

**STATE OF NORTH CAROLINA**  
**Department of Public Safety**

<b>Refer <u>ALL</u> Inquiries regarding this RFP to:</b> <b>Jennifer Costa</b> <b>Email: <a href="mailto:Jennifer.E.Costa@ncdps.gov">Jennifer.E.Costa@ncdps.gov</a></b> <b>Phone: (919)324-6450</b>	<b>Request for Proposal # 19-RFP-015284-JJX</b> <b>Proposals will be publicly opened: February 9, 2021 at 2:00 PM ET</b>
<b>Using Agency: Reentry Programs &amp; Services</b> <b>Requisition No.: PR1190866</b>	<b>Commodity No. and Description: 801016 - Project management</b>

**EXECUTION**

In compliance with this Request for Proposals (RFP), and subject to all the conditions herein, the undersigned Vendor offers and agrees to furnish and deliver any or all items upon which prices are bid, at the prices set opposite each item within the time specified herein.

By executing this proposal, the undersigned Vendor understands that False certification is a Class I felony and certifies that:

- that this proposal is submitted competitively and without collusion (G.S. 143-54),
- that none of its officers, directors, or owners of an unincorporated business entity has been convicted of any violations of Chapter 78A of the General Statutes, the Securities Act of 1933, or the Securities Exchange Act of 1934 (G.S. 143-59.2), and
- it is not an ineligible Vendor as set forth in G.S. 143-59.1.

Furthermore, by executing this proposal, the undersigned certifies to the best of Vendor's knowledge and belief, that:


- it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal or State department or agency.

As required by G.S. 143-48.5, the undersigned Vendor certifies that it, and each of its sub-Contractors for any Contract awarded as a result of this RFP, complies with the requirements of Article 2 of Chapter 64 of the NC General Statutes, including the requirement for each employer with more than 25 employees in North Carolina to verify the work authorization of its employees through the federal E-Verify system.

G.S. 133-32 and Executive Order 24 (2009) prohibit the offer to, or acceptance by, any State Employee associated with the preparing plans, specifications, estimates for public Contract; or awarding or administering public Contracts; or inspecting or supervising delivery of the public Contract of any gift from anyone with a Contract with the State, or from any person seeking to do business with the State. By execution of this response to the RFP, the undersigned certifies, for Vendor's entire organization and its employees or agents, that Vendor are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

By executing this bid, Vendor certifies that it has read and agreed to the INSTRUCTIONS TO VENDORS and the NORTH CAROLINA GENERAL TERMS AND CONDITIONS.

**Failure to execute/sign proposal prior to submittal may render proposal invalid and it MAY BE REJECTED. Late proposals cannot be accepted.**

COMPLETE/FORMAL NAME OF VENDOR: GUILFORD COUNTY		
STREET ADDRESS: 301 West Market Street	P.O. BOX:	ZIP:
CITY & STATE & ZIP: Greensboro, NC 27402	TELEPHONE NUMBER: 336-641-3383	TOLL FREE TEL. NO:
PRINCIPAL PLACE OF BUSINESS ADDRESS IF DIFFERENT FROM ABOVE (SEE INSTRUCTIONS TO VENDORS ITEM #12):		
PRINT NAME & TITLE OF PERSON SIGNING ON BEHALF OF VENDOR: Michael Halford/County Manager		FAX NUMBER: 336-641-6833
VENDOR'S AUTHORIZED SIGNATURE: 	DATE: 1-28-2021	EMAIL: mhalford@guilfordcountync.gov

**VALIDITY PERIOD**

Offer valid for at least 90 days from date of bid opening, unless otherwise stated here: \_\_\_\_\_ days. After this date, any withdrawal of offer shall be made in writing, effective upon receipt by the agency issuing this RFP.

**ACCEPTANCE OF PROPOSAL**

If any or all parts of this proposal are accepted by the State of North Carolina, an authorized representative of the Department of Public Safety shall affix his/her signature hereto and this document and all provisions of this Request For Proposal along with the Vendor proposal response and the written results of any negotiations shall then constitute the written agreement between the parties. A copy of this acceptance will be forwarded to the successful Vendor(s).

