street, Suite 843, 255-8202. Information on the scope of the project which may be needed during preparation of a response to this RFP should be addressed to the Purchasing Analyst identified in Section 1.12.

4. Payment

Payment for services will be based on the number of participants who obtain full time employment for a minimum of two weeks (10 days). Part-time employment (less than 32 hours per week) will be compensated at a reduced rate, proportional to employment. This payment will occur once verification is received of employment and the type of employment obtained, as well as whether legal services were needed to obtain this employment. This verification can take the form of pay stubs submits via electronic means, or some acknowledgement from the employer. Vendors are encourage to get a waiver signed by participate.

*If an agency is paid for an ex-offender's employment placement, and through hard skills/ services a higher category of employment placement is made, the provider can be paid the difference.

5. Definitions

- Participant – Offender released from Federal, State, or Local correction facility within the past 24 months, who has been incarcerated at least 6 months with a Proxy Triage Risk Score of at least 5
- Recidivism - Any rearrests within 365 days of the participants signed agreement date that was a completer or non-completer of the program
- Violent Ex-Offender – Convicted of a crime that involves actual or the threat of physical harm to a person or the crime has a reasonable probability of causing unintended physical harm or physical threat of harm to a person such as but not limited to; arson, sexual battery, robbery, kidnapping, armed burglary, aggravated battery, aggravated stalking, aggravated abuse, aggravated assault, murder, manslaughter, lewd or lascivious acts , home invasion/ robbery, carjacking, unlawful throwing, placing, or discharging of a destructive device or bomb
- Screenings- an initial short screen or intake to determine possible needed services
- Assessments- an data driven tool used to determine possible needed services over looked by an initial screening intake
- Soft Skills – (People Skills) training or services provided to a participant that last less than 12 hours such as; teamwork, communication, flexibility, patience, persuasion, time management, motivation, resume writing, interviewing
- Hard Skills – training or services provided to a participant that are more on an going bases (weeks not days) leading to a measurable outcome such as a certification, or skill which will increase wage or job retention
- Case Management - collaborative process of assessment, planning, facilitation, care coordination, evaluation, and advocacy for options and services to meet an individual's and family's comprehensive needs through communication and available resources to promote quality, cost-effective outcomes
- Job Coaching - training of an employee by an approved specialist, who uses structured intervention techniques to help the employee learn to perform job tasks to the employer's specifications and to learn the interpersonal skills necessary to be accepted as a worker at the job site
- Minimum Wage is $8.05/ hour and a livable wage is $10.71/ hour.

6. Furnished Documents

During preparation of a response to this RFP, the following material is available for review by prospective Contractors for the Ex-Offender Employment Program in the Grant Compliance Unit. A copy of such documents will be furnished to the Contractor if so requested.

7. Fee Submittal:

Interested Contractors are required to submit a quotation of proposed rates, fees, or charges, and other detailed cost proposals or cost breakdown as identified on Form 1.

8. Joint Venture Submittals

Joint Venture Enterprise means an association of two or more business enterprises acting as a contractor and performing or providing services on a contracting opportunity in which each joint venture partner combines property, capital, efforts, skills, and/or knowledge. The joint venture association should be limited in scope and duration.

The following procedures shall apply with respect to certified African-American, Asian-American, Hispanic-American, Native-American or Women's Business Enterprise Joint Ventures.

(a) A joint venture shall be considered a certified African-American, Asian American, Hispanic American, Native-American or Women's Business Enterprise for the purposes of award of a contract when at least one joint venture partner is a certified African-American

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ATTACHMENT B

EVALUATION MATRIX

The evaluations will be based upon the following criteria, and Contractors are requested to provide, as a minimum, the information listed under each criterion. **Failure to provide adequate information on any criterion will result in lower scores and could result in rejection of the proposal as non-responsive**. The response to each of the criterion will be evaluated relative to the other responses received and will be awarded to the highest scoring, responsive, responsible bidder. Contractors are encouraged to arrange their responses in a format that will offer ready review and evaluation of each criterion.

