

**JOB SEEKING SKILLS - JOB PLACEMENT SERVICES
MILWAUKEE COUNTY OFFICE OF THE SHERIFF
REQUEST FOR PROPOSAL # 6471**

SECTION 1 - INTRODUCTION

- 1.1 The Milwaukee County Office of the Sheriff is accepting proposals from qualified organizations to provide job-seeking skills training and job development/job placement services for inmates sentenced to the Milwaukee County Correctional Facilities with community access privileges.
- 1.2 Vendor will be required to provide services to the unemployed work release/Huber population and other qualified inmates. The goal will be to admit 300 inmates into job seeking skills training, and place in unsubsidized employment 75% of the inmates completing the training during the contract year.
- 1.3 The selected vendor will be required to cooperatively work with other vendors contracted by the Office of the Sheriff to provide job seeking skills and job placement services.
- 1.4 All proposals shall be submitted in accordance with all requirements and specifications included in this Request for Proposal (RFP).
- 1.5 Vendors are responsible for all costs incurred related to the proposal submitted.
- 1.6 The selected vendor will be required to sign a "Professional Services Contract". The term of said contract will be for a 12-month period; from January 1, 2010 to December 31, 2010. Contingent upon continued funding, that agreement may be renewed for an additional 12 month period, January 1, 2011 to December 31, 2011, and, one additional 12 month period after that, January 1, 2012 to December 31, 2012 unless either party notifies the other in writing of their intent to terminate the contract at the end of the current contract period. Such written notification must be received at least 120 calendar days prior to such termination.

SECTION 2 - PURPOSE AND SCOPE OF PROPOSAL

- 2.1 The purpose to this RFP is to contract with a qualified agency/organization to provide job seeking skills instruction, job development and job placement to inmates sentenced to the Milwaukee County Correctional Facilities who are unemployed upon admission.
- 2.2 Inmates sentenced to Milwaukee County Correctional Facilities must engage in program activities on a daily basis in order to earn good time. Job seeking skills classes and job search will be a program option for inmates who possess community access privileges or are within 60 days of release.
- 2.3 It is intended that inmates gain the knowledge necessary to successfully secure gainful

employment. Once inmates have the skills necessary to obtain employment, they may be allowed out into the community to seek employment. Once employment is secured, the inmate may be released for work.

- 2.4 The agency/organization providing these services may need to conduct programming at the Milwaukee County Correctional Facility – Central located in downtown Milwaukee and the Milwaukee County Correctional Facility – South located in Franklin, Wisconsin and at the vendor’s facility in the Community.
- 2.5 Target Population:
The target population will be inmates (male and female), sentenced to the Milwaukee County Correctional facilities for a period of 60 days or more. During the course of the contract, other populations may be identified for job placement services.
- 2.6 Intended Outcomes:
- Ability to complete job applications
 - Knowledge of labor market resources
 - Ability to complete job interview
 - Ability to present self appropriately
 - Ability to market self
 - Employment
 - Employment retention

SECTION 3 - DESIGN SPECIFICATIONS

- 3.1 Vendors will be required to include, at minimum, the following elements of instruction: Introduction to the concept of work; properly completing job applications; developing resumes and other materials; labor market resources (i.e. newspaper, JobNet, telephone book, telephone, etc.); understanding job duties and job requirements; hygiene, dress and presentation; transportation; conducting job interviews; obtaining employment in non-traditional situations; understanding wage and benefit packages; explaining conviction; accepting a job, keeping a job.
- 3.2 Vendor is responsible for aggressive job development/placement services for all participants enrolled in the program. A six-month follow-up report for all participants obtaining employment as a result of job placement efforts of the program is required.
- 3.3 In addition to program elements listed in section 3.1, vendors are encouraged to propose additional activities. All activities must conform to the general guidelines described in this RFP.
- 3.4 A proposed course syllabus must be submitted for the program. Course curriculum must provide participants with the job seeking knowledge, skill, and ability to obtain entry level to semi-skilled employment.
- 3.5 All sessions are to be offered on a full-time basis, approximately five hours per day, five

days per week. Sessions should be repeated at a minimum, on a bi-weekly basis. Sessions are to be conducted continuously during the contract term. The safety and security needs of the County Correctional facilities will dictate program schedules, but generally, sessions can be scheduled between 7:00 a.m. and 8:00 p.m., Monday - Friday. Programs or participants may be suspended, altered or terminated for security reasons or for such other reasons as determined by the Sheriff or his designee.

