

Michigan Works! West Central
Request for Proposals
Region 4 Reentry Services
Housing Navigator

October 1, 2026 – September 30, 2028

Region 4 Offender Success encompasses thirteen (13) counties. The Housing Navigator proposed under this service model will provide housing navigation support across all counties within the Region 4 service area. Kent and Muskegon Counties will serve as the primary base of operations, with housing navigation services in the remaining counties delivered either virtually or in person, as needed, to ensure timely and equitable access to housing resources.

The additional counties served include Allegan, Barry, Ionia, Lake, Mason, Mecosta, Montcalm, Newaygo, Oceana, Osceola, and Ottawa Counties. The Housing Navigator's primary office location will be housed within the Kent County Parole and/or Probation Office. The budget allocated for one FTE is \$85,000.

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

ALL PROPOSALS ARE DUE BY 3:30 P.M. ON Monday, July 13, 2026

I. GENERAL INFORMATION:

A. Purpose

This Request for Proposal (RFP) seeks to contract with a Service Provider to deliver housing navigation services to Region 4 Reentry participants who face housing-related barriers that impact successful reentry, with an emphasis on serving male participants. The Housing Navigator will provide specialized support to individuals needing assistance to obtain, maintain, and transition into safe, stable, and affordable housing.

Due to the nature of this work and the population served, Region 4 Reentry Services strongly values service providers with lived experience. Proposals that demonstrate the inclusion of individuals with prior justice system involvement and/or direct reentry experience will be viewed favorably, as this perspective can enhance participant engagement, trust, and overall program effectiveness.

The Housing Navigator will conduct required property inspections within Kent County and perform regular and frequent house checks in both Kent and Muskegon counties to ensure compliance with housing standards, monitor participant well-being, and maintain the overall condition of housing units. The Housing Navigator will conduct monthly inspections for occupied properties, quarterly inspections for vacant properties, and biweekly inspections when required. Biweekly inspections are strongly encouraged to be completed in coordination with a Parole Agent and/or CLEAR Officer.

The provider will foster positive and structured living environments by organizing and facilitating pro-social activities within housing sites and offering mentorship to participants residing in program-supported housing. The role also includes developing and maintaining landlord relationships to expand housing opportunities and increase available housing stock across the Region 4 service area.

Additionally, the Housing Navigator will build and maintain partnerships with community-based organizations and service providers to address participants' broader needs.

The Housing Navigator will support housing service gaps across Region 4 as needed, with primary service delivery occurring in Kent and Muskegon Counties and will follow the direction of the Region 4 Offender Success Community Coordinator and Program Manager to ensure services are aligned with program goals and contractual requirements.

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. Organizations must meet or exceed all the following criteria to be considered as a service provider:

1. Associate degree or higher in Social Work, Human Services, Criminal Justice, Housing Management, or a related field preferred; equivalent experience will be considered.
2. Demonstrated experience providing services to offenders and similar moderate-to-high risk criminal justice system participants is desired.
3. Demonstrated experience working with formerly incarcerated individuals, with a strong understanding of the challenges they face. Experience working with justice-involved individuals, people experiencing homelessness, or other vulnerable populations is strongly preferred.
4. Knowledge of housing systems, landlord engagement strategies, and local housing resources.
5. While guided by eligibility requirements, local, state and federally funded public assistance and public benefit programs are designed to help people become self-sufficient and independent, including those who may have felony convictions in their background. All Bidders responding to this service must demonstrate their organization's history or sole proprietor and experience in assisting clients with navigating through public assistance programs.

If your organization meets or exceeds the above five 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. (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** submit the pre-bid notice form no later than 3:30 p.m. on Monday, June 22, 2026.
2. Closing Submission Date
Bids must be submitted electronically to Chelsea Augustson, at caugustson@MWWC.org, 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 caugustson@MWWC.org no later than 3:30 p.m. on Monday, June 15, 2026. All questions that are received will be answered and

posted on Michigan Works! West Central website (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 cost reimbursement. Bidders should prepare an offer based on their ability to deliver the proposed services.

