

REQUEST FOR PROPOSALS (RFP)

for

Friends and Family Services 2023



ISSUE DATE: January 19, 2023

RESPONSES DUE: February 15, 2023

AWARD NOTIFICATION: March 3, 2023

City of Detroit

Michael E. Duggan, Mayor

Nicole A. Sherard-Freeman, Group Executive – Jobs, Economy & Detroit at Work

Mayor's Workforce Development Board

Cynthia J. Pasky, Co-Chairperson

David E. Meador, Co-Chairperson

Detroit Employment Solutions Corporation

Calvin C. Sharp, Chairperson

Terri Weems, President



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Friends and Family Services (FAFS) 2023 RFP

BIDDING INFORMATION	
Issue Date:	January 19, 2023
Questions Deadline:	<p>January 27, 2023, at 5:00 PM (EST)</p> <p>All questions should be received in writing via email to procurement@detempsol.org.</p> <p>To be properly received, <u>Email Subject line must include:</u></p> <p style="text-align: center;">Questions for FAFS 2023 RFP</p> <p>DESC will provide a response to all companies/individuals that requested an RFP via email upon completion of responses.</p>
Response to Questions:	<p>February 1, 2023, at 5:00 PM (EST)</p> <p>Responses to questions will be available at this link: https://www.descmiworks.com/opportunities/rfps-and-rfqs/</p>
Proposal Due Date:	<p>February 15, 2023 at 5:00 PM (EST)</p> <p>Responses must be received electronically by email to: procurement@detempsol.org.</p> <ul style="list-style-type: none"> Files submitted via email must not exceed 25 MB. Do not include embedded links to external information in proposal submissions. Links provided in response to this RFP will not be evaluated. To be properly received, <u>Email Subject line must include:</u> <p style="text-align: center;">Response to FAFS 2023 RFP</p> <ul style="list-style-type: none"> Proposal email submissions that include DESC staff will not be accepted. Confirmations of proposals received will be provided within 48 business hours of receipt. <p>Please note: Allow ample time for submitting your proposal. DESC strongly encourages submitting at least two (2) business days prior to due date above. DESC will not extend the submission deadline due to technical issues or outages.</p> <p>DESC WILL NOT ACCEPT PAPER/HARD-COPY OR LATE PROPOSALS.</p>
Award Notice:	The award notification is planned to be provided by March 3, 2023
Contract Start Date:	The contract period is scheduled to begin March 6, 2023



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I. INTRODUCTION

The Mayor's Workforce Development Board (MWDB) is directly responsible and accountable to the State of Michigan, Labor and Economic Development, Workforce Development (LEO/WD) for the planning and oversight of talent development programs in the City of Detroit. Designated by the MWDB, Detroit Employment Solutions Corporation (DESC) serves as the fiscal and administrative entity that provides workforce services to job seekers and employers. DESC's primary funding streams include Workforce Innovation and Opportunity Act (WIOA), Temporary Assistance to Needy Families (TANF) that funds Michigan's PATH (Partnership. Accountability. Training. Hope.) employment program, Food Assistance Employment and Training (FAE&T), Wagner-Peyser Employment Services (ES), and other public and private funding. DESC anticipates receiving American Rescue Plan Act (ARPA) funding to support contracts as a result of this competitive bid process.

In July 2019, the MWDB and DESC, known collectively as Detroit at Work, launched a re-designed public workforce system. This included expanding from 3 to 9 Career Centers; doubling the number of youth service locations; physical co-location of federally funded programs with a common intake process; a centralized call center that serves as a single point of entry to our system; expansion of technology-enabled and web-based services; and integration of on-site financial coaching services. In addition, one of the most critical components of the new system has been reorienting program delivery through a Human-Centered design lens that puts the customers' needs at the center of service delivery.

Additionally, this RFP is in support of the Violence Prevention Partner. The Violence Prevention or Intervention Partner in each local area is familiar with and respected by individuals at a high risk of violence, and work in partnership with the local justice system partner and experienced in the services and strategies required to interrupt the cycle of violence. Specific duties of the Violence Prevention Partner include: (1) participant recruitment; (2) referrals from the Justice partner and other collaboration with the Justice partner; (3) the provision and use of risk assessments; (4) service delivery for the required violence prevention, (5) mentorship, (6) conflict resolution program components and competencies; (7) participant referrals to social services; and other services for the program provided by the Violence Prevention Partner

DESC, in partnership with MOWD, is seeking proposals from qualified individuals and/or firms to provide direct community outreach, recruitment and ongoing support services geared towards high-risk individuals for Detroit at Work Friends & Family (DAW F&F), an innovative and intensive employment and training program launched by MOWD and DESC in late 2019 to address the employment opportunity gap for many involved in violence. For clarity, this initiative is a community-based strategy in support of the Detroit Police Department's primary focus on public safety.

DESC plans to award **one or more contracts** for requested services as detailed in this RFP. While no single initial award will exceed \$ 75,000 additional contracts or awards for expanded services may be considered in the future as we continue to seek additional resources to increase our investment beyond current funding availability.



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II. CONFIDENTIALITY

DESC will treat as confidential any non-public information that we receive from you in our discussions about the transaction contemplated by your RFP (other than information that we also receive from other, non-confidential sources, or that we independently develop ourselves).

