

BIDDERS COMPANY NAME

# REQUEST FOR PROPOSAL

## #6071

# EMPLOYABILITY SKILLS

# PROGRAM

Prepared By:

Washtenaw County Purchasing  
Administration Building  
P.O. Box 8645  
220 N. Main B-35  
Ann Arbor, MI 48107

Anne Strieter, B.S., C.P.M.  
Senior Buyer  
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**WASHTENAW COUNTY**  
**Finance Department**

Purchasing Division

P.O. Box 8645, 220 N. Main, Ann Arbor, MI 48107-8645  
Phone (734) 222-6760, Fax (734) 222-6764

**REQUEST FOR PROPOSAL #6071**

April 25, 2003

Washtenaw County Purchasing Division on behalf of Washtenaw County and City of Ann Arbor Community Corrections is seeking proposals for the Employability Skills Program (Project SWEAT).

**Sealed Proposals:** Vendor will deliver one **(1) original** and **(5) five** copies which is clearly marked as such and must contain original signature(s) to the following address:

**Washtenaw County  
Administration Building  
Purchasing Division  
220 N. Main St. Room B-35  
P.O.Box 8645  
Ann Arbor, MI. 48107**

**by 2:00 pm on Thursday, May 22, 2003**

A pre-bidders conference is scheduled for Monday, May 12, 2003 at 10:00 am at the Library Learning Resource Center, 4135 Washtenaw, Ann Arbor, MI. Phone (734) 973-4600.

This submission shall include the entire Request for Proposal document and any amendments if issued.

**Proposals received after the above cited time will be considered a late quote and are not acceptable unless waived by the Purchasing Manager.**

- Please use the attached self-addressed label or the envelope must be clearly marked "SEALED RFP # 6071".
- Please direct purchasing and procedural questions regarding this RFP to Anne Strieter at (734) 222-6760.
- Please direct specific technical questions regarding this RFP to Joseph Degraff at (734) 971-3711.

# RFP # 6071 EMPLOYABILITY SKILLS PROGRAM – PROJECT SWEAT

## I. PROPOSAL

- Definitions:**
- “County”** - is Washtenaw County in Michigan.
  - “Bidder”** - an individual or business submitting a bid to Washtenaw County.
  - “Contractor”**-One who contracts to perform work or furnish materials in accordance with a contract.

### **Purpose of Proposal:**

Washtenaw County and Ann Arbor Community Corrections is accepting proposals Employment Skills Program – Project SWEAT.

## II. PROPOSAL TERMS

A. Washtenaw County reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected, it will be the most advantageous regarding price, quality of service, the Contractor’s qualifications and capabilities to provide the specified service, and other factors which Washtenaw County may consider. The County does not intend to award a contract fully on the basis of any response made to the proposal; the County reserves the right to consider proposals for modifications at any time before a contract would be awarded, and negotiations would be undertaken with that provider whose proposal is deemed to best meet the County’s specifications and needs.

B. The County reserves the right to reject any or all bids, to waive or not waive informalities or irregularities in bids or bidding procedures, and to accept or further negotiate cost, terms, or conditions of any bid determined by the County to be in the best interests of the County even though not the lowest bid.

C. Proposals must be signed by an official authorized to bind the provider to its provisions for at least a period of 90 days. Failure of the successful bidder to accept the obligation of the contract may result in the cancellation of any award.

D. In the event it becomes necessary to revise any part of the RFP, addenda will be provided, deadlines for submission of the RFP’s may be adjusted to allow for revisions. The entire proposal document with any amendments should be returned in triplicate. To be considered, original proposal and two copies must be at the County Purchasing Division on or before the date and time specified.

E. Proposals should be prepared simply and economically providing a straight-forward, concise description of the contractor’s ability to meet the requirements of the RFP. Proposals shall be written in ink or typewritten. No erasures are permitted. Mistakes may be crossed out and corrected and must be initialed in ink by the person **signing** the proposal.

## **PURPOSE OF PROPOSAL**

Washtenaw County / City of Ann Arbor Community Corrections, in collaboration with the Washtenaw County Workforce Development and Community Action Boards Employment Training & Community Services Group (ETCS), is accepting proposals for an employment readiness group to assist non-violent offenders involved in a structured day treatment program in learning the appropriate skills and attitudes to improve their employment rates and job retention outcomes.

Washtenaw County reserves the right to reject all bids, to waive or not waive informalities or irregularities in bids or bidding procedures, and to accept any bid determined through the review process to represent the best interest of Washtenaw County and its customers. Bids accepted will not necessarily be the lowest bid.

