

State of Minnesota

Department of Corrections



REQUEST FOR PROPOSAL

Targeted Housing Services for High Risk Individuals Transitioning from Prison to Hennepin & Ramsey Counties

Date Posted: Monday, September 14, 2020

- Responses must be received not later than 4:30 p.m., Central Time, Monday, October 12, 2020.
- Late responses will not be considered.

Minnesota's Commitment to Diversity and Inclusion

The State of Minnesota is committed to diversity and inclusion in its public procurement process. The goal is to ensure that those providing goods and services to the State are representative of our Minnesota communities and include businesses owned by minorities, women, veterans, and those with substantial physical disabilities. Creating broader opportunities for historically under-represented groups provides for additional options and greater competition in the marketplace, creates stronger relationships and engagement within our communities, and fosters economic development and equality.

To further this commitment, the Department of Administration operates a program for Minnesota-based small businesses owned by minorities, women, veterans, and those with substantial physical disabilities. For additional information on this program, or to determine eligibility, please call 651-296-2600 or go to [the Office of Equity in Procurement home page, at www.mn.gov/admin/oep](http://www.mn.gov/admin/oep).

SPECIAL NOTICE: This is a request for proposal. It does not obligate the State of Minnesota to award a contract or complete the proposed program, and the State reserves the right to cancel this solicitation if it is considered in its best interest.

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Solicitation Attachments

- Attachment A: Responder Declarations
- Attachment B: Exceptions to State's Terms and Conditions
- Attachment C: Cost Detail
- Attachment D: Responder Forms
 - Veterans Preference Form (If Applicable)
 - Workforce Certification
 - Equal Pay Certificate Form
- Attachment E: Technical Proposal

Sample Contract

- Exhibit A: Contract Terms
- Exhibit B: Insurance Requirements
- Exhibit C: Specifications, Duties, and Scope of Work
- Exhibit D: Pricing

SECTION 1 – INSTRUCTIONS TO RESPONDERS

Steps for
Completing Your
Response

Follow the steps below to complete your response to this Solicitation:

- Step 1: Read the solicitation documents and ask questions, if any
- Step 2: Write your response
- Step 3: Submit your response

Incomplete
Submittals

A response must be submitted along with any required additional documents. Incomplete responses that materially deviate from the required format and content may be rejected.

STEP 1 – READ THE SOLICITATION DOCUMENT & ASK QUESTIONS, IF ANY

How to Ask Questions

The contact person for questions is:
Jana Carr-Weerts, Management Analyst 3
Grants & Subsidies Unit
jana.carr-weerts@state.mn.us

Questions should be emailed to the contact by noon, Thursday, October 1, 2020.
Other personnel are not authorized to answer questions regarding this Solicitation.

STEP 2 – WRITE YOUR RESPONSE

The Proposal Content section is in Section 4. Prepare a written response and supply all requested content. Responses should address the requested information and documents detailed in Section 4. **DO NOT INCLUDE** Non-Public/Trade Secret data (as defined by Minn. Stat. § 13.37).

Review, sign, and include the Responder Declarations with your response.

STEP 3 –SUBMIT YOUR RESPONSE

Submit your response to:

Where to Send Your Response

Jana Carr-Weerts, Management Analyst 3
Grants & Subsidies Unit
jana.carr-weerts@state.mn.us

Proposals must be received not later than 4:30 p.m., Central Time, Monday, October 12, 2020.
Late responses will not be considered.

All responses should include the following separately attached documents:

- A Technical Proposal using Attachment E;
- A Cost Proposal using Attachment C (must be separate from Technical Proposal); and
- Other applicable forms in Attachments A, B, and D.

By submitting a response, responder is making a binding legal offer for the period of time set forth below in Section 6, Conditions of Offer.

SECTION 2 – SUMMARY OF SCOPE

1. Procurement Overview and Goals.

The Minnesota Department of Corrections (DOC) is seeking proposals to provide transitional and/or emergency housing, coordination of rental assistance and/or subsidies, and to create and sustain long-term lease/rental agreements and partnerships with landlords for high risk individuals releasing from targeted Minnesota Department of Correction’s (“DOC”) correctional facilities, including all levels of predatory offenders, who are returning to Hennepin and Ramsey counties. “High-risk” is defined by receiving a “high” or very-high” risk score on the MnSTARR recidivism assessment tool includes all levels of predatory offenders.

