

# Michigan Works! West Central Request for Proposal *Region 4 Reentry Services Economic Stability Service Provider*

October 1, 2026 – September 30, 2028

The Region 4 Reentry area is comprised of thirteen counties. The Economic Stability proposal is being released for the following geographic areas: Allegan, Barry, Ionia, Kent, Lake, Mason, Mecosta, Montcalm, Muskegon, Newaygo, Oceana, Osceola and Ottawa counties.

Bidders may submit proposals for multiple geographic areas; however, proposals must demonstrate the availability of an appropriately designated full-time employee (FTE) to adequately serve each geographic area proposed. If a bidder does not have the required full-time staffing capacity for each geographic area, they are limited to submitting a proposal for only one area.

All counties will be expected to support both Parole and Probation populations unless otherwise specifically noted in the chart below. Bidders should ensure that proposed staffing and service delivery plans reflect the capacity to effectively serve both populations within each geographic area.

The estimated funding levels for a twelve-month period are as follows:

Only Select One	County(s)	Minimum Number of Subcontractors	Budget Amount
	Kent Parole	1	\$88,000
	Kent Probation / Allegan	1	\$88,000
	Barry, Ionia, Montcalm	1	\$88,000
	Muskegon / Ottawa	1	\$88,000
	Lake, Mason, Mecosta, Newaygo, Oceana, Osceola	1	\$88,000

## INQUIRES AND PROPOSALS SHOULD BE DIRECTED TO:

**Name:** Chelsea Augustson

**Title:** Director of Reentry Services

**Entity:** Michigan Works! West Central

**Address:** 240 E. Church Ave., Reed City, MI 49677

**Phone:** (231) 679-8761

**Email:** [caugustson@MWWC.org](mailto:caugustson@MWWC.org)

## **ALL PROPOSALS ARE DUE BY 3:30 PM ON July 13, 2026**

Michigan Works! West Central is funded by State and Federal funds and governed by local Workforce Development Boards and Local Elected Officials. More details available on the Legal Disclaimer page at [mwwc.org/legal-disclaimer.html](http://mwwc.org/legal-disclaimer.html). Michigan Works! West Central is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Michigan Relay Service: 711 | Supported by the State of Michigan.

## **I. GENERAL INFORMATION:**

### **A. Purpose**

This Request for Proposal (RFP) is for the purpose of entering into a contract with a Service Provider to provide economic stability services to justice impacted individuals in Allegan, Barry, Ionia, Kent, Lake, Mason, Mecosta, Montcalm, Muskegon, Newaygo, Oceana, Osceola and Ottawa counties. The goal of economic stability services is to provide participants with the skills necessary to obtain long-term ongoing employment.

### **B. Minimum Qualifications**

Community, faith-based, public or private nonprofit organizations, private-for-profit organizations, and sole-proprietors are encouraged to apply, as well as female and minority owned agencies. The following criteria is preferred to be considered as a possible service provider:

1. Demonstrated experience-providing services to justice impacted individuals and similar moderate-to-high risk criminal justice system participants.
2. Demonstrated history and experience in providing reintegration assistance to justice impacted individuals with a clear understanding of the employment challenges faced by this population.
3. Verification of an existing service delivery location within the service area that has the capacity and minimum operational requirements to implement services immediately upon contract award is preferred.
4. All Bidders responding to any of the sections of this service area must demonstrate their organization's history and experience of assisting clients with job development and job placement needs.

If your organization meets the above preferred Minimum Qualifications and you can provide attachments as requested, with your response to the RFP, please proceed to the Instructions on Proposal Submission section of the RFP below. (Any RFP response submitted without the above attachments, and/or not meeting the minimum qualification standards will be deemed non-responsive and discarded).

### **C. Instructions on Proposal Submission**

#### **1. Pre-Bid Notice**

All prospective bidders **MUST** electronically submit the pre-bid notice form no later than 3:30 p.m. on Monday, June 22, 2026, to Chelsea Augustson at [caugustson@MWWC.org](mailto:caugustson@MWWC.org)

2. Closing Submission Date

Bids must be submitted no later than 3:30 p.m. on Monday, July 13, 2026.

3. Inquires

Inquiries concerning this RFP should be submitted in writing and directed to Chelsea Augustson at [cauguston@MWWC.org](mailto:cauguston@MWWC.org) no later than 3:30 p.m. on Monday, June 15, 2026. All questions and answers will be posted on the Michigan Works! West Central website, [MWWC.org](http://MWWC.org) no later than 3:30 p.m. on Wednesday, June 17, 2026.

4. Conditions of Proposal

All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Offeror and will not be reimbursed by Michigan Works! West Central.