III. ORGANIZATION QUALIFICATIONS

Eligible applicants include non-profit organizations, private for-profit companies, units of local government including community colleges and universities, and faith-based and community organizations.

Small businesses, minority-owned firms, women's business enterprises, and labor surplus area firms are particularly encouraged to apply.

Organizations and individuals are ineligible if they are currently barred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by a federal department/agency, or if they are not in compliance with the State of Michigan Department of Revenue or Internal Revenue Service requirements.

Applicants must possess the following:

- All required licenses, bonding, equipment, and identified core personnel necessary to perform the work as required in the RFP;
- Documentation of the business structure (e.g. corporation., LLC, sole proprietor, partnership, etc.) you have registered to conduct business; and
- Personnel policies and procedures demonstrating compliance with Equal Employment Opportunities requirements, Americans with Disability Act, and Drug Free Workplace and Byrd Anti-Lobbying Act.

Applicants must assure the ability to comply with all applicable laws and regulations, as well as the nondiscrimination and equal opportunity provisions of 29 C.F.R. § 38.25, if awarded a contract and remain in compliance for the duration of the award.

Applicants must be financially and operationally stable and must possess sufficient scale in terms of staff and other resources to support DESC throughout the term of a contract, if awarded as a result of this RFP.

- a) If a contract is awarded as a result of this RFP, Applicants must be able to comply with insurance requirements, as necessary based on the nature of the particular contract. Required coverage may include Commercial General Liability Policy (A \$3,000,000 per occurrence) with the following coverages:
- Broad form property damage
 - Premises/Operations
 - Independent Contractors
 - (Blanket) Broad form Contractual
 - Personal Injury



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- b) Workers' compensation insurance, as required by law,
- c) \$1,000,000 combined single limit automobile liability insurance, including hired and leased vehicles, owned and non-owned autos, and "no fault" coverage,
- d) Errors and omissions liability insurance with minimum limits of \$1,000,000 per occurrence and \$1,000,000 dollars aggregate,

To be considered for an award for this service, the proposing organization or individual must meet the following qualification:

Applicant must have at least **two (2) years** of experience providing requested services described in this RFP.

IV. SCOPE OF WORK

DESC is seeking one or more local, community-based partners to serve as key partners of the Detroit at Work Friends & Family (DAW F&F) initiative, by directly intervening, interacting with, and recruiting high-risk justice-involved individuals ages 18-24.

DAW F&F aims to achieve the following six (6) inter-connected goals by providing high-touch community engagement, intensive case management, and the creation of jobs and training:

1. Improve the life trajectories of individuals at the highest risk of being involved in gun violence ("high-risk individuals") by providing them with job readiness, job placement, and long-term supportive services
2. Support efforts to decrease violence (e.g. number of gun shootings, homicides, etc.) within target Detroit geographies by providing high-risk individuals with new and sustainable pathways to economic opportunity and financial stability•
3. Help young adults to increase their conflict resolution skills and develop strategies to prevent and avoid violence.
4. Introduce and prepare young adults for the world of work.
5. Help young adults identify career interests, attain relevant skills and gain work experience.
6. Provide income to young adults, to start them on the path of earning living wages and obtaining high-quality jobs and careers.

Evidence from related programs across the country indicates that success in achieving these goals is dependent upon identifying, influencing, continuously engaging, and serving individuals from the target geographies who are deemed to be the highest at risk of being a victim of or perpetrating gun violence. Accordingly, DAW F&F is seeking an organization with deep ties to one or all of the target geographies to provide the following services:

1. Direct community outreach and recruitment of high-risk individuals, high-touch 24/7 engagement
2. On-going, intensive support of high-risk individuals that is provided in close coordination with DAW F&F employment case managers



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3. Cognitive behavioral therapy (CBT) for program participants and, as applicable, DAW F&F staff and other relevant stakeholders. CBT principles and approaches should be infused throughout the DAW F&F program.

Prospective applicants must directly provide the first and second services described above. DAW F&F also seeks applicants that can provide CBT through leverage resources; we will not fund CBT directly but will view proposals that provide this service more favorably. If CBT services are proposed the general expectation is for CBT services to be provided for program participants, DAW FF staff, and community outreach team members as needed to effectively address clinical/development needs and post-secondary trauma.

The following sections outline the expectations for service, staffing, and staff compensation.

A. Service Expectations

Program referrals

DAW F&F aims to conduct community outreach and gather program referrals for justice-involved young adults aged 18-24 residing in the city of Detroit. The overall expectation for the selected applicant(s) is to produce a total of 80 referrals per year that are assessed by the selected applicant(s) to meet program eligibility and result in 40 successful enrollments. The eligibility determination will be determined by DESC staff, in collaboration with the selected applicant(s) team member, based on the following three factors:

1. Degree to which the individual is at risk of being involved with gun violence
2. Level of involvement with the Justice System
3. Level of engagement and success the individual has with the DAW F&F program

The proposal should provide a description of how these three factors will be defined. DESC would outline any negotiated referral definitions and evaluation criteria in the contract with the selected applicant(s).

Program facilities and location of service

DAW F&F employment services are currently delivered by DESC staff through a variety of methods (face to face, phone, etc.) and at a variety of community-based locations. In the future, DESC may procure or designate a physical location that is dedicated to providing employment services to DAW F&F program participants.