The DOC has collaborated with community partners to deliver a program grounded in evidence-informed practices serving higher risk release violators called Opportunity for Change (“O4C”) since 2017. It is anticipated that in 2021 the O4C program will also serve non-release violators (individuals who release at 2/3 of their sentence) in need of supportive services. Goals of the program are to implement interventions that align with effective programming and yield promising results in reductions in recidivism, technical violations and increases pro-social opportunities for

released individuals. Additional strategies used by the O4C team to increase success include cognitive behavioral interventions, case planning and referrals, mentorship, and employment connections.

It is the goal of this project to decrease the level of homelessness, increase long-term housing stability and supports, and reduce the rate of recidivism by providing safe and expedient housing services grounded in evidence-informed practices for high-risk individuals which will aid them in a smooth transition from prison into the community.

2. Sample Tasks and Deliverables.

- Provide transitional housing and emergency housing services and supports for individuals releasing from Minnesota Correctional Facilities (“MCF”) to Hennepin and Ramsey Counties, and meet other O4C program criteria. Make necessary arrangements to ensure that housing is available to O4C program participants upon their release from MCFs.
- Services and supports should include opportunities for motivating/rewarding positive behavior for program participants, and to learn life skills related to successful housing arrangements, such as, but not limited to: communicating successfully with others; having and maintaining healthy boundaries; cooking and grocery shopping on a budget; following rules; and knowing their rights as a renter.
- Conduct in-reach orientation services at the targeted MCF’s located in Stillwater and Rush City. In-person in-reach orientation visits are preferred, when allowed (Coronavirus Pandemic may prevent facility accessibility), but please have a plan for virtual/tele-orientations, as well. Also, the targeted MCF’s may be subject to change as the program evolves. In-reach Orientation services should prepare participants for community expectations.
- Coordinate and provide rental assistance and/or subsidies and beds for up to 180 days for program participants whom housing has been identified as a barrier to successful and the participant has no current source of income to pay for the housing.
- Find and obtain lease and rental agreements for approximately up to 100 program participants to increase housing capacity and long-term housing options.
- Coordinate service delivery with the DOC staff, program participants’ county corrections personnel, other state and local agencies, and any other agencies as directed by the DOC.
- Required participation in O4C Core Team Meetings (CTM) which occur twice per month to discuss progress and challenges with program participants and coordinate service delivery. Currently, CTM’s rotate between Minneapolis and St. Paul locations.
- Assist in engaging stakeholders in the ongoing success of the O4C program. This may include fielding questions from facility, community, family, and other social support persons. Data practice laws must be understood and maintained. Participation in presentations of O4C program goals and outcomes may be requested.
- Establish and maintain good working relationships with community partners, landlords, program participants, DOC staff, and other collaborative partners/stakeholders, including program participant’s assigned supervising agent.
- Coordinate service delivery in compliance with, and due consideration of, all legal, DOC policy, and local housing requirements needed to support the successful community reentry for high risk participants, including predatory offenders.
 - Respondents will score additional points during review if the proposal describes how the organization will address the needs of Level 3 predatory offenders.
 - Respondents will score additional points during review if the proposal describes a history of working with predatory offenders and how challenges with housing this population have been solved.
- Increase housing opportunities and positive placements for program participants.
- Participate in up to twenty (20) hours of training, boosters, and/or Communities of Practice (“CoP”) in order to maintain and improve program coordinator skills and program updates. The expectation is that the contractor has trained staff to deliver proposed services and there will be no reimbursement or DOC funding available to train contractor staff in proposed curriculum(s).
- Maintain a database system approved by the DOC for tracking/reporting purposes and potential outcome evaluations to be determined by the DOC.

- Participate in quality assurance and evaluation tools, such as individual feedback from the DOC's O4C Program Director/Manager, interviews, requests for data from DOC evaluators, and participation in an Evidence-Based Correctional Program Checklist Assessment (CPC).
- Responders may propose additional tasks or activities if they are believed to substantially improve the results of the project.

