

## Economic Stability Kent Probation Questions & Answers

**Q: Is it allowable to prioritize services for 18–24-year-old citizens, while still remaining eligible under this RFP?**

**A:** It is not allowable to *exclusively* prioritize services for 18–24-year-old citizens if that prioritization results in refusing or limiting services to other referred clients. While you may develop targeted programming or tailored approaches for 18–24-year-olds, you must still:

- Accept and serve all referrals from MDOC probation officers, regardless of age.
- Avoid any service model that excludes or deprioritizes referred individuals outside the 18–24 age range

**Q: Will collaborative proposals receive additional points or preference in scoring?**

**A:** No, This RFP is for individual contractors or businesses not intended for collaborative work.

**Q: Since the RFP does not set a minimum number of participants to be enrolled, should bidders propose their own service targets based on historical data, or will enrollment expectations be provided after award?**

**A:** Bidders are responsible for setting realistic and justifiable enrollment/service targets in your proposal based on the historical data.

**Q: In the RFP you show “Historical Information” from May 2024 through May 2025 as only providing 36 Job Readiness and 17 Job Search Services with 20 Retention Services. However, the OSAA Feedback Table through March 2025 shows that Region 4 enrolled 133 new people just between October 2024 and March 2025. It also shows that there were 86 new Economic Stability Placements which would require Monthly Retention Services including both verifications and employment replacement services. Could you please clarify where your numbers in the Historical Information section came from since they do not line up with the OSAA Feedback Table?**

**A:** Our numbers came from Kent Probation numbers only for that period. The OSAA Feedback Table is for Parole.

**Q: Is this contract to service all 13 Counties of Region 4? If so, what is the expectation for serving those in rural areas over such a large region? Will those referrals be expected to make the trip to a central office, our staff go to them, or virtual?**

**A:** No, this contract is for Kent Probation only. The individual will be required to work directly out of the Kent Probation Office.

**Q: What all is included in \$85,000 contract? Does this include Staff, GA, Work Supplies, and OJT Wages or is there a separate pool for some of those categories?**

**A:** This includes one full time contracted position. Work Supplies are reimbursable. OJT is not offered under this contract.

**Q: Is there space already designated for the staff to work out of and for services to be delivered (i.e. the MWWC office)?**

**If yes, would occupancy costs come out of the annual contract?**

**A:** Yes, you will have the opportunity to work out of the Kent Probation Office. Another option would be to look into free space at other agencies in Kent County. There is no rental costs provided.

**Q: Is a proposal scored any differently for strategies that have targeted efforts based on age (i.e., 18–25-year-olds, or 25–35-year-olds, etc.)? Or is it required that services be provided to anyone (of all ages) who is formerly incarcerated?**

**A:** Services are to be equally provided to all ages.

**Q: Is it allowed that funds be used more exclusively for a subset of those formerly incarcerated (i.e., 25–35-year-olds)?**

**A:** No.

**Q: Does eligibility under this RFP require participants to be recently released from incarceration, or can services be provided to any individual with a history of incarceration regardless of how long ago they were released?**

**A:** They must be on probation supervision with Michigan Department of Corrections to be eligible.

**Q: Are there any restrictions or caps on administrative/indirect expenses, or requirements for how much of the proposed budget must be allocated directly to participant services versus staff compensation?**

**A:** \$85,000 is for all services, costs in delivery of service, staff compensation, etc.

**Q: Are there disallowed costs (i.e., food, transportation stipends, incentives)?**

**A:** There are reentry services available that cover support services, such as food and transportation. Stipends and incentives are not allowed costs.

**Q: Will invoicing and reimbursements be monthly? What documentation is required for the cost justification?**

**A:** Invoicing will be monthly. The Data Collection Spreadsheet and Invoice would be due before the 3<sup>rd</sup> of the month following the services. Reimbursements could be turned in throughout the month with receipts and a reimbursement form.

**Q: Can participants be referred by community partner agencies (not just MDOC/Probation), and if so, what documentation is required to verify incarceration history?**

**A:** Yes, Provider must obtain the required referral paperwork from agent.