## **LEGISLATIVE BACKGROUND:**

Public Act 511 of 1988 (the Community Corrections Act) established creation of local advisory boards to design, implement and evaluate corrections programs for non-violent offenders who would otherwise be incarcerated in state prisons or local jails. The primary aim of the act was to promote safe and cost-effective alternatives to incarceration to alleviate overcrowding and reduce recidivism by improving treatment effect and offender accountability among groups of offenders determined by data-driven analysis to be objectively higher risk for failure under community supervision. The Office of Community Corrections within the Michigan Department of Corrections awards annual grant funding in support of community programs based on a comprehensive plan detailing local trends and needs. The act stipulates that the advisory boards responsible for oversight of the plan include key representatives from the County Boards and City Councils, the criminal justice system, the human service network, and the community at large. The act requires annual approval of the plan by the legislative arm(s) of the sponsoring communities.

## **FUNDING PRIORITIES:**

Priorities for employment skills funding is determined based on the needs demonstrated by the local criminal justice population as aligned with objectives obtained from the FY 2003 Comprehensive Corrections Plan. The Office of Community Corrections has identified two specific funding objectives related to improving offender employability:

- Community-based supervision and treatment services are to be restricted to higher risk/need cases consistent with the principles of effective intervention. Priorities are on cognitive based programming and education / employment services.
- Local strategies / practices need to be developed and/or updated to increase education levels and employability of offenders through increasing access to services available through local school districts and Michigan Works agencies.

**INTRODUCTION:**

Project SWEAT is the employability skills and job readiness component of a structured day treatment program known as the Day Reporting Center. The Day Reporting Center is directed to non-violent misdemeanor or felony probationers as an alternative to incarceration, but the program is also open to certain unsentenced misdemeanor and felony arrestees under pre-trial supervised release. Day Reporting clients are expected to achieve sustainable objectives related to employment, education, substance abuse testing and treatment or cognitive restructuring before they are returned to more traditional forms of community supervision. Many of the clients placed in Day Reporting are recently released from jail, and 40% arrive at orientation unemployed. A significant number of Day Reporting clients have educational deficits and/or histories of substance abuse. A common characteristic of Day Reporting clients is a criminal record often punctuated by multiple failures under probation supervision. Clients who fail to comply with court mandated participation in the program are subject to graduated punishments as approved by the Probation Department. The aim of Day Reporting is to provide structured supervision and delivery of an array of support programming based on assessed need to reduce recidivism risk.

**PROJECT SWEAT PROGRAM DESCRIPTION:**

Project SWEAT is a ten day, twenty-five hour group program of employability skills and job readiness to teach offenders the attitudes and skills necessary to maintain productive employment. The employability skills component of the program will operate daily Monday through Friday for two consecutive weeks. Groups will be closed-end, twice per month. Community Corrections has a dedicated resource room to provide the program within the Day Reporting Center. The goals of the program include:

- Provide offenders information on how to enter the world of work
- Provide offenders the opportunity to develop the skills and attitudes that employers want
- Address specific barriers to offender employment
- Provide practical and realistic assistance to offenders seeking employment
- Utilize community resources to help offenders seek employment
- Focus on offenders both obtaining and maintaining employment

Project SWEAT is positioned within the broader continuum of services of the Day Reporting employment initiative to minimize duplication of services and leverage resources through collaboration. The Day Reporting employment initiative is uniquely holistic in that:

1. It involves a collaborative assessment process between Community Corrections and ETCS designed to identify and address barriers to successful employment outcomes for clients through provision of support services in the areas of establishing employment credentials, arranging transportation assistance, and delivery of remedial programming in the areas of education, substance abuse testing and treatment, or cognitive restructuring.

## RFP # 6071 EMPLOYABILITY SKILLS PROGRAM – PROJECT SWEAT

2. The Project SWEAT program provides the offender more than the job search strategies characteristic of “job clubs”, including an opportunity to learn and practice the attitudes and behaviors necessary to get and keep a job.
3. It provides on-site delivery of services to improve offender accountability and allow the client an ongoing source of feedback and support from frequent contact with the corrections case manager.