DESC will also consider designating community-based locations as service sites for the outreach, recruitment and ongoing engagement services outlined in this RFP, if it is determined that such an arrangement will positively benefit participants.

If agreeable to DESC and the selected applicant(s), community-based locations proposed by the applicant(s) may also be used for the provision of DAW F&F employment services. **Therefore, prospective applicants may propose to provide some or all of the requested services at a location they currently own, lease or otherwise occupy. Prospective applicants may include allowable facility costs in their proposal budgets, with the understanding that the final project budget must be negotiated and agreed to by DESC.**



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B. Staffing Plan Expectations

The selected applicant(s) should deploy community outreach teams that consist of at least one central coordinator with additional staff as needed to effectively meet program expectations. Team members should have an innate understanding and personal knowledge of specific communities as it pertains to gang and community violence.

DAW F&F expects the community outreach team members to perform the following duties:

1. Engage the highest risk justice-involved individuals/participants with frequent attempts and contact through home visits, street-level engagement, and relationship-building activities
2. Provide participants with robust accompaniment to prosocial alternatives including activities, training, jobs, education, case management, and social services
3. Serve as a coach and mentor to participants and be a 24/7 point of contact
4. Practice relentless outreach to ensure participants are actively involved, engaged, and responsive to DAW F&F program
5. Provide linkages and support to participants to enhance their use of opportunities and programs in the community (job programs, GED, substance abuse treatment, CBT, mentoring, etc.)

DAW F&F expects the community outreach team members to have the following attributes:

1. Proven ability to work one-on-one and in groups with high-risk individuals to resolve conflicts and promote prosocial behaviors
2. Demonstrated ability to work on the street and in other unstructured situations deemed high-risk by reputable data sources
3. Proven capacity to be trained in cognitive-behavioral therapy, motivational interviewing, conflict de-escalation, and trauma-informed care and applying those principles in daily work with participants and co-workers
4. Clear exhibition of emotional maturity, good judgment, integrity, tolerance of differing points of view and beliefs, and commitment to nonviolence

DAW F&F expects the designated community outreach team leaders from the selected applicant (s) to perform the following duties:

1. Manage, organize, lead, coach, and coordinate the community outreach team members
2. Track the performance of team members and help improve performance as needed
3. Serve as the primary point of contact and engagement between DAW F&F employment services team members and the community outreach team members
4. Provide participants with robust accompaniment to prosocial alternatives including activities, training, jobs, education, case management, and social services
5. **Serve as a coach/mentor to participants and be a 24/7 point of contact for both the DAW FF participants and outreach team members**

DAW F&F also expects the selected applicant(s) to provide resources, support, and input on how to best maintain the personal safety of the program participants and staff members.



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C. Leveraged Funding Expectations

DESC expects selected applicant(s) to leverage resources in the delivery of outreach and engagement services to high-risk participants of DAW F&F. This can include in-kind or cash contributions. DESC anticipates moving towards a system where the resources will be more strictly defined as a “match” that is tracked and documented in the same way as line-item expenses. For this RFP and the initial one-year contract period, we are requiring prospective applicants to describe these resources by line-item category included in **Attachment A, DESC Budget Template, Leveraged Resources Worksheet** tab. We will not require applicants to track and report utilized resources as “match” in line-item invoices during year one, but we will request a qualitative quarterly summary report. DESC will consider the level and potential impact of proposed leveraged resources when scoring the proposals. Examples of desirable resources include but are not limited to: donated facilities, supportive services (e.g., mental health services) or frontline staff support (e.g., cognitive behavioral therapist) for DAW F&F participants that are leveraged through other public or privately funded sources, donated supplies and equipment that is used directly in serving participants. All leveraged resources should be allowable under the Omnibus OMB Circular.

D. Other requirements

The Detroit at Work brand and experience

It is our aspiration that all Detroit at Work service providers will be enthusiastic and proud to help us build and promote the Detroit at Work brand. While services will vary there should be a baseline level of uniformity across service providers to ensure a consistent and reliable job seeker experience in Detroit.

Data collection, continuous improvement, and evaluation

All providers will be required to complete timely and accurate data collection. They may also be required to utilize DESC’s local Workforce Information Management and Data Exchange System. Providers must participate fully in evaluation efforts. This includes the following:

- 1. Maintain participant enrollment, activity, and outcome records.**
- 2. Document and verify applicable contract performance metrics.**
- 3. Participate in efforts to measure and continuously improve performance of the individual provider and the citywide workforce system.**

V. COOPERATIVE APPLICATIONS

If two or more organizations plan to share responsibility for carrying out the main work of the grant, then those organizations may partner as co-grantees with one organization being designated as the “lead”. However, each organization will be equally responsible for the performance and financial obligations. This relationship need not result in a new legal entity being formed, but some form of a contractual relationship must be documented and submitted that reflects the roles and responsibilities of the party.

If one organization will be responsible for the overall work of the grant, with other organizations performing separate and distinct functions to serve or aid that principal effort, then such other organizations must be procured by the prospective applicant as a subgrantee or subcontractor.



