

Michigan Works! West Central

Request for Proposal

Region 4 OS Reentry Services

Economic Stability Service Provider

November 1, 2025 – September 30, 2028

The Region 4 OS Reentry area is comprised of thirteen counties. The Economic Stability proposal is being released for the following geographic area Kent County. The funding level for Kent Probation – November 1, 2025 – September 30, 2026 - \$77,916.67 / October 1, 2026 – September 30, 2028 - \$85,000.

INQUIRES AND PROPOSALS SHOULD BE DIRECTED TO:

Name: Chelsea Augustson
Title: OS Program Manager
Entity: Michigan Works! West Central
Address: 14330 Northland Drive, Big Rapids, MI 49307
Phone: (231) 679-8761
Email: caugustson@mwwc.org

ALL PROPOSALS ARE DUE BY 3:30 PM ON October 13, 2025

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 <http://www.michworkswc.org/about/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 formally incarcerated individuals in Kent County. 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 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 formally incarcerated individuals and similar moderate-to-high risk criminal justice system participants.
2. Demonstrated history and experience in providing reintegration assistance to formally incarcerated 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 with 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 pm on Friday, September 29, 2025, to Chelsea Augustson at caugustson@mwwc.org

2. Closing Submission Date

Bids must be submitted no later than 3:30 pm on October 13, 2025

3. Inquires

Inquiries concerning this RFP should be submitted in writing and directed to Chelsea Augustson at caugustson@mwwc.org no later than 3:30pm on September 23, 2025. All questions and answers will be posted on the Michigan Works! West Central website, www.mwwc.org no later than 3:30 pm on September 26, 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 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 and 11-month 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 November 1, 2025, 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 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 individual 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 on 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

1. Contact with potential employers promoting the hiring of the formally incarcerated individuals (must submit at least 3 new employers per month per Employment Specialist to the Community Coordinator by the 10th of each month via email).
2. Work with Community Coordinator in attending or planning employment workshops, Job Fairs, and other required events.

K. Employment Retention Services to be Provided

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

1. Formally incarcerated 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. Note that retention payments must be submitted monthly for reimbursement.

III. Historical Information

The available historical information is illustrated in the table below. 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.

Number of Services Provided from (05/1/24 – 05/31/25)					
County	Job Readiness	Job Search	Temporary Work Experience or Try-Out Employment	Education	Monthly Retention
Kent	36	17	0	4	20

IV. Statement of Work

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

- A. Provide background information on your agency. Describe how your agency will help Michigan Works! West Central attain the goals of the program.
- 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. Name the staff that will directly provide the services. Describe their qualifications and prior experience providing this service.
- I. Add any information you feel would be beneficial to the reviewers to know about the capabilities of you or your organization.

V. Proposal Evaluation

A. Submission of Proposal

All proposals shall be submitted via email to Chelsea Augustson, OS Program Manager at caugustson@mwwc.org **Proposals are due no later than 3:30 pm on October 13, 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:

Factors	Maximum # of Points
Bidder's capacity for and experience in providing Employment Readiness Services for formerly incarcerated individuals.	20
Cost of services provided.	20

Plan for providing Employment Readiness Services to formerly incarcerated individuals.	15
Capacity to assess, identify and monitor formerly incarcerated individual's barriers and assist with employment readiness needs to obtain a self-sufficient career.	10
Ability to provide employment services to each formerly incarcerated individual.	10
Plan for data collection.	25
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 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 formerly 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.

4 OS Reentry Program Pre-Bid Notice

All prospective bidders must complete this form and email it to Chelsea Augustson,
caugustson@mwwc.org.

Pre-Bid Notice must be received by 3:30 p.m. September 29, 2025. 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
November 1, 2025 – September 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:

November 1, 2025, through September 30, 2028.

SIGNATURE OF AUTHORIZED OFFICIAL: _____

TYPE NAME AND TITLE: _____

DATE: _____

Region 4 Area OS Reentry Program Conflict of Interest Disclosure

Please list any potential conflicts of interest with members of the Workforce Investment Board, Local Elected Official Board, or the Region 4 OS Reentry Co-Chairs. Please see the Michigan Works! West Central website to review a list of current board members: www.mwwc.org. List name and corresponding Board:

Representative Name	Board Membership

Region 4 OS Reentry Program Co – Chairs:

Jon Timmers, Regional Manager

Jeanine Winger, Deputy Warden

Joe Jones, Community Representative

Joe Haveman, Director of Government Relations Hope Network

Shelly Keene, Executive Director Michigan Works! West Central