Project SWEAT is the focal point of the pre-employment activities. Project SWEAT will employ didactic and interactive components in a group setting with opportunities for individuals to receive feedback and support from peers. The curriculum should integrate cognitive restructuring, social skills, and problem solving related to the following areas:

- *Workplace Values and Ethics* – Many offenders have never developed an appropriate work ethic. “Criminal thinking”, impulsivity, substance abuse, negative peer association, or the absence of role models often interfere with an offender’s development of a constructive set of work values and ethics. Project SWEAT should clarify and reinforce appropriate values, ethics and behavior in the workplace.
- *Local Labor Market Resources* – Job seekers, particularly “hard to serve” clients with work gaps or criminal histories, must be fully aware of the labor market information (including the “hidden market”), hiring trends and information on training opportunities. This section may also include information on available resources for offenders, such as the Federal Bonding Program or the Work Opportunity Tax Credit.
- *Job Search Techniques*- Many offenders can successfully market their strengths, break stereotypes and address concerns of potential employers if they possess effective self-directed job search techniques. This requires that offenders know successful approaches to the traditional processes associated with job applications and develop appropriate interviewing skills. A key aspect in this area involves being able to effectively address questions regarding prior criminal convictions.

The favored cognitive approach begins by teaching offenders an introspective process to examine their ways of thinking, feelings, beliefs, and attitudes. Training in specific social skills provides offenders alternatives to antisocial behaviors. The approach culminates by integrating the skills offenders have learned into steps for problem solving that enables them to work through difficult situations without engaging in self-defeating or criminal behavior.

The curriculum should stimulate offenders to apply problem-solving steps in their own lives. This application may be done both in class and as homework. Role-plays, problem scenario discussions and homework applications (including reporting on the result of practicing a skill in a real life situation) provide opportunities for the group to discuss and assess each offender's progress in problem solving and overcoming internal and external barriers to employment.

**TARGET POPULATION:**

Sentenced non-violent felons and misdemeanants, unemployed or under-employed, and enrolled in the Community Corrections Day Reporting Center. Unemployed non-violent arrestees under pre-trial supervised release may also participate in the program.

**SPECIFIC PROGRAM TARGET:**

The annual utilization target is 196 offenders.

**PROGRAM CAPACITY:**

The average daily capacity of the program is expected to be 8 clients.

**OPERATIONAL PROCEDURES:**

1. Community Corrections conducts a preliminary risk and needs assessment as part of the offender intake process. The assessment process uses standardized assessment tools, substance abuse testing, court records and client interviews to identify clients in need of cognitive restructuring or substance abuse treatment services in addition to employment.
  - a. *Risk Level:* Uses The Level of Service Inventory-Revised (SV) to predict recidivism risk and determine how often the offender will meet the case manager.
  - b. *Criminal Attitudes:* Uses the Carlson Psychological Survey to identify client criminal attitudes and determine needs for cognitive restructuring
  - c. *Criminal History:* Establishes grant reimbursement eligibility as a non-violent offender and details prior convictions, current charge information, and probation officer assigned supervision.
  - d. *Substance Abuse:* Uses an initial drug and alcohol screening instrument and reviews drug test results and court records to determine the level of any substance abuse treatment intervention.
  - e. *Employment Credentials:* Uses allocated funds for client vouchers for obtaining credentials establishing employability (State ID, social security number or birth certificate). Establishment of employability credentials is a mandatory program requirement.
  - f. *Transportation Needs:* Provides transportation assistance to eligible clients through a collaborative agreement with the AATA Fare Deal program. Half fare bus tokens are available to clients through case managers to supplement Fare Deal passes.
  - g. *Economic Status:* Identifies a client's source and amount of monthly income, including recent employment history, current or past history of receiving TANF or SSI/SSDI benefits or existing payment mandates from the Friend of the Court.
  - h. *Health Problems / Insurance Provider:* Identifies current or past Community Mental Health clients, Disabled clients, Medicaid recipients and clients without

RFP # 6071 EMPLOYABILITY SKILLS PROGRAM – PROJECT SWEAT

medical insurance. The case manager may assist clients in applying for the Washtenaw Health Plan through WCHO.

- i. *Educational achievement.* Identifies highest level of educational achievement.
2. An assessment summary is forwarded to ETCS with a request for an employment / educational assessment.
3. The ETCS representative conducts and educational / employment assessment on-site at the Day Reporting Center. ETCS will determine a client's eligibility for existing employment or vocational programs (e.g., Work First, WIA, etc.) and assess the offender's skills, educational competency, and prior experience to develop a coordinated action plan with the client and case manager. The Individualized Action Plan may recommend completion of Project SWEAT, referral to ETCS Job Fairs and/or enrollment in specific skills enhancement workshops available through ETCS:

Adult Transitions (GED Program)  
Child Care Network

Computers Don't Byte  
Healthy Kids

Money Management  
Resume Blueprint

4. The Community Corrections case manager coordinates client schedules for treatment and training, and otherwise facilitates and enforces the client's adherence to the objectives outlined in the plan.
5. The case manager forwards the Individualized Action Plan to the Project SWEAT coordinator upon the client's referral for service.
  - a. The Project SWEAT coordinator communicates information regarding client attendance and program adjustment to the case manager.
    - i. Client absences from programming must be reported within 24 hours
    - ii. The coordinator will forward a narrative progress summary and certificate of completion for every Project SWEAT graduate
    - iii. Clients will complete a service evaluation survey at program exit
  - b. The case manager will communicate issues related to client progress or problems in support programming to the Project SWEAT coordinator.
6. At the conclusion of Project SWEAT, the ETCS representative conducts a group orientation to program graduates explaining the resources available through the ETCS / Michigan Works! one-stop employment center.
7. Community Corrections tracks Project SWEAT client outcome data and shares results with ETCS and the Project SWEAT coordinator quarterly to improve services

**PROGRAM COSTS:**

Community Corrections will release a partial year contract totaling \$12,000 to cover a four month pilot of the program for FY 2002-03 (June to September 2003). Community Corrections is seeking \$24,000 in State funding for the program in FY 2003-04. Funding requests for the program are renewed annually and the level of funding is contingent upon grant approval by the Office of Community Corrections.

## RFP # 6071 EMPLOYABILITY SKILLS PROGRAM – PROJECT SWEAT

Community Corrections has allocated an additional \$5,000 in support of vouchers to assist in establishing identification, and for the purchase of bus tokens.

ETCS will contribute approximately \$13,000 in annual in-kind match in the form of wages and benefits for an ETCS employment specialist assigned to the Day Reporting Center one day per week and the cost of standardized assessment tools the employment specialist may use.

### **EXPECTED OUTCOME:**

- A. It is expected that 90% of the Day Reporters will complete programming successfully.
- B. It is expected that 50% of Day Reporting participants will find full time employment within 30 days of Project SWEAT enrollment, and that 75% will be employed full-time within 60 days
- C. It is expected that 75% of those successful in finding full-time employment will retain those jobs for 90 consecutive days from the hire date.

### **COMMON PROGRAM SANCTIONS:**

One unapproved absence during the course of the Project SWEAT program is grounds for unsuccessful termination. The program coordinator is expected to report all absences to the Community Corrections case manager within 24 hours. Clients who fail to complete Project SWEAT for absenteeism will be assigned to complete the balance of unfinished program hours (rounded to the nearest full day) on the Community Work Program, pending the approval of the probation agent. The maximum work program assignment for program failure will be three days. Upon completion of the Work Program hours, the client may be re-enrolled in Project SWEAT upon the consent of the Project SWEAT program coordinator.

Program participants are expected to maintain the behavioral expectations of the Project SWEAT program coordinator with respect to punctuality, completion of homework, or appropriate behavior. The program coordinator has the right to determine program non-compliance and to expel any program participant.

Clients may be terminated from Project SWEAT for non-compliance with other Day Reporting rules, such as failing to complete treatment or failing drug screens. The Community Corrections case manager will address issues of minor violation of Day Report rules on a case-by-case basis.

**CONTROL SYSTEMS:**

Any agency contracting with Washtenaw County is required to have an internal accounting and administrative control system in place which (1) protects against waste, fraud and inefficiency; (2) ensures accuracy and reliability in accounting and operating data; and (3) assures compliance with agency policies. This system should include (a) clear lines of responsibility; (b) subdivision of duties; and (c) a clear separation of accounting functions from custody or access to assets.

**INSTRUCTIONS:**

Please submit your proposal in the following order:

1. Completed Cover Sheet
2. Narrative for Project SWEAT Program
  - a. Introductory overview of agency
  - b. Program description
  - c. Curriculum outline
  - d. Program Goals and Objectives
  - e. Program Evaluation
  - f. Budget Narrative
  - g. Cost Component Worksheet
  - h. Financial Status Report
3. Inclusions
  - a. Current insurance certificate
  - b. Articles of incorporation
  - c. Board of Directors with addresses
  - d. Finance Director
  - e. By-laws
  - f. Board of Directors Authorized Signature list
  - g. Current Licenses and/or Accreditation

Copies of the Proposal Cover Sheet, a Sample Proposal Format and Budget Worksheets are in the Appendices:

**RFP REVIEW CRITERIA**

The following criteria will be used by the review team to evaluate all proposals submitted for funding:

1. The proposal must contain all of the sections identified in the application instructions.
2. The proposal must demonstrate the ability, capacity, and skill of the bidder to perform the contract in a cost-effective and quality manner. The proposal should support the efficacy of the treatment model, the reputation of the bidding agency and the qualifications of the treatment staff.
3. The proposal shall facilitate continuity of services for clients and shall demonstrate capacity for collaboration with other programs and services of Washtenaw County Community Corrections.

