

**Networks Northwest,
as the administrative entity for the
Michigan Department of Corrections, Offender Success program
issues the following
Request for Proposals (RFP)
Seeking Housing Providers for the Region 2 Offender Success program**

**Issue Date: October 3rd, 2022
Due Date: November 14th, 2022**

The Region 2 Offender Success service area is comprised of ten counties. Bidders are encouraged to bid on multiple counties but exceptions will be considered for single county bids. Region 2 Offender Success counties are:

Antrim	Benzie
Charlevoix	Emmet
Grand Traverse	Kalkaska
Leelanau	Manistee
Missaukee	Wexford

A. Background Information

1. Purpose

This Request for Proposal (RFP) is for the purpose of entering into a contract with a Housing Provider to provide Residential Stability services for Michigan Department of Corrections (MDOC) referred Offender Success participants in Antrim, Benzie, Charlevoix, Emmet, Grand Traverse, Kalkaska, Leelanau, Manistee, Missaukee, and/or Wexford counties. The goal of Residential Stability services is to provide every returning citizen access to safe and affordable housing, or services designed to help the individual achieve independent permanent housing.

2. Residential Stability Services

Residential Stability services include two different housing options that a Housing Provider may propose to offer: 24/7 Structured Housing and Base Housing/Rents. Parameters for each are defined below. A Housing Provider may submit for one and/or both options. Inability to meet any of the listed standards, for the housing option being proposed would prohibit a Housing Provider from being awarded a contract under this RFP.

- 24/7 Structured Housing

Includes room and board for housing that provides an alcohol and drug-free living environment to participants. Must include the following:

- Security of the facility shall be maintained at all times.
 - Housing Provider must conduct and document regular counts to include head counts, visual inspections, and physical presence (verified exposed skin and a visual check for a physical indication of life). Copies must be made available upon request.
 - Housing Provider staff shall monitor residents, visitors and staff movement into and out of the facility. Parole staff shall be consulted prior to the allowance of visitors to ensure compliance of parole conditions.
 - Housing Providers that house both male and female parolees, must house these populations in secure and segregated areas.
 - Residents shall be provided three meals a day, seven days a week, meeting nutritional requirements established as U.S. Required Daily Averages.
 - Housing Provider shall monitor housing placements to ensure health and safety regulations are maintained.
 - Housing Provider shall assure standards for quality housing consistent with local community standards.
 - Housing Provider shall make all Pest Treatment and Prevention reports, invoices, and/or contracts available upon request.
 - Housing Provider shall maintain and/or develop a roster of permanent housing resources and partnerships.
 - Housing Provider shall maintain monthly housing case plans for each Offender Success resident.
 - Housing Provider shall work with participants to transition into permanent housing.
 - Housing Provider shall immediately notify the supervising parole agent if residents fail to return to the facility, are being removed from the facility, or are non-compliant with parole conditions and/or facility rules.
 - Housing Provider shall comply with the Americans with Disabilities Act (ADA) and Fair Housing Act within 24 hours for reasonable accommodation requests necessary for disabled participants to use housing.
 - Housing Provider shall have a procedure in place to secure and dispense all medications for parolees.
- Base Housing
Includes all landlord tenant agreements, hotel/motel options and congregate housing type services for a daily/weekly/monthly rate.

Rates/Rents shall include utility costs and a working refrigerator and stove (Not required in hotel/motel arrangements)

Landlords shall comply with the Americans with Disabilities Act (ADA) and Fair Housing Act and shall notify the supervising parole agent and designated Offender Success staff within 24 hours for reasonable accommodation requests necessary for disabled participants to use housing.