1. COMPETENCE. Including professional and/or technical education and training; experience in the kind of projects to be undertaken; availability of adequate personnel, equipment and facilities and the extent of repeat business of the persons. Provide names and resumes of all individuals to be assigned to this project. List previous projects that have been satisfactory completed, which are similar to the one in this RFP.

Contractor must demonstrate a proven track record in providing high quality employment services for recently released incarcerated offenders and a willingness to work collaboratively with community partners to achieve desired goals by providing statistical data documenting performance measures achieved. Provide a detailed explanation of a minimum of two collaborative projects that the organization has managed to include a detailed explanation must include any staffing, goals, cost and program outcomes. Provide at least two letters of support from collaborative partners.
(25 points maximum score) Five (5) page maximum

2. CURRENT WORKLOAD. Provide the number and size of the projects currently being performed. Discuss past ability to deliver projects on a timely basis under similar current workload conditions. **(10 points maximum score) One (1) page maximum**

3. FINANCIAL RESPONSIBILITY. Describe form of business, i.e., proprietorship, partnership, corporation; years in business; changes in ownership; past, present, pending and/or threatened legal proceedings within any forum; and any other information the Contractor may wish to supply to demonstrate financial responsibility. Provide a recent audited financial statement. Failure to provide all listed information and documentation will result in score less than maximum for this criterion.

Contractor must demonstrate the ability to financially take on the responsibility of Ex-Offender Employment Program to include staffing. Provide evidence of adequate resources to support the maintenance and staffing plan provided. **(10 points maximum score) One (1) page maximum plus audit or other form of an audited financial statement.**

4. PAST AND PRESENT RECORD OF PROFESSIONAL ACCOMPLISHMENTS WITH CITY AGENCIES AND OTHERS. The contractor must also demonstrate a proven successful track record in providing high quality re-entry training & employment services for incarcerated offenders with a willingness to work collaboratively with community partners to achieve desired goals by providing statistical data documenting performance measures achieved. Provide a list of completed projects that are similar in nature and scope to the project under consideration with references to include owner's contact person and telephone number. Describe any outstanding accomplishments that relate to specific services being sought. Responding to this evaluation criterion necessitates that proposers include statements of their past and present record of professional accomplishments or performance: (i) on projects undertaken for the Jacksonville Airport Authority, JEA, Jacksonville Port Authority, Jacksonville Transportation Authority, Duval County Public Schools and the City of Jacksonville and its various "using agencies," which is defined in Jacksonville Ordinance Code as "a department, division, office, board, agency, commission or other unit of the City and an independent agency

required by law or voluntarily requesting to utilize the services of the [Procurement] Department"; and (ii) on projects undertaken with others that are similar in nature to the size and scope of professional services and/or work required for the project solicitation herein. Respondents are requested to state with specificity whether or not, within the past five years, they have provided the scope of services contemplated herein within the State of Florida. **(5 points maximum score) One (1) page maximum**

5. PAST AND PRESENT DEMONSTRATED COMMITMENT TO SMALL AND MINORITY BUSINESSES AND CONTRIBUTIONS TOWARD A DIVERSE MARKET PLACE. Responding to this evaluation criterion necessitates that Contractors indicate their past and present commitment to small and emerging businesses. More specifically, responses to this evaluation criterion should include, without limitation, statements that document the Contractor's: (i) commitment to diversity among the directors, officers, members and/or employees that make up its firm; (ii) commitment to diversity within its community and beyond; (iii) commitment to and/or utilization of small and emerging businesses on past projects; and (iv) commitment to and/or utilization of small and emerging businesses, certified JSEBs in particular, for the project solicitation in question. **(5 points maximum score) One (1) page maximum**

6. ABILITY TO DESIGN AN APPROACH AND WORK PLAN TO MEET THE PROJECT REQUIREMENTS. Describe the respondent's understanding of the requirements of this solicitation, and its ability, approach and/or plan to satisfy the same in complete compliance with all applicable federal, state and local laws, statutes, ordinances, rules and regulations.