**Contractual Requirements:**

**ARTICLE III - REPORTING OF CONSULTANT**

Section 1 - The Consultant is to report to Community Corrections and will cooperate and confer with him/her as necessary to insure satisfactory work progress.

Section 2 - All reports, estimates, memoranda and documents submitted by the Consultant must be dated and bear the Consultant's name.

Section 3 - All reports made in connection with these services are subject to review and final approval by the County Administrator.

Section 4 - The County may review and inspect the Consultant's activities during the term of this contract.

Section 5 - When applicable, the Consultant will submit a final, written report to the County Administrator.

Section 6 - After reasonable notice to the Consultant, the County may review any of the Consultant's internal records, reports, or insurance policies.

**ARTICLE IV - TERM**

This contract begins on **(MONTH, DAY, YEAR)** and ends on **(MONTH, DAY, YEAR)**.

**ARTICLE V- PERSONNEL**

Section 1 - The Consultant will provide the required services and will not subcontract or assign the services without the County's written approval.

Section 2 - The Consultant will not hire any County employee for any of the required services without the County's written approval.

Section 3 - The parties agree that the Consultant is neither an employee nor an agent of the County for any purpose.

**ARTICLE VI - INDEMNIFICATION AGREEMENT**

The Consultant will protect, defend and indemnify Washtenaw County, its officers, agents, servants, volunteers and employees from any and all liabilities, claims, liens, fines, demands and costs, including legal fees, of whatsoever kind and nature which may result in injury or death to any persons, including the Consultant's own employees, and for loss or damage to any property, including property owned or in the care, custody or control of Washtenaw County in connection with or in any way incident to or arising out of the occupancy, use, service, operations, performance or non-performance of work in connection with this contract resulting in whole or in part from negligent acts or omissions of Consultant, any sub-Consultant, or any employee, agent or representative of the Consultant or any sub-Consultant.

ARTICLE VII- INSURANCE REQUIREMENTS

The Consultant will maintain at its own expense during the term of this Contract, the following insurance:

1. Workers' Compensation Insurance with Michigan statutory limits and Employers Liability Insurance with a minimum limit of \$100,000 each accident for any employee.
2. Comprehensive/Commercial General Liability Insurance with a combined single limit of \$1,000,000 each occurrence for bodily injury and property damage. The County shall be added as "additional insured" on general liability policy with respect to the services provided under this contract.
3. Automobile Liability Insurance covering all owned, hired and nonowned vehicles with Personal Protection Insurance and Property Protection Insurance to comply with the provisions of the Michigan No Fault Insurance Law, including residual liability insurance with a minimum combined single limit of \$1,000,000 each accident for bodily injury and property damage.
4. Professional Liability coverage with a minimum limit of \$1,000,000 each occurrence. The County shall be added as "additional insured" on Professional liability policy with respect to the services provided under this contract.

Insurance companies, named insureds and policy forms shall be subject to the approval of the Washtenaw County Administrator. Such approval shall not be unreasonably withheld. Insurance policies shall not contain endorsements or policy conditions which reduce coverage provided to Washtenaw County. Consultant shall be responsible to Washtenaw County or insurance companies insuring Washtenaw County for all costs resulting from both financially unsound insurance companies selected by Consultant and their inadequate insurance coverage. Consultant shall furnish the Washtenaw County Administrator with satisfactory certificates of insurance or a certified copy of the policy, if requested by the County Administrator.

No payments will be made to the Consultant until the current certificates of insurance have been received and approved by the Administrator. If the insurance as evidenced by the certificates furnished by the Consultant expires or is canceled during the term of the contract, services and related payments will be suspended. Consultant shall furnish the County Administrator's Office with certification of insurance evidencing such coverage and endorsements at least ten (10) working days prior to commencement of services under this contract. Certificates shall be addressed to the County Administrator, P.O. Box 8645, Ann Arbor, MI, 48107, and shall provide for 30 day written notice to the Certificate holder of cancellation of coverage.