SECTION 3 – PROPOSAL INSTRUCTIONS AND ADDITIONAL INFORMATION

1. Anticipated Contract Term.

The term of this contract is anticipated to be from January 1, 2021 to December 31, 2021, with the option to extend up to an additional four years in increments determined by the State. Funding for a complete 12 months is projected not to exceed \$250,000.00 and will be pro-rated according to the start date of the contract. The DOC reserves the right to award contracts to more than one vendor to provide these services and proposals may include services in Hennepin AND Ramsey counties, or Hennepin OR Ramsey counties.

2. Question and Answer Instructions.

All questions should be submitted no later than the date and time listed in Section 1, Instructions to Responders. The State is not obligated to answer questions submitted after the question due date and time.

Only personnel listed above in Section 1 are authorized to discuss this solicitation with responders. Contact regarding this solicitation with any personnel not listed above could result in disqualification. This provision is not intended to prevent responders from seeking guidance from state procurement assistance programs regarding general procurement questions.

If a Responder discovers any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in the solicitation, please immediately notify the contact person detailed above in writing of such error and request modification or clarification of the document.

3. Additional Tasks or Activities.

Responders are encouraged to propose additional tasks, activities, or goods above and beyond the scope of what is requested in this solicitation if they will substantially improve the results of this procurement. Any costs associated with these additional tasks, activities, or goods should be clearly marked and separated from costs associated with the tasks, activities, or goods specifically requested under this solicitation. Because cost is a factor in the evaluation of responses to this solicitation, failure to separate costs for additional tasks, activities, or goods may result in those costs being included in a responder's cost proposal and result in a lower cost score for that proposal.

SECTION 4 – PROPOSAL CONTENT

NOTE: Responder must complete and submit the information detailed below in "Attachment E: Technical Proposal", attached to this solicitation, for their response. Responder should answer every section in Attachment E, and provide all information requested in this Section 4.1 through 4.4, below. Failure to meet this requirement, or using your own formatting, may result in the rejection of the entire solicitation response as non-responsive.

1. **Objectives and Goals.** Submit a statement of the objectives, goals, and tasks to show or demonstrate the responder's view and understanding of the project objectives and nature of the contract.

2. Deliverables and Work Plan.

- A. description of the deliverables to be provided by the responder along with a detailed work plan that identifies the major tasks (identified in the "Sample Tasks" section above) to be accomplished and be used as a scheduling and managing tool, as well as the basis for invoicing.
- B. Demonstrate experience with and knowledge of available funding resources for housing. Applicants must demonstrate their knowledge and experience for developing, implementing, and providing housing projects

for high risk offenders.

- C. Describe how the program will establish and maintain a good working relationship with collaborative partners as well as assigned supervising agents.
 - D. Demonstrate knowledge and experience working in the criminal justice system and a culturally diverse population.
 - E. Describe how the dedicated staff will develop and increase lease and rental agreements for up to 100 program participants program to increase housing capacity and obtain long-term housing options.
 - F. Describe if the respondent will establish ownership of the housing or will establish a contract with property owner(s) in order to create appropriate long-term housing options.
 - G. Outline the responder's plan to fulfill up to twenty hours of training (per year), boosters, and/or Communities of Practice (CoP) to maintain and improve skills associated with behavior change for the correctional community.
3. **Background and Experience:** An outline of the responder's background and experience with examples of similar work done by the responder and a list of personnel who will conduct the project, detailing their training, and work experience. Resumes or other information about project personnel should not, if possible, contain personal telephone numbers, home addresses or home email addresses. If it is necessary to include personal contact information, please clearly indicate in the proposal that personal contact information is being provided. All staff identified in the proposal to deliver the proposed services must be trained and certified to deliver the curriculum.
4. **Diversity and Inclusion.** Describe how your organization, if awarded a contract, will further the State's goal of fostering economic development and reducing economic disparities through diversity and inclusion. Points may be awarded to companies articulating strong policies supporting small, diverse, and veteran-owned businesses in areas such as hiring practices, supply chain management, subcontracting, etc. Detail your company's demographic breakdown and any other information pertinent to efforts in this area.
5. **Cost Detail.** Complete and submit Attachment C, "Cost Detail," attached to this solicitation and should clearly outline costs associated with the following tasks:
- A. Transitional housing and emergency housing services/supports for individuals releasing to Hennepin and Ramsey Counties;
 - B. providing rental assistance and/or subsidies and beds for up to 180 days for an estimated 80 program participants;
 - C. obtaining long term lease and rental agreements for up to 100 program participants;
 - D. in-reach orientation services for MCF-Stillwater and MCF-Rush City;
 - E. services & supports for motivating/rewarding positive behavior, such as incentives/rewards, and training life skills related to successful housing arrangements, for an estimated 80 program participants;
 - F. attending twice-monthly participation in O4C CTM's (one at each of the two O4C Twin Cities Hub locations every two weeks);
 - G. participation in up to twenty (20) hours of ongoing training, booster and/or CoPs; and,
 - H. assisting in stakeholder engagement and presenting with other O4C and/or DOC staff should be outlined in your cost detail; and,
 - I. participation in quality assurance and evaluation tools.