Housing Provider agrees to provide and pay 100% of the cost of the following:

- Heating, mechanical, ventilation, and cooling.
- Electrical power distribution system throughout the leased premises. This includes natural or artificial interior illumination by incandescent or florescent lamps, tubes, bulbs, starters, ballasts, and fuses and the replacement thereof for the leased premises and common areas.
- Domestic plumbing system to restrooms and the kitchen capable of supplying hot and cold water and removing sanitary wastewater.
- Provide potable water.
- Provide electricity, natural gas, water, sewerage, steam, fuel oil or coal for the leased premises.
- Must provide and install working/functioning smoke alarms.
- Must provide a working stove/oven and refrigerator (not required in hotel/motel arrangements)
- Must provide snow removal services.
- Must provide trash removal services.
- Pest control, including but not limited to insects, rodents, flying animals, etc. and shall make all Pest Treatment and Prevention reports, invoices, and/or contracts available upon request.
- Exterior grounds maintenance including grass and weed cutting.
- Maintenance of the leased premises 24 hours per day/7 days per week/365 days per year.
- May enter the leased premises as needed to make repairs, and/or to comply with residential inspections or treatment services.
- Immediately contact local law enforcement officials for assistance if there is reason to believe there is a safety threat for the tenant or for anyone else in or around the unit.
- Ensure the leased premise is maintained in sanitary condition, clean and safe for human habitation. Offender Success program will not pay for any cleaning fees.

3. **Additional Requirements**

The laws of the State of Michigan shall govern any landlord/tenant relationship between Housing Provider and Participant, and Housing Provider shall hold the Offender Success Program and Networks Northwest harmless for any and all charges related to any relationship that landlord/tenant may enter into.

Any contract awarded does not guarantee that a given number of participants will be referred or that Housing Provider will be selected to provide housing in any particular instance.

Housing Provider shall submit to an annual criminal background check.

Networks Northwest will not cover:

- Costs related to evicting any Participant.
- Rent for individuals who are related to the Housing Provider.
- Housing charged incurred without pre-authorization by the Offender Success Regional Director or their designee.
- Security Deposit.
- Charges for Internet use, movie rentals, room service, cable television or telephone.
- Damages to property. Any damage to property is the responsibility of the Participant.

For both 24/7 Structured Housing and Base Housing/Rents, Housing Providers are required to immediately report critical incidents to the parole supervising agent, designated Offender Success staff, and/or law enforcement. Critical incidents include:

- Assaultive Behavior – Physical contact of a parolee, housing provider staff, or visitor as the result of an attack on, or intentional, non-consensual touching of another person in anger or with intent to abuse.
- Serious Physical Injury – Physical injury of a parolee or visitor that requires hospital admission, inpatient care, or emergency room treatment.
- Sexual Assault – Sexual penetration of, or sexual contact with, a parolee, housing provider staff, or visitor, or intentional nonconsensual or consensual touching of a parolee's, housing provider staff, or visitor's genital area, buttocks or breasts. This encompasses housing provider staff to parolee or visitor sexual assault, and visitor to parolee or housing provider staff sexual assault.

- Death – a parolee dies while residing in the facility, or on the property, or a visitor dies while at the facility, or on the property.
- Suicide – Suicide/Suicide attempt in a facility, or on the property by a parolee or a visitor.
- Drugs – Drug possession, distribution, or overdose in a facility or property by a parolee or visitor.
- Firearms/Explosives – Possession or discharge of a firearm or explosive by a parolee, Service Provider staff, or visitor.
- Force – use of force to control a parolee or visitor.
- Hostage Situation – Act or threat of an act of hostage, taken by a parolee or visitor, or housing provider staff.
- Facility Failure - Major physical plant failure in a facility which results in building damage or loss of electrical power, heat, water, sewer, or perimeter security or the welfare of housing provider staff, parolees, and visitors (e.g. loss of emergency power for a security system).
- Fire, Explosion, or Natural Disaster resulting in death, serious physical injury, or physical damage to facility property.
- Chemical Spill – major chemical or toxic spill in a facility or on property.
- Arrests – Arrest of housing provider staff, visitor, or employee while at the facility or on property.
- Trespassing – Any person who enters the facility or property that remains without the consent of an authorized staff member.
- Breach of Security – Any person, other than housing provider staff, which has passed the security checkpoint without the knowledge of an authorized staff member.
- An unusual event not identified above but which may attract public or media attention or which may expose the MDOC to potential liability.