All contracts will be performance based. Bidders should prepare an offer based on their ability to deliver the proposed services.

This is a contracted position and the party's agreement does not create an employer-employee relationship between the Economic Stability Provider and Michigan Works! West Central, the Region 4 Steering Team or Michigan Department of Corrections.

5. Small Businesses, Minority Owned Firms, and Women's Business Enterprises

Efforts will be made by Michigan Works! West Central to utilize small businesses, minority owned firms and women's business enterprises.

6. Equal Opportunity and Nondiscrimination

All Contracts require and assure compliance with Equal Opportunity and Nondiscrimination requirements. Service Providers are required to comply with these requirements while operating program services, including assurances of nondiscrimination in the provision of benefits, services and activities, in employment practices and in all terms, conditions and privileges of employment.

7. Debarred or Suspended

Debarred or suspended generally applies to entities that are either under investigation for acting improperly with federal or state funding; or have been found to have acted improperly with federal or state funding.

8. Prevention of Fraud and Program Abuse

To ensure the integrity of the programs, special efforts are necessary to prevent fraud and other program abuses. Fraud includes deceitful practices and intentional misconduct, such as willful misrepresentation in accounting for the use of program funds. “Abuse” is a general term, which encompasses improper conduct that may or may not be fraudulent in nature. Possible problem areas could include the following: conflict of interest, kickbacks, commingling of funds, charging fees to participants or employers, nepotism, child labor, political patronage, political activities, sectarian activities, unionization, and anti-unionization activities/work stoppages, and maintenance of effort. Proposals that are found to violate the abuse standards will not be funded. Bidders who receive contracts will be required to report immediately any violations in these areas or in problem areas that may later be defined.

9. Instructions to Potential Bidders

- a. Complete the *Region 4 OS Reentry Program Pre-Bid Sheet*, Attachment A to this document.
- b. Complete the *Region 4 OS Reentry Program Cover Sheet*, Attachment B to this document.
- c. Complete the *Region 4 OS Reentry Program Conflict of Interest Disclosure*, Attachment C to this document.
- d. Proposal must include sufficient detailed information to allow review pursuant to the Statement of Work questions identified in Section V. Statement of Work.

**D. Time Period for Activities**

A two-year contract will be awarded, with the intent to allow for multiple renewals that will extend the contract up to one year in duration with each renewal, contingent upon acceptable performance, continued funding and authorization for activities and no major changes in legislation or programs. The contract time period will be October 1, 2026, to September 30, 2028.

## **II. Description of Responsibilities**

**A. Economic Stability Service Providers Description of Responsibilities**

1. To provide services that assist in the preparation of designated participants for education and/or employment, and result in employment of a designated participant.
2. To provide billing and verification under the terms and timing specified in the Proposal.

3. To provide services and follow the requirements of the Michigan OS Reentry Program and Michigan Works! West Central.
4. The Service Provider is encouraged to work with other agencies to attain the desired results and must provide services that significantly contribute to the result of the participant obtaining employment.

**B. Education Services**

1. To provide education services to include working with participants to identify their education goals, strengths, and needs.
2. To assist participants in enrolling and participating in educational programs such as Career Technical Education, Post-Secondary Education, or High School Equivalency.
3. To assist participants applying for financial aid grants, and scholarships.

**C. Vocational Assessment**

1. Vocational Assessments are assessments that identify vocational needs and aptitudes. Information from the assessment must be used to guide service provision and planning.
2. Information contained within the Workforce Development (WFD) packets is to be used as a primary tool to only prescribe services necessary to place participants on a path to economic stability. OSAs should not fund Vocational Assessments for participants who have an available WFD unless the materials are not sufficient to determine needs and aptitudes.

**D. Job Readiness Services to be Provided**

1. Developing a Resume and Cover Letter
2. Completing Job Applications
3. Preparing for an Interview
4. Addressing a Criminal Record
5. Practice Interviews
6. Job Seeking Tips and Connections
7. Employer Expectations (soft skills)
8. Vocational Assessment
9. Budgeting Workshop 1
  - a. Introduction to budgeting and budgeting worksheets
  - b. Review and discuss monthly income, expenses, and benefits
  - c. Setting goals and managing expenses
  - d. Overview of financial resources/credit reports
10. Budgeting Workshop 2
  - a. Review and discuss credit reports

- b. Discuss budgeting worksheets for the first month
  - c. Develop monthly budget
11. All paperwork must be turned into the OS Reentry Services Admin Agency or other designated individuals within 5 days of receiving the service.

