



## Request for Quote

### Background

In June 2015, Metropolitan Community Services, dba (MCS-T.O.U.C.H.) was awarded the Training to Work 3 – Adult Reentry grant funded by the U.S. Department of Labor, (DOL). The purpose of the grant is to develop and implement career pathway programs in demand sector occupations for men and women, including veterans and people with disabilities, who are at least 18 years old and who are enrolled in a work release program (WRP).

Since the award of this grant, we have received additional guidance from DOL on how to implement this grant which will impact the services you have agreed to provide. Additional information from DOL and their reporting requirements are due next month.

MCS-T.O.U.C.H. will be responsible for determining eligibility and screening as part of a pre-enrollment process. Once the suitability of the participant is determined, T.O.U.C.H. will enroll the participant into the program. Placement with partner agencies will be based on the participant's choice, service needs, and participant's interest. Partners are not required to provide all of the core services.

Attached is an overview of the core services definitions for your review. Please identify and respond to the questions pertaining to each service that you are planning to provide.

### Statement of Need

Metropolitan Community Services, dba (MCS-T.O.U.C.H.) is soliciting price quotations for an integrated set of participant-level services, such as case management, training, certifications and workforce activities such as employment placement and retention, and follow-up services. As described by the USDOL, "This grant program is designed to strengthen the communities where the majority of ex-offenders return. The grant will provide training and employment for inmates age 18 and older participating in work release programs. The program focuses on training opportunities that lead to industry recognized credentials and job opportunities along career pathways. Program partners are expected participate in the Career Pathway Collaboration (CPC) led by T.O.U.C.H. The CPC leadership team will create a career pathways program(s) with identified career pathways in demand sectors within the community and define specific responsibilities for each organization.

Contracts resulting from this RFQ shall be developed on an as-needed basis.

## **Budget Information**

The period for performance for the contract will be awarded on a 24 month period beginning October 1, 2015 and ending September 30, 2017. All personnel cost must identify the staff position, annual salary, and percentage of annual time spent on the funding sources for every staff position by program year of the twenty-four (24) month contract. Non-personnel cost should be further outlined into specific line items (such as supplies, equipment repairs, and mileage). Subcontractor cost should identify the service provided and the total cost. The subcontract must be procured through full and open competition. Please refer to the budget instructions if you have additional questions.

## **Evaluation Criteria**

All proposals will be reviewed to determine if they meet the requirements of this RFQ. Those that meet requirements will be deemed “responsive” and will be evaluated by a review committee and ranked based on:

Program Narrative	(50 Points)
Budget/Budget Narrative	<u>(50 Points)</u>
	100 Points

Those proposals that do not meet the requirements of the RFQ will be deemed non responsive and will be rejected. MCS-T.O.U.C.H. reserves the right to negotiate with applicants to this RFQ, if necessary, to refine or expand the statement of work, cost or any other aspect of the services provided.

## **Project Timeline**

We are requesting you return the information requested by Friday, September 18, 2015 at 5pm. We will be scheduling a meeting to review the information submitted sometime the week of September 21, 2015.

At this time, the estimated start date of this program is tentative; however, we are anticipating contracts to be finalized in September with a start date of October 1, 2015. This date could be advanced dependent on the roll out of the DOL’s reporting system.

Sincerely,

*Brian K. Woods*

Brian K. Woods, CEO

#### Quote Format

- Font size: 12 point
- Font: Times New Roman
- Margins: At least 1inch
- Pages: double sided
- Page numbering: Justified at the bottom of each page

#### **Attachments to be returned**

1. Statement of Work
2. Budget and Budget Narrative
3. Pre-Qualification Questions for Federal Funds

Return all documents to Lena Sloutsky at [lsoutsky@touchimp.org](mailto:lsoutsky@touchimp.org) or hand deliver to

37 Robinwood Ave  
Columbus, OH 43213