



GENESEE COUNTY PURCHASING DEPARTMENT

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ERIC F. HOPSON
Purchasing Director

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Purchasing Manager

December 16, 2008

ADDENDUM #1

**REQUEST FOR PROPOSALS (RFP) #08-038
EMPLOYMENT SPECIALIST AT SAGINAW CORRECTIONAL
FACILITY FOR GENESEE COUNTY**

1. Please include the following minutes from the Pre-proposal meeting as part of the above referenced RFP.
2. The Due Date has been extended, please make the following revision to the above referenced RFP:
DUE DATE: Thursday, January 15, 2009 at 3:00 p.m. EST
3. The document includes two ATTACHMENT 1. The second attachment Reads:
ATTACHMENT 1 - MODEL EQUITY AND DIVERSITY PLAN

It should read:

ATTACHMENT 2 - MODEL EQUITY AND DIVERSITY PLAN

Indicate on the Signature Page item #5 and the exterior of the envelope containing your proposal:

“ADDENDUM #1 RECEIVED”

**ALL PROPOSALS MUST BE RECEIVED AT:
GENESEE COUNTY PURCHASING DEPARTMENT
1101 BEACH STREET, ROOM 200
FLINT, MI 48502**

Eric F. Hopson

Eric F. Hopson, Purchasing Director
G:/bid2/2008/08-038add1

**PRE-PROPOSAL MEETING
THURSDAY, DECEMBER 11, 2008 3:00 P.M.**

**08-037 VOCATIONAL TRAINING AT SAGINAW
CORRECTIONAL FACILITY FOR GENESEE COUNTY COMMUNITY
CORRECTIONS
AND**

**08-038 EMPLOYMENT SPECIALIST AT SAGINAW
CORRECTIONAL FACILITY FOR GENESEE COUNTY COMMUNITY
CORRECTIONS**

Cindy Carnes, Genesee County Purchasing
Jon Care, Community Corrections
Tracy Raquepaw - MPRI Facility Coordinator
Harold Drayton – The Timber Hill Group
Harold Jones

Cindy Carnes opened the meeting, reminding attendees that this is an informational meeting and to be sure to put your name and contact information on the Sign-in sheet. Some of the other items in the RFP that I'd like to bring your attention to include:

Due Date: 3:00 p.m., Tuesday, December 30, 2008

INSTRUCTIONS TO PROPOSERS pages 3 & 4

- #3 6 paper copies one of which is labeled original with the original signature and one electronic copy including all pages pg 1 –31, CD
- #4 Attachment 2 is the model E&D plan that is turned it to the E & D dept. (08-033 STATES ATT. 1 needs to be corrected)
- #5 Standard contract is ATT 1 any exceptions must be stated and included with the proposal response
- #6 Bidders insurance checklist pg 19
- #8 format of what to return with the proposal see page 4
**(check the Genesee County Purchasing Department website
(<http://www.co.genesee.mi.us/Purchasing/currentbids.htm>) for all updates)**

PROPOSAL REQUIREMENTS pg 12 & 13 Include a narrative on your services.

PROPOSAL EVALUATION pgs 14 – 15 Item 3 is Evaluation Criteria

COST PROPOSAL FORM page 16

SIGNATURE PAGE pg 17 **an original signature of the person authorized to make a binding offer.**

REFERENCES

Jon Care: The County is the fiduciary for the pass through grant for the Department of Corrections. We are the administrative agent for prisoner reentry program through the State Department of Corrections. We are charged with adhering to the guidelines that are established through the State Department of Corrections. One of those guidelines is that the administrative agency has to have purchasing policies in place. Tracy represents the State Department of Corrections. The State has a large stake in not having these individuals return to the correctional facility.

Tracy Raquepaw: I'm at the Saginaw Correctional Facility, 9625 Pierce Road, Freeland, MI 48623. I am the facility coordinator for Michigan Prison Re-entry Initiative (MPRI). For all the re-entry that covers 10 counties at Saginaw Correctional Facility for returning parolees for MPRI. Our biggest customer is Genesee County. Parolees are at our facility for 60 days. That would be the time period to do the previewing portion of the vocational services with them. Because this proposal has two parts, the first part being some sort of training that begins during the first 60 days. The second part is once they are out after the 60 days, continuing whatever kind of training you have. Probably the hands on will be done once they get home, if there is a hands on component for your program. If you are also submitting a proposal on the Employment Specialist RFP, that person would be working full time within the facility. I would not be their supervisor, I would be the main person they would be working with, and they would be working along side corrections officers. We have an institutional parole agent that works full time in the facility to help these gentlemen get things lined up and approved.

Q. We could start out teaching them a skill and then they come out and work with an employer?

A. Yes.

Q. Cost perimeters. Are we free to be creative with that in terms of involving Mott Community College, and other vocational entities?