***Job Readiness Criteria: The Participant must receive a minimum of four (4) services over a minimum of two (2) in-person contacts.***

**E. Job Search Services to be Provided**

- 1. Assistance to the participants in guided job search, instruction, and guidance on appropriate and realistic job choices, job search methods, and informational sources regarding available jobs, job application construction and the application process with expected outcome of job placement.
- 2. Participant begins a job that is not subsidized by MDOC that pays at least state minimum wage for 30 hours or more per week.

***Job Search Criteria: The participant must receive a minimum of two (2) services, one (1) of which must be: “Participant begins a job that is not subsidized by MDOC, that pays at least state minimum wage for 30 hours or more per week combined with Social Security Income.”***

**F. Temporary Work Experience**

TWE is an employment opportunity that may be subsidized with OS funds to develop a work history for participants who lack a recent work history, references, or job skills. A portion of the participants wages may be paid by the OS program at a negotiated hourly rate with OS funding not to exceed ½ of the state’s minimum wage rate and not to exceed a duration longer of 480 hours. Training time shall be measured by hours for this type of service. An evaluation is expected to be completed by the employer over the course of the work experience period to assess any increase in skill and experience development.

**G. Try-Out Employment**

TOE is an employment opportunity that may be subsidized by OS funds with the exception that the employer will retain the participant after subsidy ends. A portion of the participant’s wages may be paid by the OS program at a negotiated hourly rate with OS funding not to exceed ½ of the state’s minimum wage rate and not to exceed a duration longer of 480 hours, unless approved by ORU. The employment opportunity must be in an area of skills building, aligning with permanent employment opportunities in the community. Training time shall be measured in hours for this type of service. An evaluation is expected to be completed by the

employer over the course of the work experience period to assess any increase in skill and experience development.

#### **H. On-the-Job Training**

OJT is an employment opportunity that may be subsidized by OS funds in which an employer is reimbursed for the cost, or a portion of the cost, of skill development and training for an employee. On-the-Job training must provide funding for the participant to learn a specific job. The participant can be a new employee, or an existing employee being trained to take on a new position with the employer. The expectation of the on-the-job training is that the employer will retain the participant as a full-time employee after completion of the training agreement. A portion of the participant's wages may be paid by the OS program at a negotiated hourly rate with OS funding not to exceed ½ of the state's minimum wage rate and not to exceed a duration longer of 480 hours, unless approved by ORU. An evaluation is expected to be completed by the employer over the course of the work experience period to assess any increase in skill and experience development.

#### **I. Work Supplies**

Work Supplies include justifiable interview clothing; work clothing including boots, work tools or other special training and job work related required items needed to start a job; books and testing associated fees with obtaining licensure or certification if required for job placement; and/or referrals for GED testing.

#### **J. Job Development Services to be Provided**

Economic Stability and employment outcomes are a core priority of the Region 4 Reentry Program. The Employment Specialist role is expected to place significant emphasis on employer engagement, job development, and the creation of sustainable employment pathways for justice-impacted individuals. Performance in this area will be closely monitored and is critical to overall program success.

##### **1. Employer Engagement and Job Development**

The contractor must actively and consistently engage employers to expand job opportunities for program participants. This includes developing new employer relationships, maintaining existing partnerships, and advocating for the hiring of justice-impacted individuals. Each Employment Specialist is required to identify and establish contact with new employers each month. Documentation of these contacts will be required.

Efforts should go beyond initial contact and demonstrate meaningful engagement, including job lead development, interview opportunities, and hiring outcomes. Contractors are expected to prioritize industries and

employers that offer sustainable wages, advancement opportunities, and a willingness to support individuals with barriers to employment.

**2. Collaboration and Workforce Engagement Activities**

The contractor will work closely with the Community Coordinator to plan, coordinate, and actively participate in employment-focused activities, including but not limited to job fairs, hiring events, workshops, and employer roundtables. Employment Specialists are expected to play a lead role in these efforts by recruiting employers, preparing participants, and ensuring events result in viable employment opportunities.

Participation is not limited to attendance; contractors must demonstrate proactive involvement in the planning, execution, and follow-up of these activities to maximize employment outcomes.

**K. Employment Retention Services to be Provided**

Retention will be measured monthly for a period of one year.

1. Justice Impacted individuals receive follow up and are employed at each required verification point measured in calendar month(s) after job placement.

***Employment Retention Criteria: Verification from the employer that the participant is employed monthly for a 12-month period after job placement.***

This includes any referred participant who receives a service, enters employment, and is employed for one calendar month.

**III. Historical Information**

The available historical information is illustrated in the table on the next page. The data is to be used for planning purposes only. The actual number of participants to be served is not available from Michigan Department of Corrections. Please note that the table is not all inclusive of the services that are to be provided, i.e., Budgeting Workshops.