NOTE: Any additional tasks or activities proposed should be included, but be separated from the required items (listed in A above) in the cost detail.

Submit all requested documentation, including, but not limited to, the following documents:

1. Attachment A: Responder Declarations
2. Attachment B: Exceptions to State's Terms and Conditions
3. Attachment C: Cost Detail

4. Attachment D: Responder Forms
 - Veterans Preference Form (If Applicable)
 - Workforce Certification
 - Equal Pay Certificate Form
5. Attachment E: Technical Proposal

DO NOT INCLUDE Non-Public/Trade Secret data (as defined by Minn. Stat. § 13.37).

SECTION 5 – EVALUATION PROCEDURE AND CRITERIA

The State will conduct an evaluation of responses to this Solicitation. The evaluations will be conducted in three phases:

- Phase 1 - Review responses for responsiveness and pass/fail requirements
- Phase 2 - Evaluate responses
- Phase 3 - Select finalist(s)

1. Phase 1 – Responsiveness and Pass/Fail Requirements

The purpose of this phase is to determine if each response complies with mandatory requirements. The State will first review each proposal for responsiveness to determine if the Responder satisfies all mandatory requirements. The State will evaluate these requirements on a pass/fail basis.

Mandatory Requirements. The following will be considered on a pass/fail basis:

- Responses must be received by the due date and time specified in this RFP.

2. Phase 2 - Evaluate Responses

Only those responses found to have met Phase 1 criteria will be considered in Phase 2.

The factors and weighting on which responses will be evaluated are:

- | | |
|--|--|
| 1. Expressed Understanding of Project Objectives and Goals | 100 points |
| 2. Deliverables and Work Plan | 350 points |
| 3. Qualifications/Experience of Personnel Working on the Project | 200 points |
| 4. Diversity & Inclusion | 50 points |
| 5. Cost Detail | <u>300 points</u>
1000 points |
| 6. Preference Points (if applicable) | 60 points (in addition to 1,000 available) |

Preference points are described under Solicitation Terms and will be applied to the total score after points have been awarded.

3. Phase 3 - Select Finalist(s)

Only those responses that have been evaluated under Phase 2 shall be eligible for Phase 3.

The State will make its selection based on best value, as determined by this evaluation process. The State reserves the right to pursue negotiations on any exception taken to the State’s standard terms and conditions. In the event that negotiated terms cannot be reached, the State reserves the right to terminate negotiations and begin negotiating with the next highest scoring responder or take other actions as the State deems appropriate. If the State anticipates multiple awards, the State reserves the right to negotiate with more than one Responder.

It is anticipated that the evaluation and selection will be completed by Friday, November 6, 2020.

SECTION 6 – SOLICITATION TERMS

1. Competition in Responding

The State desires open and fair competition. Questions from responders regarding any of the requirements of the Solicitation must be submitted in writing to the Solicitation Administrator listed in the Solicitation before the due date and time. If changes are made the State will issue an addendum.