**FOR STATE USE ONLY:** Offer accepted and Contract awarded this 8 day of March, 2021, as indicated on

The attached certification, by Jennifer Costa

(Authorized Representative of Department of Public Safety)



**ATTACHMENT A: PROPOSED BUDGET AND NARRATIVE (for a single county)**

Please complete Attachment A – Proposed Budget and Narrative to be submitted with proposal

Single County Area: 1) Cumberland County  
2) Forsyth County  
3) Guilford County  
4) Pitt County

Area of Bid (please select one county area from the list above) \*:

Budget Category		Budget Amount	Budget Narrative
<b>Personnel</b>			
Salary	Title		ALL POSITIONS ARE PAID BY GUILFORD COUNTY AND ARE REFLECTED ON THE BUDGET NARRATIVE AS COUNTY FUNDED
Position 1	No positions requested	In this RFP	
Position 2	No positions requested	In this RFP	
	ALL POSITIONS	PAID BY GUILFORD	COUNTY-SEE BUDGET NARRATIVE FOR BREAKOUT
Fringe Benefits			
Position 1			
Position 2			
<b>Total</b>			
<b>Travel</b>			
<b>Contract Services</b>		\$86,000.00	Housing, transportation/child care for participants
<b>Supplies</b>		\$44,000.00	Public transportation/work and related uniforms/supplies
<b>Training</b>		\$20,000.00	Vocational/Educational Training for participants
<b>Administrative Fee</b>			
<b>Proposed Budget Total</b>		\$150,000.00	The proposed budget total must not exceed \$150,000. This total includes the administrative fee (up to \$22,500 or 15%).

**Other Funding Sources:** Please indicate below if any of the proposed budget categories will be covered or partially covered by matching funds, in-kind, other funding source(s) or leveraged resources. Please provide the following information for the other funding sources that will support this project:

1. Name of the funding source
2. Budget category
3. Funding amount
4. Funding narrative to include a description, type and the funding time frame (start and end date)

Funding Source	Budget Category	Funding Amount	Funding Narrative

### **PROJECT BUDGET NARRATIVE:**

The Guilford County Sheriff's Office is committed to providing resources for the Reentry Program all staff are currently being paid from normal budgeted funds (Guilford County). As a show of commitment and good faith, these positions will be continued to paid for by the County and direct services will be requested in this proposal.

**Personnel (see County Portion of overall program budget).**

### **Travel**

Guilford County Fleet Management will assign vehicles for employee use when necessary within their current plan for other employees. This vehicle will be used for business within the normal course of assigned daily duties.

<b>TRAVEL TOTAL</b>	<b>\$0.00</b>
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### **Contract Services**

#### **HOUSING:**

Based on historical information of client needs, we anticipate an average of \$500.00 of assistance per client. We are budgeting 5 clients per month.

\$500 x 11 x 12 months =	<b>\$66,000.00</b>
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#### **TRANSPORTATION:**

This particular transportation is for limited and short-term basis transportation services fees for occasional needs and provided by private services like a taxi cab, van pool services, for classes, training, and work not accessible by public transportation.

**\$5,000.00**

**CHILD CARE:**

Based on other counties participating in Reentry Programs, the need does arise occasionally where individuals who are in classes or at work will need assistance with child care. To assist with these needs, we would anticipate needing funding for this.

**\$15,000.00**

**CONTRACT SERVICES TOTAL \$86,000.00**

**Supplies**

**ASSISTANCE FOR PUBLIC TRANSPORTATION:**

Bus tickets, gas cards, other local public transportation services for client use to attend class, meetings, appointments, interviews, training, etc. We would anticipate helping individuals at \$40 each with 300 anticipated returns per year.

**\$12,000.00**

**WORK & RELATED UNIFORMS:**

Uniforms and clothing will be used for participants to go to work, employment, classes, and vocational/educational training only. Based on anticipated needs funding requested is essential. We anticipate having to assist at least 250 people at an anticipated cost of approximately \$40 each.