<b>Number of Services Provided from (10/1/24 – 09/30/25) Parole</b>					
<b>County</b>	<b>Job Readiness</b>	<b>Job Search</b>	<b>Education Services</b>	<b>Try-Out Employment</b>	<b>Monthly Retention</b>
Ionia	15	10	0	0	22
Kent	64	47	15	0	179
Lake	3	0	0	0	3
Mason	10	7	5	0	11
Mecosta	13	8	0	0	22
Montcalm	18	17	1	0	31
Muskegon	19	15	6	1	62
Newaygo	12	11	4	0	19
Oceana	0	0	0	0	1
Osceola	10	9	0	0	16
Ottawa	30	24	0	0	54

<b>Number of Services Provided from (10/1/24 – 09/30/25) Probation</b>					
<b>County</b>	<b>Job Readiness</b>	<b>Job Search</b>	<b>Education Services</b>	<b>Try-Out Employment</b>	<b>Monthly Retention</b>
Ionia	24	17	0	0	20
Kent	29	10	5	0	24
Lake	0	0	0	0	0
Mason	0	0	0	0	0
Mecosta	9	3	0	0	3
Montcalm	23	14	3	0	17
Muskegon	17	10	3	0	18
Newaygo	1	1	0	0	1
Oceana	0	0	0	0	0
Osceola	11	6	0	0	9
Ottawa	3	3	0	0	5

#### **IV. Key Performance Measures**

Michigan Works! West Central will hold the Region 4 OS Service Providers to the Key Performance Measures set forth by the Michigan Department of Corrections.

##### **A. There are two specific Key Performance Measures (KPM)**

###### **1. ECONOMIC STABILITY PLACEMENT**

Percentage of participants who get on a “Path to Economic Stability” as evidence by meeting one of the following:

- a. Participant begins working at least 30 hours per week with wages not funded.
- b. Participant begins receiving SSI/SSDI, plus working 20 hours a week wages not funded.
- c. Participant begins working at least 20 hours a week and has a permanent affordable housing solution.
- d. Participant begins to receive at least \$700 /month in legitimately obtained unearned income.
- e. Participants begin actively participating in an educational program.

2. ECONOMIC STABILITY RETENTION

Percentage of people initially placed under KPM 2 who continue to meet the definition of ‘Path to Economic Stability’, each month for 12 months or until the end of their supervision and/or OS eligibility period.

The Service Providers will be responsible for tracking their own key performance measures. If, at any time, performance falls below the acceptable benchmark of **62 percent for Placement** and **66 percent for Retention**, a financial penalty will be applied at the end of the fiscal year, and a Corrective Action Plan will be required each quarter until performance meets or exceeds benchmarks. Additional monitoring will be implemented by the Administrative Agency to ensure that performance improves in order to meet or exceed the benchmark. Attainment of key performance measures will be a determining factor in all contract decisions.

**Performance-Based Incentive and Penalty Structure**

<b>Placement Rate</b>	<b>Outcome</b>	<b>Financial Impact</b>
0% - 31%	Penalty	\$5000 Due
32% - 61%	Neutral	No Financial Impact
62% - 100%	Award	\$2500 Awarded

<b>Retention Rate</b>	<b>Outcome</b>	<b>Financial Impact</b>
0% - 45%	Penalty	\$5000 Due
46% - 65%	Neutral	No Financial Impact
66% - 100%	Award	\$2500 Awarded

LEVERAGED GOODS AND SERVICES, CONNECTING AND LINKING TO PUBLIC FUNDING SOURCES

OSAAs are expected to leverage goods and services to complement what they fund.

## V. **Statement of Work**

Provide answers to the following questions (use affirmative language such as will or shall):

- A. Provide background on your agency and explain how you will support Michigan Works! West Central in achieving the program's goals.
- B. Provide details on how job-readiness services will be provided. If you plan to utilize any type of curriculum for any of the listed job readiness services, please provide a detailed explanation of the product.
- C. Economic Stability service providers are expected to use Monday.com to track all data. Data must be entered within two business days of being available. Describe how you will utilize Monday.com, track your data, and use Data Collection Spreadsheet (DCS) to ensure accuracy.
- D. Provide a detailed description of how you will provide Education Services. Does your agency have a database of education providers in your area that helps participants? Does your agency currently have an established relationship with local education providers that would consider helping participants? If so, please list those education providers.
- E. Provide a detailed description of how job searches will be conducted. Does your agency have a database of Employers in your area that hires participants? Does your agency currently have an established relationship with local employers that would consider hiring participants.
- F. Provide a detailed description of how job development services will be carried out. How does your agency maintain and develop relationships with local Employers? Describe your approach to recruiting new employers that are willing to hire participants.
- G. How will you provide employment retention services to participants? Retention is required monthly for 12 months after job placement. What strategies will you use to remain in contact with the participants for the complete duration of retention? What methods will you use to obtain employment verification if the Participant is non-responsive?
- H. Describe your strategy to ensure that all Key Performance Measures will be met. What corrective action will take place if the measures are not met?