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Subcontractors and subgrantees cannot be identified in a bid proposal response or bid proposal budget unless they were competitively procured for the intended purpose prior to the submission of the bid/proposal. The prospective applicant must ensure that the identified parties were properly procured, or the proposal must be rejected.

All professional qualifications required of the primary provider must also be met by any subcontractors, and these qualifications must be described in the proposal.

DEFINITIONS

[Grantees] Grantees are defined as “a recipient of funds under a grant or grant agreement. Synonymous with ‘Recipient’.

[Sub-grantees] Sub-grantee is synonymous with sub-recipient which means a non-Federal entity that receives a subaward from a pass-through entity to carry out part of a Federal program.

[Sub-contractors] A sub-contractor is a vendor that provides goods or services to the contractor.

(Please note: DESC’s procurement policy follows the guidelines set forth in the Workforce Development Agency, [Policy Issuance 19-30 Change 1](#). DESC’s procurement guidelines will also follow guidance as set forth by the Grantor supporting contracted services as a result of this competitive bid process.

VI. AWARD, TERM AND RENEWAL INFORMATION

If a contract is awarded as a result of this RFP, it will be a one (1)-year **vendor-based** contract. **The period of performance will be for a minimum of twelve (12) months and will not be earlier than March 6, 2023, or later than February 28, 2024.**

Award amounts will be determined solely at DESC’s discretion after review and evaluation of the proposals. If more than one contract is awarded pursuant to this RFP, the applicant acknowledges and understands that contract award amounts may differ between vendors and that the determination is made at DESC’s sole discretion.

Based on performance during the initial contract period and contingent upon availability of funds, contracts may be extended for two (2) one-year (1) renewal options. Any renewal option exercised under this contract is effective only after approval by the DESC Board of Directors and/or the President, as required.

In the event that additional funds become available, DESC reserves the right to use such funds to select additional providers from proposal applications received in response to this RFP. If no funds or insufficient funds are appropriated to DESC, or if funding is otherwise unavailable during the period of payment due under the contract, then DESC, upon written notice to the vendor, shall have the right to amend or terminate the contract without any penalty or expense to DESC.

VII. PROPOSAL REQUIREMENTS

Accuracy and Completeness of Information: All information pertaining to the prospective applicant’s approach in meeting the requirements of the RFP shall be organized and presented in the prospective applicant’s proposal. The instructions contained in this RFP must be strictly followed.

Accuracy and completeness are essential. Omissions and ambiguous or equivocal statements will be



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viewed unfavorably and may be considered in the evaluation. Since all or a portion of the successful proposal may be incorporated into any ensuing contract, all applicants are further cautioned not to make any claims or statements that cannot be subsequently included in a legally binding agreement.

Ambiguous or inaccurate budget information is a basis for proposal disqualification.

VIII. RFP PROCESS AND PROCEDURES

A. Questions, Question Deadline and Responses to Questions

Should a vendor have any questions about this RFP or be in doubt as to the true meaning of any portion of this RFP or find any patent ambiguity, inconsistency, or omission herein, the prospective vendor must make a written request for an official interpretation or correction.

Prospective vendors are advised that no oral interpretation, information, or instructions provided by an officer or employee of DESC shall be binding upon DESC. DESC will only honor questions submitted in writing.

All questions regarding the RFP shall be received by email no later than **January 27, 2023 at 5:00 PM (EST)** to procurement@detempsol.org.

To be properly received, Email Subject line must include **Questions for FAF 2023 RFP**

Responses to questions will be available by **February 1, 2023 at 5:00 PM (EST)** and available at this link: <https://www.descmiworks.com/opportunities/rfps-and-rfqs/>

DESC does not guarantee a response to questions received after the question deadline. NO TELEPHONE CALLS WILL BE ACCEPTED.

ALL INQUIRIES MUST BE VIA EMAIL at procurement@detempsol.org.

B. Preparation of Proposals

DESC reserves the right to reject proposals that do not meet these requirements and they may not be evaluated. Do not include embedded links to external information in proposal submissions. Links provided in response to this RFP will not be evaluated. Applicants must provide written notice in the proposal of intent to take exception to any requirements of the RFP. Such exceptions may reflect negatively on the evaluation of the proposal. Information detailed below must be provided for all entities identified as co-grantees in the proposal.

1. **Table of Contents** (listing all documents submitted for response to this RFP)

2. **Proposal Response**

Must be composed in a single document and entitled **FAF 2023 RFP Response**. Acceptable document formats are: MS Word or PDF.

Page limits for the RFP response:

- Single applicant proposals are limited to Twenty (20)-pages; double-spaced using a 12-point font unless stated otherwise in the preparation directions.
- Two (2) or more Co-applicants are limited to Thirty (30)-pages; double-spaced using a 12-point font unless stated otherwise in the preparation directions.



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Page limits do not apply to: financial documents, price proposal, subgrantee and/or subcontractor agreement documents or attachments (resumes, organizational charts, etc.).