**\$10,000.00**

**PERSONNAL/PROTECTIVE EQUIPMENT & BASIC NEEDS:**

This budget line includes purchase of protective supplies such as eye protection, required work shoes, hard hats, respirators, coveralls, safety vests, work boots and other clothing supplies required for protection and safety purposes. Additionally, it would include basic hygiene items too when necessary. Mecklenburg averages \$25 to \$75 per person. We would anticipate \$50 per person and needing to assist at least 400 people per year.

**\$20,000.00**

**Medical Expenses for participants:**

Most individuals that are released from prison are not eligible for Medicaid. Based on what Mecklenburg County has encountered, we would anticipate approximately 200 releases coming back to Guilford County and of these approximately 25 may need medical care and on an

average that could potentially cost \$75 per individual. These services may include medical exams, dental treatment, and/or eye exams prior to application for employment.

**\$2,000.00**

**SUPPLIES TOTAL \$44,000.00**

### **Training**

Vocational/Educational Training for participants is necessary for successful reentry .

**TRAINING TOTAL \$20,000.00**

### **Administrative Fees**

Guilford County will absorb the administrative fees within existing county funds.

**ADMINISTRATE TOTAL \$0.00**

**Proposed Budget Total (DPS) \$150,000.00**

### **TO BE FUNDED BY GUILFORD COUNTY:**

The **Guilford County Reentry Program Manager(GCRPM)** is responsible for the overall operation, direction, and management of the local Reentry Program. This individual performs professional and administrative work by serving as the facilitator between many different local reentry programs, by ensuring the collaboration of non-profit organizations, churches, substance abuse, mental health, medical health, and other state and local governmental agencies. This employee is responsible for guiding post incarceration individuals to appropriate resources, training, and assistance to successfully reenter the job work environment. This assistance may include other needs such as housing, food, education, etc. The GCRPM conducts and coordinates meetings with other agencies, designs and directs the gathering and tabulation of required data, and is also responsible for the overall program evaluation and staff performance evaluation. The GCRD directly supervises the Reentry Coordinator, Case Manager as well as two Reentry Peer Support Specialists.

The Guilford County Reentry Coordinator (GCRC) is responsible for assisting the GCRD in grant management, administrative duties, and overall assistance in the execution of the Reentry Program.

The Guilford County Reentry Case Manager (GCRCM) is responsible for overseeing all clients and managing the case load of the Peer Support Specialists, any interns and coordination of all services for clients.

The Reentry Peer Support Specialists provide screening and assessments to aid the formerly incarcerated individual with an appropriate action plan to meet his/her needs. The primary goal is to help the individual sustain employment and function productively as a returning citizen in the immediate area. This specialist works closely with the GCRCM to build and strengthen the coalition between other agencies in the county.

<b>Position Amount</b>	<b>Annual Budget</b>
Reentry Program Manager Full-time	
	<b>\$64,704.00</b>
Reentry Coordinator Full-time	
	<b>\$49,306.00</b>
Reentry Case Manager Full-time	
	<b>\$56,742.00</b>
Peer Support Specialists 2/part time (contracted) \$25,000 ea x 2	
	<b>\$50,000.00</b>
<b>Fringe Benefits</b>	
Reentry Program Manager 30% of \$64,704.00 = Fringe Benefits	
	<b>\$19,411.20</b>
Reentry Coordinator 30% of \$49,306.00 = Fringe Benefits	
	<b>\$14,791.80</b>
Reentry Case Manager 30% of \$56,742.00=Fringe Benefits	
	<b>\$17,022.60</b>
Peer Support Specialist are contracted NO fringes included	
<b>PERSONNEL TOTAL</b>	<b>\$271,997.60</b>

In addition to funding personnel for the Reentry Center, Guilford County also provides \$125,000.00 per year for all supplies, additional costs not allowable under the grant in addition to all costs associated with the physical center-to include utilities, maintenance, phones, vehicles, etc.