

Michigan Works! West Central  
Request for Proposals  
*Region 4 Reentry Services*  
*Region 4 Reentry Job Development Specialist*

October 1, 2026 – September 30, 2028

Region 4 Offender Success encompasses 13 counties organized into two regions: 4A and 4B. The Job Development Specialist proposal is applicable across all counties, with a primary emphasis on Region 4B while providing support to Region 4A as needed. In addition, this position will assist Economic Stability providers on an as-needed basis for Kent County Probation and Parole to ensure service continuity and responsiveness to participant needs.

Region 4A consists of Lake, Mason, Mecosta, Newaygo, Oceana and Osceola counties, while Region 4B includes Allegan, Barry, Ionia, Kent, Montcalm, Muskegon and Ottawa counties. The estimated funding level for a twelve-month period is \$88,000 per year.

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 Monday, July 13, 2026**

## **I. GENERAL INFORMATION:**

### **A. Purpose**

This Request for Proposal (RFP) invites qualified Service Providers to deliver Job Development services in support of parolees and probationers reentering society following incarceration, in alignment with the objectives of the Region 4 Offender Success (OS) Reentry Services program.

The OS Job Development Specialist will focus on employer outreach and labor-market engagement on behalf of the justice-impacted population, rather than providing direct employment assistance or participant-level services.

Responsibilities include marketing the OS Reentry Services program to local employers; promoting the hiring of justice-impacted individuals; and establishing and maintaining substantive employer relationships that lead to quality employment opportunities and contribute to regional economic growth. The OS Job Development Specialist will collaborate with economic development organizations and post-secondary education institutions to coordinate and strengthen employment pipelines and will serve as a liaison with the OS Reentry Economic Stability Specialist to support alignment between employment opportunities and participant readiness.

### **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. Background in Management, Public Relations, Communications, Public Administration, Education, Public Policy, Criminal Justice or related field is preferred.
2. Demonstrated experience providing services to justice-impacted individuals and similar moderate-to-high risk criminal justice system participants is desired.
3. Demonstrated history and experience in providing reintegration assistance to individuals exiting incarceration with a clear understanding of the challenges faced by this population.
4. Verification of the capacity and minimum operational requirements to implement services immediately upon contract award.
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](mailto: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](mailto: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](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 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](mailto: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. Provide background information on your agency or sole proprietor. Describe how your agency will help us attain the goals of the program.

2. Provide a detailed explanation of the methods used to support employers in recruiting individuals with prior incarceration or who have a justice impacted history at different employment levels. Outline what will occur during an initial meeting with a new employer.
3. Please describe in detail how you will support businesses in identifying effective solutions for their general operational needs by promoting our OS Reentry participants.
4. Name staff who will be involved with the program indirectly and identify those who will directly provide the services. Describe their qualifications and prior experience providing this service.
5. Add any information you feel would be beneficial to the reviewers to know about the capabilities of your organization or sole proprietor.

### **Michigan Works! West Central Requirements for OS Job Development Specialist**

In addition to the MDOC requirements listed above, Michigan Works! West Central requires the following services:

- OS Job Development Specialist will routinely contact current and new employers and arrange appointments to visit company representative responsible for hiring and training workers.
- The OS Job Development Specialist builds professional relationships with businesses and industries by using business listings and making cold calls.
- Stay informed about potential business closures in the community to better support formerly incarcerated individuals in finding new employment opportunities.
- Responsible for entering employer contact information into Monday.com, Michigan Works! West Central's Customer Relationship Management system.
- Routinely meet with business-focused community organizations to promote the services of the OS Reentry Program.
- Coordinate with Economic Stability Providers and Michigan Works! West Central staff to support hiring events conducted within the 13-county service area
- Attend business and economic development events
- Attend relevant training, conferences and statewide meetings as requested.
- Maintain different data and reporting tools for the 13-county region.
- Communicate effectively with all Economic Stability Providers
- Work cooperatively with the Administrative Agency and the Region 4 Offender Success Community Coordinator.
- OS Job Development Specialist will focus on employer outreach and recruitment efforts, post-placement follow-up with employers and clients, troubleshooting and/or intervention with employed clients.
- The OS Job Development Specialist may be required to attend events within correctional facilities, in collaboration with the community coordinator and prison staff.

### 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](mailto: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 |
|---|-------------|
| Bidder's capacity for and experience in providing services for justice impacted | 1-25        |
| Plan for providing job development services to OS Reentry Services              | 1-25        |
| Plan for providing recruitment for justice impacted individuals                 | 1-25        |
| Plan for data collection and measurement of program outcomes                    | 1-25        |
| <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 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 Services program.

4. Hold Harmless

The Service Provider will not hold Michigan Works! West Central, its employees, agents, partners, officers and directors are 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](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: \_\_\_\_\_
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](http://MWWC.org). List name and corresponding Board:

| Representative Name | Board Membership |
|---------------------|------------------|
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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:** \_\_\_\_\_