Proposal response or attachments should not be handwritten, should be of good copy, quality, readable and legible. Each page should be numbered in this format '*n of N*'. Proposal response should be composed as follows:

a) **Summary**

Provide a one (1) to two (2)-page summary of the proposal that outlines background/history of experience implementing high-impact violence intervention strategies in high-risk Detroit communities through direct intervention and interaction with at-risk individuals, previous clients, and experience working with non-profits of a similar size/nature to DESC.

b) **Qualifications**

Applicant shall provide the following information that describes qualifications to successfully carry out activities described in the RFP. **This information must be provided for all entities identified as co-grantees in the proposal.**

- i. **Philosophy & Vision:** Briefly describe your organization's mission, philosophy, and basic service offerings. Explain why your organization is uniquely qualified to successfully carry out the work described in this RFP. Indicate whether your organization currently or previously utilized trauma-informed practices.
- ii. **Related Experience:** Describe your experience working with the target population(s), including the length of time your organization has served this population(s).
- iii. **Staffing Plan and Professional Development.** Indicate the type and quantity of staff you propose to employ to provide services, including position titles, required qualifications, and full-time/part-time status. Identify whether any current staff will be assigned to this grant if awarded. Describe qualifications and experience of key staff and attach their resumes. Describe how you currently onboard new staff and promote ongoing professional development. Is your staff trained in Trauma Informed Care, Mental Health First Aid or Motivational Interviewing?
- iv. Provide documentation of Incorporation (Inc. LLC, etc.) and/or include 501 (c) 3 papers (if applicable)

c) **Performance History**

The applicant shall provide the following information that demonstrates a proven track record:

1. **References.** Provide at least three (3) references of individuals who have participated in your organization's program who can attest to the qualifications presented in this bid.
2. Provide at least three (3) letters of support from financial funders/sponsors of your organization or community partners your organization has partnered with who can attest to the qualifications presented in this bid.



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3. **Contract Termination Information.** Indicate if Applicant's has had a contract terminated for any reason within the last five (5) years?
4. **Claims or Lawsuits.** Indicate if any claims or lawsuits brought against the individual or organization proposing service within the last five (5) years.

d) **Service Delivery Description**

The applicant shall provide the following information describing a service delivery model that effectively achieves the stated DAW F&F program goals and referral targets. In answering the questions below, indicate whether you are proposing any practices, tools or models to ensure optimal effectiveness and service delivery.

1. Clearly state your proposal for the structure of the community outreach teams:
 - a) Indicate the type and quantity of staff you propose to employ to provide services, including position titles, associated qualifications, and full-time/part-time status.
 - b) Indicate how many community teams will there be and how many individuals will be on each team.
 - i. What will be the designated roles and responsibilities of each individual?
 - ii. How will you ensure community outreach team members will have demonstrated knowledge of the target population?
2. How will you ensure community outreach team members are making referrals of individuals who are justice involved and truly highest at risk of being involved in gun violence within the target geography?
3. As stated previously, the target for this program is to produce a minimum of 40 successful enrollments.
 - a) How do you propose to submit referrals to the DAW FF staff?
 - b) How will the community outreach team members perform the roles and responsibilities previously defined below after the referral has been made to DAW F&F?:
 - i. Engage highest risk individuals/participants with frequent attempts and contact through home visits, street level engagement, and relationship building activities
 - ii. Provide participants with connections and robust accompaniment to prosocial alternatives including activities, training, jobs, education, case management, and social services
 - iii. Work directly with and influence the highest at-risk individuals and/or participants to help violence
4. Do you propose teaching any curriculum to program participants at the established DAW locations? If so, what does this curriculum consist of?



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5. Training

- A. What type of training will be provided to community outreach team members to ensure they are able to effectively execute their roles and responsibilities, engage with the target population, and ensure the safety of themselves and of program participants and referrals?
- B. If the referrals being made do not meet the stated expectations, how will this issue be addressed?

6. Safety

The absolute primary priority of this program is the physical, psychological, and emotional safety of the community outreach team members, DAW F&F program staff members, program participants, and any other individual directly or indirectly involved or in the vicinity of the program.

- A. How do you propose to address potential safety and security concerns at these locations? How do you plan to ensure the safety of DAW FF staff, community outreach team members, and program participants or potential referrals?
 - i. Describe a past experience in which a program participant brought a weapon to your site. How did you respond? What were the consequences and process used to reduce and eliminate the safety risk?
 - ii. What is your organization's experience, relationship, interaction process, and coordination with the law enforcement (city and/or state level) in doing the type of work described in this RFP?
- 7. Requirements for utilizing facilities: Clearly state how you propose to utilize facilities that may be identified for program participants to engage with DAW FF case managers.
 - A. Which geographies will the outreach teams operate in? What are the specific geographic boundaries?
 - B. What are your proposed hours of operation and how will extended evening and/or weekend hours be structured?
 - C. Indicate whether or not you are proposing the use of existing facilities your organization currently has available or plans to have identified for this program.
 - i. If applicable, what amenities, room structure and equipment do you propose this space needs to best serve the target population?



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8. Case management, communication and coordination with DAW F&F
 - A. Explicitly describe how you propose to handle case management and coordinate case management with the DAW F&F staff.
 - B. How will the community outreach team communicate with DAW FF team?
 - C. Who will be primary point of contact between DAW FF and the CBO's community outreach team? How should this communication channel operate on a routine basis?
 - D. How should any process issues be communicated to the outreach team?
9. Implementation timeline
 - A. Include a detailed timeline of key program activities, including expected start-up time, new staff onboarding, implementation, and other key activities.
 - B. Clearly indicate how you plan to sequence in the key required services over the first twelve-month contract period.

e) **Administrative Capacity**

Applicants shall provide the following information to determine administrative capacity necessary to support DESC throughout the term of a contract, if awarded as a result of this RFP.