ARTICLE VIII - COMPLIANCE WITH LAWS AND REGULATIONS

The Consultant will comply with all federal, state and local regulations, including but not limited to all applicable OSHA/MIOSHA requirements and the Americans with Disabilities Act.

ARTICLE IX- INTEREST OF CONSULTANT AND COUNTY

The Consultant promises that it has no interest which would conflict with the performance of services required by this contract. The Consultant also promises that, in the performance of this contract, no officer, agent, employee of the County of Washtenaw, or member of its governing bodies, may participate in any decision relating to this contract which affects his/her personal interest or the interest of any corporation, partnership or association in which he/she is directly or indirectly interested or has any personal or pecuniary interest. However, this paragraph does not apply if there has been compliance with the provisions of Section 3 of Act No. 317 of the Public Acts of 1968 and/or Section 30 of Act No. 156 of Public Acts of 1851, as amended by Act No. 51 of the Public Acts of 1978, whichever is applicable.

ARTICLE X- CONTINGENT FEES

The Consultant promises that it has not employed or retained any company or person, other than bona fide employees working solely for the Consultant, to solicit or secure this contract, and that it has not paid or agreed to pay any company or person, other than bona fide employees working solely for the Consultant, any fee, commission, percentage, brokerage fee, gifts or any other consideration contingent upon or resulting from the award or making of this contract. For breach of this promise, the County may cancel this contract without liability or, at its discretion, deduct the full amount of the fee, commission, percentage, brokerage fee, gift or contingent fee from the compensation due the Consultant.

ARTICLE XI - EQUAL EMPLOYMENT OPPORTUNITY

The Consultant will not discriminate against any employee or applicant for employment because of race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief (except as it relates to a bona fide occupational qualification reasonably necessary to the normal operation of the business).

The Consultant will take affirmative action to eliminate discrimination based on sex, race, or a handicap in the hiring of applicant and the treatment of employees. Affirmative action will include, but not be limited to: Employment; upgrading, demotion or transfer; recruitment advertisement; layoff or termination; rates of pay or other forms of compensation; selection for training, including apprenticeship.

The Consultant agrees to post notices containing this policy against discrimination in conspicuous places available to applicants for employment and employees. All solicitations or advertisements for employees, placed by or on the behalf of the Consultant, will state that all qualified applicants will receive consideration for employment without regard to race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief.

ARTICLE XII - LIVING WAGE

The parties understand that the County has enacted a Living Wage Ordinance that requires covered vendors who execute a service or professional service contract with the County to pay their employees under that contract, a minimum of either \$9.09 per hour with benefits or \$10.66 per hour without benefits. Contractor agrees to comply with this Ordinance in paying its employees. Contractor understands and agrees that an adjustment of the living wage amounts, based upon the Health and Human Services poverty guidelines, will be made on or before April 30, 2003 and annually thereafter which amount shall be automatically incorporated into this contract. County agrees to give Contractor thirty (30) days written notice of such change. Contractor agrees to post a notice containing the County's Living Wage requirements at a location at its place of business accessed by its employees

ARTICLE XIII - ASSIGNS AND SUCCESSORS

This contract is binding on the County and the Consultant, their successors and assigns. Neither the County nor the Consultant will assign or transfer its interest in this contract without the written consent of the other.

ARTICLE XIV - TERMINATION OF CONTRACT

Section 1 - Termination without cause. Either party may terminate the contract by giving thirty (30) days written notice to the other party.

ARTICLE XV - EQUAL ACCESS

The Consultant shall provide the services set forth in paragraph I without discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, physical handicap, or age.

ARTICLE XVI - OWNERSHIP OF DOCUMENTS AND PUBLICATION

All documents developed as a result of this contract will be freely available to the public. None may be copyrighted by the Consultant. During the performance of the services, the Consultant will be responsible for any loss of or damage to the documents while they are in its possession and must restore the loss or damage at its expense. Any use of the information and results of this contract by the Consultant must reference the project sponsorship by the County. Any publication of the information or results must be co-authored by the County.

ARTICLE XVII - PAYROLL TAXES

The Consultant is responsible for all applicable state and federal social security benefits and unemployment taxes and agrees to indemnify and protect the County against such liability

ARTICLE XVIII - PRACTICE AND ETHICS

The parties will conform to the code of ethics of their respective national professional associations.

ARTICLE XIX - CHANGES IN SCOPE OR SCHEDULE OR SERVICES

Changes mutually agreed upon by the County and the Consultant, will be incorporated into this contract by written amendments signed by both parties.