Describe how grant funds will be used to increase the employment opportunities of released prisoners by providing a detailed program description which will outline the steps necessary to achieve program goals. This should be done through a flow chart process. The detailed program description should include but not limited to a; staffing plan, program design plan, and steps to overcome barriers to employment.

•Staffing plan for the programs and qualifications of staff conducting the re-entry program

•Program plan should include but not be limited to: screening, assessments, soft skills training/ services, hard skills training/ services, detailed case management, job coaching, legal services, job placement and outreach services, and job retention services

•Overcoming barriers to employment should include but not limited to: increasing literacy, resume development, interviewing abilities, attire, transportation, child care, outpatient counseling, eliminating legal obstacles, and employment follow-up. **(20 points maximum score) Five (5) page maximum**

7. QUOTATION OF RATES, FEES OR CHARGES AND OTHER DETAILED COST PROPOSAL OR COST BREAKDOWN INFORMATION. Describe the respondent's overall willingness to meet both time and budget requirements for the project, and subject to Chapter 126, Part 2 of Jacksonville Ordinance Code, section 126.202(e) in particular, proposed total compensation or unit price quotations, including, without limitation, hourly rates, fees, or other charges that will ultimately be used during, contract negotiations to calculate or determine total compensation. This is an evaluated unit score based the demonstration value of services provided. **(5 points maximum score) One (1) page maximum**

Recipient needs to quote a price per participant for the following:

- Dollar amount for ex-offender employed at minimum wage
- Dollar amount for violent ex-offender employed at minimum wage
- Dollar amount for ex-offender employed above minimum wage
- Dollar amount for violent ex-offender employed above minimum wage
- Dollar amount for ex-offender employed above livable wage
- Dollar amount for violent ex-offender employed above livable wage

- Dollar amount for ex-offender successfully completing legal barrier and getting minimum wage employment
- Dollar amount for violent ex-offender successfully completing legal barrier and getting minimum wage employment
- Dollar amount for ex-offender successfully completing legal barrier and getting above minimum wage employment
- Dollar amount for violent ex-offender successfully completing legal barrier and getting above minimum wage employment
- Dollar amount for ex-offender successfully completing legal barrier and getting above livable wage employment
- Dollar amount for violent ex-offender successfully completing legal barrier and getting above livable wage employment

*If an agency is paid for an ex-offender's employment placement and through hard skills/ services a higher category of employment placement is made the provider can be paid the difference.

Respondent will be required to sufficiently document its responses to each evaluation criterion. Failure to provide complete and accurate information for each of the above Evaluation Criteria will result in lower scores.

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QWS3270X 10/28/2016 11:27 AM

FAML6450 V5.1 ** NW COJ FAMIS PRODUCTION ** 10/28/2016

LINK TO: ORGANIZATION SUMMARY INQUIRY 11:27 AM

BALANCE (Y,M,Q,A) : Y CURRENCY CODE :

FISCAL MO/YEAR : 01 2017 OCT 2016 FUNDING PERIOD:

INDEX CODE : RPBH019EP EX-OFFENDER EMPLOYMENT PROGRAM

ORGANIZATION :

CHAR / OBJECT :

FDTP FUND SFND :

PROJECT PROJ DTL :

GRANT GRANT DTL :

USER CODE :

S	SUBOBJ	DESCRIPTION	BUDGET	ACTUAL	ENCUMBERED	BALANCE
	08201	SUBSIDIES & CONTRI	952,814		334,613	618,201
		EXPENDITURE TOTAL	952,814		334,613	618,201

F1-HELP F2-SELECT F4-PRIOR F5-NEXT

F7-PRIOR PG F8-NEXT PG F9-LINK

G014 - RECORD FOUND