1. **Attach** Organizational Chart detailing current key staff and reporting structure.
2. **Attach** Resumes of Key Staff and Designers on your team that may be assigned to complete assignments for DESC. Information must include, as applicable:
 - a. Name.
 - b. Title.
 - c. Place of legal employment.
 - d. Education and Training.
 - e. Software application skills and years of experience staff has with software.
3. Describe process and methods to track project hours.
4. **Attach** Entity's business registration documentation registered to conduct business. (e.g. corporation., LLC, sole proprietor, partnership, etc.) Include 501 (c)3 papers (if applicable).

f) **Price Proposal**

Bidders are requested to make a firm cost proposal to DESC. If a contract is entered into as a result of this RFP, DESC will not provide reimbursement for any activities outside of the agreed to terms and conditions.



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DESC asks applicants to submit a line-item, cost-reimbursement budget, using **DESC Budget Template (Attachment A)**, provided with this RFP.

- a) **Budget.** Applicants should provide a detailed budget and budget narrative for the period of **March 6, 2023 to February 28, 2024**. The budget should reflect cost effectiveness, as measured by low administrative costs. Applicants are required to account for any and all costs that may be associated with the requested services, including professional, administrative, and overhead costs. Identify any proposed performance-based profit payments. Please use the budget template provided. Indirect costs are limited to 10% in cases where the applicant does not have a federally approved Negotiated Indirect Cost Rate Agreement (NICRA). Direct administrative costs may exceed the 10% threshold.
- b) **Budget Narrative.** Applicants should also provide a detailed budget narrative explaining all costs contained in each line-item of the proposed budget. Ambiguous or inaccurate budget information is a basis for proposal disqualification. In addition, applicants must describe cash or in-kind contribution in **Attachment A tab entitled: Leveraged Resources Worksheet**.
 - a) Detailed personnel costs: List all positions by job titles (including number of full- time equivalent positions [FTEs] and annual salary rates).
 - b) Non-personnel costs: List all items with sufficient information to make price comparisons. List all anticipated travel expenses.
 - c) Indirect costs: Provide a separate line item for proposed indirect costs. Identify and justify the rates and amounts of these costs in the budget narrative and attach backup documentation.
3. **Financial Fit and Capacity** section of the proposal response must be composed in a separate document and submitted as an attachment with RFP proposal response. **Include Financial Fit in the attachment's title.** Acceptable file formats are MS Word, MS Excel or PDF.

Financial Fit and Capacity response must be provided for all parties identified as co-grantees in the proposal.

***Note:** any applicants and/or proposed co-grantees, subcontractors or other partners deemed by DESC or funder to be financially insolvent are subject to disqualification. A contract may not be awarded without a determination of Financial Fit and Capacity as it relates to this RFP.*

Applicants shall provide **one (1)** of the following options to determine financial fit and capacity necessary to support DESC throughout the term of a contract, if awarded as a result of this RFP.

Options	Statement	Years:		
1	Balance Sheet and Income Statement	2021	2020	2019
2	Tax Returns	2021	2020	2019
3	Audited financial statement *	2021	2020	2019

* Required if the agency has more than \$750,000 or greater in federal funds.

Note: Provide a summary explanation if financial information cannot be provided from options stated above.



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4. **DESC Cover Sheet (Form A).**

This document must be submitted as a separate attachment with RFP proposal response. Template is included as an attachment with this RFP. **This document must be signed and submitted as a separate attachment with RFP proposal response.** Form A must detail the full legal name and business address of the prospective subrecipient, including a street address if different from the mailing address, and must be signed and dated by the person or persons authorized to bind the prospective subrecipient. **A Separate cover sheet (Form A) is required for each co-grantee, detailed in the response.**

5. **Representations and Certifications**

This document must be submitted as a separate attachment with RFP proposal response. Template is included as an attachment with this RFP. Provide as applicable below.

If registered with www.SAM.gov, provide Representations and Certifications Report; otherwise; If not registered with SAM.gov, complete and provide DESC Representations and Certifications for RFP Offerors as provided in this RFP. **This information must be provided for all entities identified as co-grantees in the proposal.**

6. **Co-Grantee Agreements.** If two or more applicants are submitting a proposal as co-grantees, response must include Memorandum of Understanding (MOU) that clearly outlines the roles and responsibilities of each partner. MOU must state that all co-grantees are equally responsible for performance and financial obligations and signed by authorized Agents of each entity. Agreement must be included with Attachments as described below. Acceptable file formats are MS Word or PDF. Agreement response must be composed in a separate document and **include MOU Agreement in the title of the file.**

7. **Subgrantee and/or subcontractor agreements section** (if applicable)

Subgrantee and/or subcontractors that will receive funds as a result of this competitive bid process must be procured. For each subgrantee or subcontractors identified in the RFP response, the following documentation must be provided:

- a) RFP/Q Solicitation detailing issue and response dates.
- b) Bid list or copy of the advertisement.
- c) Awarded Applicant(s) response.
- d) The summary document listing all respondents and scores/rankings.

