

Michigan Works! West Central  
Request for Proposal  
*Region 4 OS Reentry Services*  
*Social Support – Mentoring Provider*

October 1, 2025 - September 30, 2027

The Region 4 OS Reentry Services area is comprised of thirteen counties. The Social Support – mentoring Proposal is being released for the following counties:

Muskegon	Ottawa
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INQUIRES AND PROPOSALS SHOULD BE DIRECTED TO:

Name: Chelsea Augustson  
Title: OS Reentry Program Manager  
Entity: Michigan Works! West Central  
Address: 14330 Northland Dr.  
Big Rapids, MI 49307  
Phone: (231) 679-8767  
Email: [caugustson@mwwc.org](mailto:caugustson@mwwc.org)

**ALL PROPOSALS ARE DUE BY 3:30 PM ON August 18, 2025**

## **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 mentoring services to formally incarcerated individuals who are in need of assistance to address situational barriers with furthering the goals of the Region 4 OS Reentry Program.

### **B. Minimum Qualifications**

Community, faith-based, public, or private non-profit 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 formerly incarcerated individuals and similar moderate-to-high risk criminal justice system participants is desired.
2. Demonstrated history and experience in providing reintegration assistance to formerly incarcerated individuals people with a clear understanding of the 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.

If your organization meets or exceeds the above 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 pm on Monday, August 04, 2025, to Chelsea Augustson at [caugustson@mwwc.org](mailto:caugustson@mwwc.org)

#### **2. Closing Submission Date**

Bids must be submitted no later than 3:30 pm on August 18, 2025.

#### **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 pm on July 29,

2025. All questions and answers will be posted on the Michigan Works! West Central website, [mwwc.org](http://mwwc.org) no later than 3:30 pm on August 01, 2025.

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.

This is a contracted position and the party's agreement does not create an employer-employee relationship between the Social Support Mentoring Service Provider and Michigan Work! 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 in the course of 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 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 State 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 one – one year renewal that extends the contract up to one year in duration, 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, 2025, to September 30, 2027. The contract renewals could potentially extend the contracts to September 30, 2028.

**II. Social Services Parameters**

1. Mentoring Includes:

- A. Commitment to following the CLEAR Program Guidelines. CLEAR-Coalition, Leadership, Education, Advice, Rehabilitation.
- B. Partnership with (named) local Law Enforcement Agency. The officer from the selected agency would be the facilitator of the weekly CLEAR meetings.
- C. Commitment to recruiting successful returned citizens to be part of the weekly CLEAR meetings. Ideally, the co-facilitator would be a Returned Citizen.
- D. Commitment to provide a meal at the weekly CLEAR meeting. This should be a leveraged resource.
- E. Commitment to work closely with Region 4 OS Reentry Community Coordinator and other established CLEAR Programs.
- F. A similar model that doesn't include law enforcement will be considered as well but cannot be labeled CLEAR.

Mentor shall include one or more of the following:

- A. Life Coaching.
- B. Recruitment, outreach, and retention.
- C. Improving social skills and accepting authority.

- D. Guidance on breaking the cycle of recidivism.
- E. Building community and law enforcement relationships.
- F. Group and individual activities targeted at creating intentional relationships and impacting intrinsic motivation.

### **III. Statement of Work**

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

- A. Provide background information on you or your agency. Describe how you or your agency will help the Region 4 OS Reentry program attain the program goals. Describe past experience working with formally incarcerated individuals.
- B. Provide a budget that shows the cost of providing services for one year. The budget must provide a breakdown of line-item expenses. This would include cost for a uniformed police officer who will facilitate your CLEAR meetings.
- C. Provide agency's knowledge of CLEAR. Describe the process that will be used to determine the level of service needed.
- D. Name staff that 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.
- E. Add any information you feel would be beneficial to the reviewers to know about the capabilities of you or your organization.

### **IV. Proposal Evaluation**

#### **A. Submission of Proposal**

All proposals shall be submitted via email to Chelsea Augustson, OS Reentry Program Manager at [caugustson@mwwc.org](mailto:caugustson@mwwc.org). **Proposals are due no later than 3:30 pm on August 18, 2025.**

#### **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:

<b>Factors</b>	<b>Maximum # of Points</b>
Bidder's capacity for and experience in providing mentoring services for formally incarcerated individuals.	40
Cost of services provided	30
Plan for providing mentoring services to formally incarcerated individuals.	30
<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 with the highest total points.

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 formally incarcerated 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

## Region 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. August 04, 2025.** Do not submit this form if you do not intend to bid.

1. Name of Agency: \_\_\_\_\_
2. Contact Person: \_\_\_\_\_
3. Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Select the counties you are bidding for below.

<input type="checkbox"/> Muskegon	<input type="checkbox"/> Ottawa
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**SIGNATURE OF AUTHORIZED OFFICIAL:** \_\_\_\_\_

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

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

**Region 4 OS Reentry Program  
Cover Sheet  
October 1, 2025 – September 30, 2027**

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

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

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

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

**COUNTIES TO BE SERVED:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**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, 2025, through September 30, 2027.

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

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

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



## Region 4 OS Reentry Program Conflict of Interest Disclosure

Please list any potential conflicts of interest with members of the Workforce Development Board, Local Elected Official Board, or the West Central OS Reentry Co-Chairs. Please see the Michigan Works! West Central website to review a list of current board members: [www.mwwc.org](http://www.mwwc.org) List name and corresponding Board:

Representative Name	Board Membership

Region 4 OS Reentry Program Co – Chairs:

John Timmers, Regional Manager

Jeanine Winger, Deputy Worden

Joe Jones, Community Representative

Shelly Keene, Executive Director Michigan Works! West Central