- 3.6 Prior to enrollment, all participants will be screened by the Office of the Sheriff 's classification section and will undergo assessment activities to determine eligibility/suitability for job placement activities. Assessment will consist of standardized testing to measure minimum academic grade levels and may include additional career assessment inventories. Inmates sentenced with special conditions or directives from the court may be referred and enrolled in the program without academic or other screening activities. Decisions to enroll, continue, re-enroll, terminate and graduate any inmate from the program should be made jointly, with Security and other program staff. If consensus is not reached, the decision of the Sheriff or his designee will be final.
- 3.7 Vendor is responsible for full professional cooperation and legal and authorized disclosure of information to designated Office of the Sheriff staff and other organizations and/or individuals identified by the Office of the Sheriff.
- 3.8 Vendor will be responsible to follow guidelines set forth by the Office of the Sheriff's policy in regards to authorization for inmate community access, job verification, wage assignments and other program activities.
- 3.9 Vendor may be required to attend meetings with the Office of the Sheriff staff to assess program effectiveness, participant progress, job placement success and follow-up and overall program operations.
- 3.10.1 Vendor is responsible for providing all materials, books, and supplies for all classroom portions of courses. Offset printing and photocopying will, if requested by vendor, be provided at cost by the County Graphics department. Adherence to copyright and licensing requirements is the responsibility of the vendor. All materials, textbooks, supplies and any other items given by the vendor to participants must be screened and approved by the Program Manager.

SECTION 4 - VENDOR REQUIREMENTS

- 4.1 By submitting a proposal, the vendor specifically stipulates that goods, personnel and services provided under the contract are in compliance with all applicable laws, codes, rules and regulations governing such services. This includes but is not limited to employment laws, licenses, copyrights, minimum staff qualifications and other legal and binding requirements.
- 4.2 Vendor must submit proof of automobile, worker's compensation and general liability

insurance which meet or exceed the coverage amounts specified in the attached sample Professional Services Contract. Such coverages must be maintained during the life of the contract including renewals.

- 4.3 Vendor must provide Federal Tax Identification Number.
- 4.4 All employees and agents of the vendor providing any service on-site at any of the County's Correctional facilities must first be screened and approved by the Sheriff or his designee. This screening may include, but not be limited to fingerprinting, reference check; criminal conviction check and active warrant check. The County's facilities arrest and/or charging with a criminal act including misdemeanors may result in such staff being immediately barred from the House of Correction facilities. Such determination will be made solely by the Sheriff or his designee.
- 4.5 Vendor must be able to provide qualified staff to conduct all services indicated in this RFP to meet or exceed all requirements and specifications. All vendor staff providing the program services on site must have a minimum of one year full time or equivalent employment counseling and job placement/job development experience. The Superintendent or designee may require such proof to verify this qualification.

SECTION 5 - PROPOSAL SUBMISSION AND EVALUATION

- 5.1 All proposals submitted for the services requested by the Sheriff's Office should be complete and clearly worded and must convey all of the information requested by the Office of the Sheriff. If significant errors or omissions are found in the proposal or if the proposal fails to conform to the essential requirements, the proposal will be rejected. When the proposal varies from what was requested, the Sheriff's Office alone will be the judge as to whether such variance is significant enough to warrant rejection of the proposal.
- 5.2 Proposals must be received in the offices of the Milwaukee County Clerk, Courthouse - Room 105, 901 North Ninth Street, Milwaukee, Wisconsin, 53233 no later than 3:00 p.m., on Thursday, October 15, 2009. It is strongly recommended that the proposal be delivered in person or sent certified mail, return receipt requested. On the outside of the envelope, "OFFICE OF THE SHERIFF COUNTY CORRECTIONAL FACILITY SOUTH -RFP # 6471" must clearly appear.
- 5.3 To be accepted, three copies of the proposal, each bearing an original signature, must be submitted.
- 5.4 All proposals must be valid for at least 120 days from the proposal submission deadline.
- 5.5 Questions regarding the services, goods and materials to be provided should be directed to:
Jan Brylow - Criminal Justice Program Manager
(414) 226-7061, 8:00 a.m. - 3:30 p.m. Monday - Friday

5.6 All proposals submitted will receive fair and impartial consideration. A Milwaukee County Professional Service Contract will be awarded to the vendor determined by the Office of the Sheriff to offer the most beneficial and cost effective service and otherwise found to be in the best interest of Milwaukee County. Such determination shall consider:

Annual Cost of Contract:	35%
Experience & Administrative Ability:	25%
Proposed Program Curriculum	30%
D.B.E. Compliance:	10%

5.7 All conditions and requirements of this Request of Proposal and successful bidder's proposal shall become part of the Professional Services Contract.