Agreement response must be composed in a separate document and **include Subgrantee Agreement in the attachment's title.** Acceptable file formats are MS Word or PDF. **This information must be provided for all entities identified as co-grantees in the proposal.**

C. **Changes in Proposal Requirements**

DESC may make changes to the requirements of this RFP as it deems necessary. Such changes will be in writing, issued by DESC and will be publicized or sent to applicants who have formally identified themselves as a potential vendor. If changes are made, DESC may, at its discretion, extend the time allowed for submission of proposals.



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D. Submittal Information

Prospective vendors shall submit their proposals in the following order and must contain the elements listed below, including all applicable attachments.

1. Table of Contents

2. Proposal Response, required

- a. Summary
- b. Qualifications
- c. Performance History
- d. Service Delivery
- e. Administrative Capacity
- f. Price Proposal using Attachment A: *(provide budget and budget narrative as separate documents)*, required

3. Financial Fit/Capacity, required

4. DESC Cover Sheet (Form A), required

5. Representation and Certifications, required

6. Co-Grantee Agreements. (if applicable)

7. Subgrantee and/or subcontractor Agreements (if applicable)

E. Submittal Instructions

1. Proposals must be received electronically on or prior to the exact date and time detailed herein.
2. Attachments should be of good copy, quality, and legible.
3. Do not include embedded links to external information in proposal submissions. Links to external information provided in response to this RFP will not be evaluated.
4. Responses must be received no later than **February 15, 2023 at 5:00 PM (EST) by email to: Procurement@detempsol.org**. Files submitted via email must not exceed 25 MB.
5. To be properly received, Email Subject line must include **Response to FAF 2023 RFP**

Important Note: Allow ample time for submitting your proposal. DESC strongly encourages submitting at least one business day prior to due date above. DESC will not extend the submission deadline due to technical issues or outages.

Due to the nature of this solicitation, proposal email submissions that include DESC staff will not be accepted. Confirmations of proposals received will be provided within 48 hours of receipt.

DESC WILL NOT ACCEPT PAPER / HARD-COPY OR LATE PROPOSALS.

F. Changes in Facts

Applicants shall advise DESC during the time the proposal is open for consideration of any changes in the principal officers, organization, the financial ability of, or any other facts presented in the proposal with respect to the applicant or the proposal immediately upon occurrence.



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G. Communications

Applicants must submit all inquiries related to this RFP in writing to procurement@detempsol.org. Due to the competitive nature of this procurement, prospective applicants should refrain from communicating with DESC staff or stakeholders regarding elements of this procurement opportunity. Individualized technical assistance is not available to assist in completing a response to this RFP. DESC reserves the right to disqualify an Applicant's proposal from evaluation for failure to comply with requirements of this RFP.

H. Evaluation Procedures, Oral Presentations, and Site Inspections

Following the receipt of the applicant's proposal, a DESC designated evaluation committee will evaluate each response. All proposals which meet the required format of this RFP will be evaluated. Any proposal determined to be non-responsive to the specifications or other requirements of the RFP, including instructions governing submission and format, will be disqualified unless DESC determines, at its sole discretion, that noncompliance is not substantial or that an alternative proposal by the prospective vendor is acceptable.

DESC reserves the right to request additional information to amplify, clarify, or support proposals. DESC also reserves the right, at its own discretion, to request oral presentations regarding proposals received in response to the RFP. Failure to make an oral presentation after one is requested by DESC will be grounds for rejection of your proposal.

Applicants will be notified by DESC of the date, time and location for any pre-award survey, site inspection, or oral presentation, if one is requested. A final determination will be made by DESC after any pre-award survey, site inspection, or oral presentations are completed.

Applicant programs will be evaluated in accordance with the criteria listed below. Please note, only finalists will be invited for an oral presentation, as required. DESC reserves the right to award or reject funding for a proposal. Decisions regarding applicant proposals are the final determination of DESC.

CATEGORY		MAXIMUM POINTS POSSIBLE
A.	Summary	4
B.	Qualifications	15
C.	Administrative Capacity	10
D.	Performance History	10
E.	Service Delivery Description	35
F.	Price Proposal	20
G.	Financial Fit/Capacity	6
TOTAL MAXIMUM POINTS – WRITTEN PROPOSAL		100



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I. Pre-Award Termination of RFP process

DESC in conjunction with the MWDB reserves the right to cancel this RFP in part or in its entirety, to accept or reject any or all proposals received, to waive any non-conformity, to re-advertise for proposals, or withhold the award for any reason DESC determines, and to take any other appropriate action regarding this RFP that is in the best interest of DESC.

DESC reserves the right to negotiate with all qualified entities. This RFP does not commit the MWDB or DESC to award a contract, to pay any costs incurred in the preparation of a proposal under this request, or to procure or contract for services.

J. Requests for Feedback and Information

A request for information related to this request for proposals can be made in writing via email to procurement@detempsol.org. Include FOIA Request in the subject line. Describe the records you seek and the format (hard copy or electronic). Provide Requestor's name, email address, physical street address and contact phone number.

K. Contract Negotiations/Stipulations

The RFP is competitive. Each proposal should be submitted in the most favorable terms that the prospective vendor can submit from a technical and price standpoint. The offer is subject to negotiation, but costs cannot increase during contract negotiation unless required by DESC.