ARTICLE XX - CHOICE OF LAW AND FORUM

This contract is to be interpreted by the laws of Michigan. The parties agree that the proper forum for litigation arising out of this contract is in Washtenaw County, Michigan.

ARTICLE XXI - EXTENT OF CONTRACT

This contract represents the entire agreement between the parties and supersedes all prior representations, negotiations or agreements whether written or oral.

**Acknowledgements:** The applicant assures that any statewide press releases, requests for proposals, bid solicitations, program reports, articles, publications and other documents that result from information gathered through use of state or federal funds acknowledge receipt of that support from the Department and/or the appropriate federal agencies.

**Washtenaw County Community Corrections  
RFP # 6071 Employability Skills Program  
Proposal Cover Sheet**

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Agency Name \_\_\_\_\_

Address \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

License # \_\_\_\_\_ Facility \_\_\_ Individual \_\_\_ Federal ID # \_\_\_\_\_

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Check List:

- \_\_\_\_\_ Cover Sheet
- \_\_\_\_\_ Narratives
- \_\_\_\_\_ Treatment Components
- \_\_\_\_\_ Evaluation Plan
- \_\_\_\_\_ Budget Summary
- \_\_\_\_\_ Cost/Funding Detail
- \_\_\_\_\_ Cost Component Worksheet
- \_\_\_\_\_ Financial Status Report
- \_\_\_\_\_ Articles of Incorporation
- \_\_\_\_\_ Board of Directors with addresses
- \_\_\_\_\_ Board of Directors Authorized Signature List
- \_\_\_\_\_ Board sub-committees including Finance Committee
- \_\_\_\_\_ By-Laws
- \_\_\_\_\_ Current Accreditation (if applicable)
- \_\_\_\_\_ Current Insurance Certificate
- \_\_\_\_\_ Current licenses (if applicable)
- \_\_\_\_\_ Finance Director
- \_\_\_\_\_ Last fiscal audit

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Authorized Signature, Title

Date

PROPOSAL FORMAT SAMPLE

**Instructions for Program Description Narrative:**

1. **Introduction:** Give a general overview of your agency. Include a general statement regarding the agency’s philosophy and history of serving clients with barriers to employability, such as the offender population. Reference licenses, accreditations, community awards or professional acknowledgements the agency has achieved and the qualifications (or criteria used for selection) of treatment staff.
2. **Need Statement:** Describe how the general core elements and didactic topics of your proposal fit the needs of the targeted offender population. Support the efficacy of your proposal, drawing from existing research literature and/or documentation of outcomes from existing programs administered by your agency.
3. **Goals/ Objectives/ Activities:** List the Goals, Objectives, and Activities for your proposal. Goals are general statements of what the proposed program intends to accomplish. Objectives provide specific statements describing what will be accomplished, by when, and for whom. Relate how the program activities support achievement of specific objectives and goals using the Goals/Objectives/Activities format from the example below:

Example:

*Goal: To raise client awareness of drug and alcohol use, misuse, and abuse.*

*Objective 1.1: Clients will understand the biopsychosocial effects of their personal use of drugs and/or alcohol*

*Activities:*

- a. Clients will create genograms, which will be used to show the role family substance abuse history may play in client’s current use pattern.*
- b. Staff will facilitate client role plays to demonstrate some social consequences of substance abuse.*
- c. The group will process the outcomes of role plays, allowing clients to attach personal significance to these outcomes.*

Include a course curriculum outline and all required inclusions (see cover sheet) as attachments.

4. **Collaboration & Continuity of Service:** How will this proposal facilitate collaboration with the other programs and services of the Washtenaw County Community Corrections system (indicated in the program description) or existing resources in the community to improve continuity of services to clients?
5. **Evaluation:** How will you know if your program is successful? What outcomes (ways in which clients can be expected to change at conclusion of the program) will you measure? Why?
6. **Budget Summary:** Provide a narrative budget summary highlighting your agency’s capacity to provide services in a cost-effective and quality manner.