A. We would prefer this.

The grant is a Department of Justice grant that came through the State Department of Corrections and they picked Flint and Genesee County to be one of the sites. It calls for 3 specific things, Employment Specialist, Pre Training, and Vocational Training that will lead to a job. The only way an ex-offender can be bonded is through the Federal Bonding program and that is free to any employer for the first 6 months. Once they have been bonded for 6 months, they are bondable. If you go on the State website, Department of Labor and Economic Growth, there is a link to get you the information. The work opportunity Tax Credit, which is a Federal Tax Credit, you can get that information from the I.R.S. website, and the forms are very easy forms to fill out for up to \$2400 tax credit for each ex-offender that is hired. That is only good in that first year that they are home. An employer can hire as many ex-offenders as they want each year and they get that \$2,400.00 for person. Ex-offenders have to work 400 hours in any tax year to get the \$2,400.

Q. Does this provide for a linkage with the current Workforce Development Board?

A. It doesn't have to go through them. I would encourage collaboration with them.

Q. You're really looking at a full time position for the employment specialist, and then a part-time position for the training?

A. Yes. There could be some overlap. Depending on what kind of credentials the employment person has or how that works for your organization. The employment

specialist probably needs to be someone that is not a convicted felon. Possibly the vocational person would be a little easier to get approval for if they were a felon. Staff would be required to pass the lien.

We will be using, for any classes, space that is used by school programs. Training would mainly have to be in the evening hours because of space issues. Some of what the employment specialist does may or may not have to be in the evening as well. The building has 2 levels. Level one, is a lower level security, they are not within the main framework of the prison, they are outside of the gates in their own little building. We might maybe able to schedule a different time there as long as it is not child time. We could use the child hall for them. The main building would be available at 7:15-9:15 p.m. for classroom time. However, the Employment Specialist could start earlier in the day, or work flexible days, interacting with inmates one-on-one in their office, out in the unit for various things as well.

In Macomb County, the Employment Specialist works full time and does a lot of the soft skill training. That person's office is at the prison. Through their contract, they got sub-contractors to come and do the 6 weeks vocational training before they are released and then they get hands on training once they are released. Due to security, hands on use of tools/equipment are only allowed off-site.

The Employment Specialist makes sure that people get into the vocational training, helps with resumes, and soft skills. The Employment Specialist is the one that lines everything up for the vocational as well, making sure these people are identified, getting data in the computer, so those inmates do show up and that kind of thing. They would be full time at the facility for the time of the grant and they would work as if they were State employees. They are not State employees obviously, but similar to State employees, they would need a facility ID, there would be 40 hours of training that would have to occur, and they would have to pass a LEIN clearance.

The Vocational Training needs to result in certification for the ex-offender. Computers are being purchased through this grant.

Q. How much pre-assessment, in-depth assessments are already done? Reading level etc.

A. They will all have had adult basic education testing, whether they have a high school diploma, college education etc. Those scores are available. Some that have been in school during incarceration and that information would be available to the Employment Specialist for their review. It could be that it has been awhile from the time they got their GED and when they were tested. We do have in the program, grant money, work keys, and other software that will help identify reading levels and where they are at educationally. Those that are too low a level, they would funnel through and be guided through by the Employment Specialist, but they would just go through those basic computer programs to boost their levels prior to release.

Q. So will it be the agency's responsibility to fast track them in getting those skills, or is that to guide them and counsel until they are ready?

A. In the Scope of Work in the proposal, you need to specify the levels you will be able to work with. We just need you to tell us what your program does do. It isn't required that all levels are covered. There is a companion grant coming through the Department of Labor to be coordinated with this.

- Q. Would the respondents, for this particular program, have more merit to their proposal, if they could combine vocational training and some kind of job base location training?
- A. That would make sense. First we have to get them employable. You don't need to find them a job. Ex-offenders are excluded from medical fields. You need to check the regulations to see what vocations are acceptable. There are certain crimes that don't qualify.
- Q. How many people are we talking about?
- A. 200.
- Q. What is the budget for this project?
- A. The county does not supply a budget or a not to exceed amount. Vocational Training will be an hourly rate or a rate per course. The Employment Specialist would be set up on an hourly rate.
- Q. What size class can be held on site?
- A. Typically not more than 20 for safety and security reasons.
- Q. How does the vocational training need to be done on site?
- A. In a classroom setting covering primarily soft skills. Hard skills would be difficult to do in the facility and should follow upon release from the institution.
- Q. Does the grant allow for start-up funds?
- A. Payment will only be made when services are completed. Funds will not be available prior to services rendered.
- Q. Does the instructor have to be male? Or can a female be an instructor?
- A. It is okay for either. A female instructor would need to be aware of the prison environment and prepared to work in that environment. Wearing skirts is discouraged and access to the site will be denied if the clothing is inappropriate.
- Q. How quick is the turnover. Are you getting new people every day?
- A. Yes. Mostly they parole out Tuesday, Wednesday, Thursday and most of our transportation ones come in on Tuesday, Wednesday, Thursday as well. Any training program offered would need to take into consideration this continuous turnover.