- I. Name the staff that will directly provide the services. Describe their qualifications and prior experience providing this service.
- J. Add any information you feel would be beneficial to the reviewers to know about the capabilities of you or your organization.

**VI. Proposal Evaluation**

**A. Submission of Proposal**

All proposals shall be submitted via email to Chelsea Augustson, Director of Reentry Services at [caugustson@MWWC.org](mailto:caugustson@MWWC.org). **Proposals are due no later than 3:30 p.m. on Monday, July 13, 2026.**

**B. Non-responsive Proposals**

Proposals may be judged non-responsive and removed from further consideration if any of the following occur:

- 1. The proposal is not received timely in accordance with the terms of this RFP.
- 2. The proposal does not follow the specified format.
- 3. The proposal is not adequate to form a judgement by reviewers.

**C. Evaluation**

Evaluation of each proposal will be based on the following criteria:

Factors	Maximum # of Points
Bidder’s capacity for and experience in providing Employment Readiness Services for justice impacted individuals.	20
Cost of services provided.	20
Plan for providing Employment Readiness Services to justice impacted individuals.	15
Capacity to assess, identify and monitor justice impacted individual’s barriers and assist with employment readiness needs to obtain a self-sufficient career.	10
Ability to provide employment services to each justice impacted individual.	10
Plan for data collection and attaining the Key Performance Measures.	25
<b>Maximum Points</b>	<b>100</b>

**D. Review Process**

Michigan Works! West Central reserves the right to make an award without further discussion of the proposals submitted. Michigan Works! West Central will award the contract to the responsible Offeror that best meets the goals of this RFP.

1. Right to Reject

Michigan Works! West Central reserves the right to reject any and all proposals received in response to this RFP. A contract for an accepted proposal will be based upon the factors described in this RFP.

2. Notification of Award

Upon conclusion of final negotiations with the successful bidder, all those who submitted proposals in response to this Request for Proposal will be informed, in writing, of the decision.

3. Performance

Service Provider will have a demonstrated ability to work with justice impacted individuals after incarceration reentering the community or subsequent experience in the service area they will be providing. The Service Provider will contract with Michigan Works! West Central. The contracted services will be provided in keeping with the goals, objectives, and restrictions incumbent on the Region 4 OS Reentry program.

4. Hold Harmless

The Service Provider will hold Michigan Works! West Central, its employees, agents, partners, officers, and directors harmless for any loss or liability.

## 4 OS Reentry Program Pre-Bid Notice

All prospective bidders must complete this form and email it to Chelsea Augustson, [caugustson@MWWC.org](mailto:caugustson@MWWC.org).

**Pre-Bid Notice must be received by 3:30 p.m. Monday, June 22, 2026.** Do not submit this form if you do not intend to bid.

1. Name of Agency: \_\_\_\_\_

2. Contact Person: \_\_\_\_\_

3. Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**SIGNATURE OF AUTHORIZED OFFICIAL:** \_\_\_\_\_

**TYPE NAME AND TITLE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**Region 4 OS Reentry Program  
Cover Sheet  
October 1, 2027 – September 30, 2028**

**PROPOSING AGENCY:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PROPOSAL CONTACT PERSON:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**COUNTIES TO BE SERVED:**

Only Select One	County(s)
	Kent Parole
	Kent Probation / Allegan
	Barry, Ionia, Montcalm
	Muskegon / Ottawa
	Lake, Mason, Mecosta, Newaygo, Oceana, Osceola

**ACCEPTANCE OF THE CONDITIONS OF THE REQUEST FOR PROPOSAL**

By signing this request for proposal application, I acknowledge that this agency hereby accepts all the terms and conditions set forth in this document, I also certify that I am authorized to submit and sign this proposal on behalf of the submitting organization; that the quotation is accurate and true to the best of my knowledge; and that the submitting organization is an Equal Opportunity Employer.

The enclosed description of services and rates quoted will be valid for the period:

October 1, 2026 – September 30, 2028

**SIGNATURE OF AUTHORIZED OFFICIAL:** \_\_\_\_\_

**TYPE NAME AND TITLE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