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. Prevention of Fraud and Program Abuse

To ensure the integrity of the programs, special efforts are necessary to prevent fraud and other program abuse. 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. 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. By submission of the proposal, the bidder certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participant in this transaction by any Local, State or Federal department or agency.

8. Instructions to Potential Bidders

- a. Complete the *Region 4 Offender Success Program Pre-Bid Notice*, Attachment A to this document and submit to caugustson@MWWC.org no later than 3:30 p.m. on Monday, June 22, 2026.

- b. Complete the *Region 4 Offender Success Program Cover Sheet*, Attachment B to this document.
- c. Proposal must include sufficient detailed information to allow review pursuant to the Statement of Work questions identified in *Section II. Statement of Work*.

D. Time Period for Activities

A two-year contract will be awarded, 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 Sept. 30, 2028.

II. Statement of Work

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

- 1. Describe your approach to assisting participants in locating, securing, and maintaining appropriate housing. How will you address common housing barriers (e.g., criminal background, evictions, limited income)?
- 2. Outline your plan for conducting frequent house checks in Kent and Muskegon counties. Describe how concerns or violations will be documented and addressed.
- 3. Describe your approach to providing mentorship to participants residing in housing. What types of pro-social activities will you organize within housing environments? How will these activities support accountability, skill-building, and positive peer engagement?
- 4. Describe your plan to develop and maintain relationships with landlords and property owners. What strategies will you use to expand housing opportunities and increase housing stock across Region 4?
- 5. Describe your organization's capacity to deliver services primarily in Kent County while supporting needs across Region 4.
- 6. Describe your qualifications and capacity to provide housing navigation services under this contract, including how experience will ensure consistent service delivery, compliance, and performance.

III. Proposal Evaluation

A. Submission of Proposal

All proposals shall be submitted via email to Chelsea Augustson, Director of Reentry Services at cauguston@MWWC.org 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 was not received in a timely manner 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	Point Range
Clear approach to locating, securing, and maintaining housing, including strategies to overcome barriers.	1-25
Plan for regular house checks in Kent and Muskegon counties, including methods to monitor safety and address concerns.	1-20
Approach to participant mentorship and creating structured, pro-social housing environments.	1-20
Strategy to build landlord relationships and expand housing stock across Region 4	1-20
Organizational capacity to serve Kent County and support Region 4 needs.	1-15
Maximum Points	100

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 Offeror responsible with the highest total points.

1. Right to Reject

Michigan Works! West Central reserves the right to reject 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 offenders 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 Michigan Works! West Central Region 4 OS Reentry Program.

4. Hold Harmless

The Service Provider will not hold Michigan Works! West Central, its employees, agents, partners, officers and directors harmless for any loss or liability.

Region 4 Offender Success Program Pre-Bid Notice

All prospective bidders must complete this form and email it to Chelsea Augustson, at 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: _____
4. Please list any potential conflicts of interest with members of the Workforce Development Board, Local Elected Official Board, and the Region 4 Offender Success Co-Chairs. Please see Michigan Works! West Central website to review a list of current board members MWWC.org. List name and corresponding Board:

Representative Name	Board Membership

Region 4 Offender Success Co – Chairs:

Rob Howard, Regional Manager

Jeanine Winger, Deputy Warden

Joe Jones, Community Representative

Joe Haveman, Director of Government Relations Hope Network

Shelly Keene, CEO Michigan Works! West Central

Region 4 Offender Success Program

Cover Sheet

October 1, 2026 – Sept. 30, 2028

PROPOSING AGENCY: _____

ADDRESS: _____

PROPOSAL CONTACT PERSON: _____

PHONE: _____ **FAX:** _____ **EMAIL:** _____

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(s):

October 1, 2026, through Sept. 30, 2028

SIGNATURE OF AUTHORIZED OFFICIAL: _____

TYPE NAME AND TITLE: _____

DATE: _____