SECTION 6 - PROPOSAL FORMAT (NARRATIVE)

Provide a description of organization, complete program description and financial information. This section is limited to 10 single-spaced, numbered typewritten pages.

6.1 MISSION AND GOALS

Provide your agency's mission statement and the goals of your agency. Include a description of your agency's overall purpose, its primary target population and the desired outcomes for your clients.

6.2 EXPERIENCE AND ADMINISTRATIVE ABILITY

- A. Describe your agencies past experience in providing job readiness, job placement and job development programs.
- B. Describe your agency's past experience in serving offenders.
- C. Describe the extent to which your agency's Board of Directors reflect the target population to be served by this program. Attach as Appendix B, a list of current board members including name, address, office held, and the date when their term of service expires.
- D. Describe your agency's experience in meeting federal, state and county administrative requirements.
- E. Attach s Appendix D, and Equal Employment Opportunity Certificate. The applicant receiving the contract award must agree not to discriminate against any employee or applicant for employment because of race, religion, color, national origin, age, sex, handicap or sexual orientation.

F. As Appendix G, submit your agency's Certificate of Insurance.

6.3 SERVICE DELIVERY PLAN

- A. Describe how your agency intends to provide the proposed programs or services. Include a detailed curriculum/syllabus for the activities listed in Section 3.1 of this RFP.
- B. Describe any proposed goods or services that would compliment or enhance the overall program. Include a detailed curriculum/syllabus for each additional activity being proposed. NOTE: Items proposed under this option must be in addition to and not substitutions for the required program elements.
- C. Clearly specify the objectives for the proposed program or service.
- D. What strategies will be used to achieve the proposed outcomes?
- E. How will you know if you have achieved the outcomes proposed?

6.4 STAFFING PLAN

- A. Describe your agency's staffing plan for the proposed program. Include the title of each position and the percentage of time each position is devoted to the proposed program.
- B. Attach as Appendix A, an organizational chart for the proposed program, which clearly identifies the staff providing services at the County's facilities, and how they relate to the rest of your agency, including lines of authority and responsibility.
- C. Describe any special staff qualifications that you require of your staff, or that your staff may possess. Outline your agency's methods for orientating new staff, providing on-going staff training and communicating with staff, such as staff meetings.
- D. List by name, key staff and include a brief description of their qualifications.

6.5 COORDINATION ACTIVITIES

- A. Describe your agency's current or proposed linkages with community programs, providers and employers.
- B. Describe how your agency will coordinate activities with other agencies/employers in the community.

6.6 BUDGET INFORMATION

- A. Total annual cost for the 12-month contract period. Annual contract costs cannot exceed this amount. No claims for any costs or expenses beyond the stated annual cost will be

honored without the express written authorization of Milwaukee County. Milwaukee County's sole financial obligation to the successful bidder is limited to the total annual cost for services expressed in the vendor's response to this RFP and rendered under the terms of the contract.

- B. Describe your agencies other current funding sources.
- C. Attach a copy of your most recent independent financial audit report or Board of Directors approved financial statement as Appendix F.

SECTION 7 - INSTRUCTIONS FOR SUBMISSION

- 7.1 The following are the minimum requirements for proposal consideration and should be submitted in the following order.
 - 1. Cover letter - with original signature
 - 2. Narrative (Proposal Format) - address all questions in Section 6
 - 3. Appendix A - Organizational Chart
 - 4. Appendix B - Current Board of Directors
 - 5. Appendix C - Tax Identification Number
 - 6. Appendix D - Equal Employment Opportunity Certificate
 - 7. Appendix E - Disadvantaged, Minority and Women Business Enterprise Participation Form
 - 8. Appendix F - Copy of most recent independent financial audit report or Board of Directors approved financial statement
 - 9. Appendix G- Certificate of Insurance