All contracts with DESC in excess of \$10,000 are subject to termination for cause, and for convenience by DESC. DESC will not enter into a contract with any person or entity that has been debarred or suspended from contracting with any Federal or State governmental unit. All prospective vendors must accept DESC's contract boilerplate language or have a negotiated revision to said language on file with the DESC. DESC's standard contract provisions can be provided upon request.

DESC has the right to terminate the negotiation process, at any time for default, or for convenience, at the sole discretion of DESC.

L. Contract Approval

Upon award of a contract, pursuant to this RFP, DESC and the applicant shall execute a contract that shall contain all contractual terms and conditions in a form provided by DESC. No contract shall become effective until the contract has been approved and executed by DESC. Prior to the completion of this approval process, the vendor shall have no authority to begin work under the contract. The Chief Financial Officer of DESC shall not authorize any payments to the vendor prior to such approvals; nor shall DESC incur any liability to reimburse the vendor regarding any expenditure for the purchase of materials or the payment of services.

M. DESC Performance Monitoring and Evaluation Procedures

DESC may conduct periodic monitoring and evaluation of all vendors to determine contractual compliance relative to funding requirements and guidelines, performance outcomes, quality of operation, and/or customer service. Based on the results of the evaluation or monitoring efforts, DESC may request performance improvement plans. In instances of significant performance or compliance deficiencies, DESC may place the contractor on a corrective action plan.



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N. Modification of Services and Funding

DESC reserves the right to modify the services provided by vendors awarded a contract during the contract period. Any modification and resulting changes in pricing shall be made by amendment to the contract and the vendor and DESC.

DESC also reserves the right to decrease or increase contract amounts during the life of the contract, based on the utilization of funds, vendor performance, and the availability of funds, or as further described in the contract.

Any individual/organization applying under this RFP must be willing to adapt its proposal to specific funding guidelines or changes in DESC's, state, or federal regulations or policies.

Prospective vendors may be required to submit cost, technical, or other revisions of their proposal that may result from negotiations.

O. Terms and Conditions

The successful applicant will be expected to enter into a contract with DESC which will contain the Terms and Conditions outlined in a separate document that can be found on DESC's website at <https://www.descmiworks.com/opportunities/rfps-and-rfqs/>

Other funding sources may be utilized to fund services requested. Refer to **Attachment B: City of Detroit Contract Terms and Conditions** related to contracts executed on behalf of funded by the city of Detroit.

Attachment B

City of Detroit Contract Terms and Conditions

Office of the Attorney General

In accordance with Section 2-106.6 of the City Charter, this Contract shall be voidable or rescindable at the discretion of the Mayor or Inspector General at any time if a Public Servant who is a party to the Contract has an interest in the Contract and fails to disclose such interest.

This Contract shall also be voidable or rescindable if a lobbyist or employee of the contracting party offers a prohibited gift, gratuity, honoraria or payment to a Public Servant in relation to the Contract.

A fine shall be assessed to the Contractor in the event of a violation of Section 2-106.6 of the City Charter. If applicable, the actions of the Contractor, and its representative lobbyist or employee, shall be referred to the appropriate prosecuting authorities.

Pursuant to Section 7.5-306 of the City Charter, the Inspector General shall investigate any Public Servant, City agency, program or official act, contractor and subcontractor providing goods and services to the City, business entity seeking contracts or certification of eligibility for City contracts and person seeking certification of eligibility for participation in any City program, either in response to a complaint or on the Inspector General's own initiative in order to detect and prevent waste, abuse, fraud and corruption.

In accordance with Section 7.5-310 of the City Charter, it shall be the duty of every Public Servant, contractor, subcontractor, and licensee of the City, and every applicant for certification of eligibility for a City contract or program, to cooperate with the Inspector General in any investigation pursuant to Article 7.5, Chapter 3 of the City Charter.

Any Public Servant who willfully and without justification or excuse obstructs an investigation of the Inspector General by withholding documents or testimony, is subject to forfeiture of office, discipline, debarment or any other applicable penalty.

As set forth in Section 7.5-308 of the City Charter, the Inspector General has a duty to report illegal acts. If the Inspector General has probable cause to believe that any Public Servant or any person doing or seeking to do business with the City has committed or is committing an illegal act, then the Inspector General shall promptly refer the matter to the appropriate prosecuting authorities.

For purposes of this Article¹

Board of Ethics

In accordance with Section 2-106.10 of the City Charter, it is the duty of every Public Servant, the Contractor and subcontractors, if any to cooperate with the Board of Ethics in any investigation. Any Public Servant who willfully and without justification or excuse obstructs an investigation of the Board

¹ "Public Servant" means the Mayor, members of City Council, City Clerk, appointive officers, any member of a board, commission or other voting body established by either branch of City government or the City Charter, and any appointee, employee or individual who provides services to the City within or outside of its offices or facilities pursuant to a personal services contract.

Attachment B
City of Detroit Contract Terms and Conditions

of Ethics by withholding documents or testimony is subject to forfeiture of office, discipline, debarment or any other applicable penalty.

The Contractor acknowledges that it is subject to debarment or any other applicable penalty, if the Contractor willfully and without justification or excuse obstructs an investigation of the Board of Ethics by withholding documents or testimony.