**GOALS, OBJECTIVES, ACTIVITIES FORMAT**

**GOAL #1:**

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OBJECTIVE 1.1:

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ACTIVITIES:

- A. \_\_\_\_\_
- B. \_\_\_\_\_
- C. \_\_\_\_\_

OBJECTIVE 1.2:

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ACTIVITIES:

- A. \_\_\_\_\_
- B. \_\_\_\_\_
- C. \_\_\_\_\_

**GOAL #2:**

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OBJECTIVE 1.1:

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ACTIVITIES:

- A. \_\_\_\_\_
- B. \_\_\_\_\_
- C. \_\_\_\_\_

OBJECTIVE 1.2:

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ACTIVITIES:

- A. \_\_\_\_\_
- B. \_\_\_\_\_
- C. \_\_\_\_\_

RFP # 6071 EMPLOYABILITY SKILLS PROGRAM – PROJECT SWEAT

**PROGRAM BUDGET SUMMARY**

FE# \_\_\_\_\_

Page of

Program		Code	Budget Period	To	Date Prepared
Local Agency			___ Budget for Original Agreement or ___ Amendment		
Address			Payee Identification No.		
	<b>CATEGORY</b>				<b>TOTAL BUDGET</b>
1	Salaries & Wages				
2	Fringe Benefits				
3	Travel				
4	Supplies & Materials				
5	Contractual (sub-contracts)				
6	Equipment				
7	Other Expenses				
<b>8</b>	<b>TOTAL DIRECT</b>				
9	Indirect Cost: Rate #1 %				
	Indirect Cost: Rate #2 %				
10	Other Cost Distributions				
<b>11</b>	<b>TOTAL EXPENDITURES</b>				
<b>SOURCE OF FUNDS</b>					
12	Fees & Collections				
13	State Agreement				
14	Local				
15	Federal				
16	Other				
<b>17</b>	<b>TOTAL FUNDING</b>				

Completion is a Condition of Funding

**PROGRAM BUDGET-COST DETAIL**

FE#: \_\_\_\_\_

Page \_\_\_\_\_ of \_\_\_\_\_

Program	Code	Budget Period	Date Prepared
Local Agency		___ Original Budget	___ Amended Budget Amendment #
Position Description	Positions Required	Total Salary	Comments
Total		\$	
<b>FRINGE BENEFITS</b> (Specify)			
FICA _____	LIFE INS _____	DENTAL INS _____	COMPOSITE _____ %
UNEMPLOY _____	VISION INS _____	WORK. COMP _____	RATE _____ %
RETIREMENT _____	HEARING _____	.	
HOSPITAL INS _____	OTHER _____	.	AMOUNT \$ _____.
TRAVEL			_____.
SUPPLIES & MATERIALS			_____.
CONTRACTUAL (Sub-Contracts)			_____.
EQUIPMENT (Specify)			_____.
OTHER EXPENSES (Specify if any item exceeds 10% of Total Expenditures)			
COMMUNICATIONS			
SPACE COST			
OTHER			_____.
<b>TOTAL OTHER</b>			
<b>OTHER COST DISTRIBUTIONS</b>		<b>INDIRECT COST CALCULATION</b>	
Description of cost being distributed:	Percent distributed To this program	Amount Distributed	BASE x RATE
	_____ %	\$ _____.	BASE x RATE
	_____ %	\$ _____.	
	_____ %	\$ _____.	

Completion is a Condition of Funding

RFP # 6071 EMPLOYABILITY SKILLS PROGRAM – PROJECT SWEAT

**FINANCIAL STATUS REPORT**

Program		Code	Reporting Period To		Contract #	Date
Local Agency			Agreement Period Thru			
Address		City	St	Zip	Employer ID#	
CATEGORY		EXPENDITURES			AGREEMENT	
		Current Period	Local YTD	Agreement YTD	Budget	Balance
1	Salaries & Wages					
2	Fringe Benefits					
3	Travel					
4	Supplies & Materials					
5	Contractual (sub-contracts)					
6	Equipment					
7	Other Expenses					
<b>8</b>	<b>TOTAL DIRECT</b>					
9	Indirect Costs Rate: ___% Base ___.					
10	Other Cost Distributions					
<b>11</b>	<b>TOTAL EXPENDITURES</b>					
12	Less: Fees & Collections					
<b>13</b>	<b>FUNDS REQUIRED</b>					
<b>SOURCE OF FUNDS</b>						
14	State Agreement ___%					
15	Local ___%					
16	Federal					
17	Other					
<b>18</b>	<b>TOTAL FUNDING</b>					
Certification: I certify that I am authorized to sign on behalf of the local agency and that this is a true and correct statement of expenditures and collections for the report period. Appropriate documentation is available and will be maintained for the required period to support costs and receipts reported.						
				_____ Signature		
<b>FOR COUNTY USE ONLY</b>		<b>Account Number</b>	<b>Cost Center</b>	<b>Object Code</b>	<b>Amount</b>	
Advance Outstanding – Beginning of Period						
Advance Issued or Applied						
Balance - End of Period						
Message						

Completion is a Condition of Reimbursemen