B. Proposal Guidelines

1. Submission of proposals

Proposals in response to the RFP must be received by 5:00 p.m. on November 14th, 2022.

2. Questions and Inquiries

Inquiries concerning this RFP should be submitted in writing and directed to Lydia Bloem at lydia.bloem@networksnorthwest.org no later than 5:00 p.m. on October 28th, 2022. All questions and answers will be posted on the Networks Northwest website www.networksnorthwest.org no later than 5:00 p.m. on November 4th, 2022.

3. Time Period of Award

Any contract awarded will extend no further than March 31st, 2022, with the intent to allow for annual renewals, contingent upon acceptable performance, continued funding and authorization for activities, and no major changes in legislation or programs.

4. Conflict of Interest

Bidders must disclose any potential conflicts of interest arising from the relationship of the bidder as potential Offender Success Housing Provider with members of the Networks Northwest Board (www.networksnorthwest.org) and/or the Region 2 Offender Success Co-Chairs (listed below)

- Don Nolan, Regional Manager
- Sharon Whalen, Facility Coordinator
- Kyle Attwood, Community Representative
- Jessica Willis, Chief Program Officer Networks Northwest

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 Networks Northwest. All contracts will be cost reimbursement. Bidders should prepare an offer based on their ability to deliver the proposed services.

5. Small Businesses, Minority Owned Firms, and Women’s Business Enterprises

Efforts will be made by Networks Northwest to utilize small businesses, minority owned firm, and women’s business enterprises.

6. Equal Opportunity and Nondiscrimination

All Contracts require and assure compliance with Equal Opportunity and Nondiscrimination requirements. Housing 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 be later defined.

C. Instructions for Potential Bidders

1. Complete the *Region 2 Offender Success Program Cover Sheet*, Attachment A to this document
2. For each property you are proposing to use for Offender Success services, complete *Housing Provider Information*, Attachment B to this document.
3. Include a brief description of services to be delivered, details on how services would be carried out, and experience working with returning citizens. Any related services or conditions in addition to those required by and described in this RFP may be included in this description, to be considered for inclusion in the contract, subject to approval by Networks Northwest and MDOC. Costs associated with additional related services must be included in the description.
4. Proposals in response to the RFP must be received by 5:00 p.m. on November 14th, 2022.
5. All proposals shall be submitted via email to Lydia Bloem, Offender Success Regional Director, at lydia.bloem@networksnorthwest.org.

D. Proposal Evaluation

1. Non-responsive Proposals

Proposals may be judged non-responsive and removed from further consideration if any of the following occur:

- The proposal is not received timely in accordance with the terms of this RFP.
- The proposal does not follow the specified format.
- The proposal is not adequate to form a judgment by reviewers.

2. Evaluation

Evaluation of each proposal will be based on the following criteria:

Factors	Points
Cost	45
Previous Performance	35
Completion of Submission	20
Maximum Points	100

3. Review Process

Networks Northwest reserves the right to make an award without further discussion of the proposals submitted. Networks Northwest will award the contract to the responsible bidder with the highest total points.

- Right to Reject
Networks Northwest 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.
- Notification of Award
Upon conclusion of final negotiations with the successful bidder, all those who submitted proposals in response to this RFP will be informed, in writing, of the decision.
- Performance
Housing provider will have a demonstrated ability to work with offenders reentering the community or subsequent experience in the service area they will be providing. Housing provider will contract with Networks Northwest. The contracted services will be provided in keeping with the goals, objectives, and restrictions incumbent on the Region 2 Offender Success program.
- Hold Harmless
Housing providers submitting a proposal in response to this RFP will hold Networks Northwest, its employees, agents, partners, officers, and directors harmless for any loss or liability.