Any evidence of collusion among responders in any form designed to defeat competitive responses will be reported to the Minnesota Attorney General for investigation and appropriate action.

2. Addenda to the Solicitation

Changes to the Solicitation will be made by addendum with notification and posted in the same manner as the original Solicitation. Any addenda issued will become part of the Solicitation.

3. Joint Ventures

The State allows joint ventures among groups of responders when responding to the solicitation. However, one responder must submit a response on behalf of all the others in the group. The responder that submits the response will be considered legally responsible for the response (and the contract, if awarded).

4. Withdrawing Response

A responder may withdraw its response prior to the due date and time of the Solicitation by notifying the Solicitation Administrator in writing of the desire to withdraw.

After the due date and time of this Solicitation, a responder may withdraw a response only upon showing that an obvious error exists in the response. The showing and request for withdrawal must be made in writing to Solicitation Administrator within a reasonable time and prior to the State's detrimental reliance on the response.

5. Rights Reserved

The State reserves the right to:

- Reject any and all responses received;
- Waive or modify any informalities, irregularities, or inconsistencies in the responses received;
- Negotiate with the highest scoring Responder[s];
- Terminate negotiations and select the next response providing the best value for the State;
- Consider documented past performance resulting from a State contract may be considered in the evaluation process;
- Short list the highest scoring Responders;
- Require Responders to conduct presentations, demonstrations, or submit samples;
- Interview key personnel or references;
- Request a best and final offer from one or more Responders;
- The State reserves the right to request additional information ; and
- The State reserves the right to use estimated usage or scenarios for the purpose of conducting pricing evaluations. The State reserves the right to modify scenarios, and to request or add additional scenarios for the evaluation.

6. Samples and Demonstrations

Upon request, Responders are to provide samples to the State at no charge. Except for those destroyed or mutilated in testing, the State will return samples if requested and at the Responder's expense. All costs to conduct and associated with a demonstration will be the sole responsibility of the Responder.

7. Responses are Nonpublic during Evaluation Process

All materials submitted in response to this Solicitation will become property of the State. During the evaluation process, all information concerning the responses submitted will remain private or nonpublic and will not be disclosed to anyone whose official duties do not require such knowledge. Responses are private or nonpublic data until the completion of the evaluation process as defined by Minn. Stat. § 13.591. The completion of the evaluation process is defined as the State having completed negotiating a contract with the selected responder. The State will notify all responders in writing of the evaluation results.

8. Trade Secret Information

8.1 Responders must not submit as part of their response trade secret material, as defined by Minn. Stat. § 13.37.

8.2 In the event trade secret data are submitted, Responder must defend any action seeking release of data it believes to be trade secret, and indemnify and hold harmless the State, its agents and employees, from any judgments awarded against the State in favor of the party requesting the data, and any and all costs connected with that defense.

8.3 The State does not consider cost or prices to be trade secret material, as defined by Minn. Stat. § 13.37.

8.4 A responder may present and discuss trade secret information during an interview or demonstration with the State, if applicable.

9. Conditions of Offer

Unless otherwise approved in writing by the State, Responder's cost proposal and all terms offered in its response that pertain to the completion of professional and technical services and general services will remain firm for 180 days, until they are accepted or rejected by the State, or they are changed by further negotiations with the State prior to contract execution.

10. Award

Any award that may result from this solicitation will be based upon the total accumulated points as established in the solicitation. The State reserves the right to award this solicitation to a single Responder, or to multiple Responders, whichever is in the best interest of the State, providing each Responder is in compliance with all terms and conditions of the solicitation. The State reserves the right to accept all or part of an offer, to reject all offers, to cancel the solicitation, or to re-issue the solicitation, whichever is in the best interest of the State.

11. Requirements Prior to Contract Execution

Prior to contract execution, a responder receiving a contract award must comply with any submittal requests. A submittal request may include, but is not limited to, a Certificate of Insurance.

12. Targeted Group, Economically Disadvantaged Business, Veteran-Owned and Individual Preference

Unless a greater preference is applicable and allowed by law, in accordance with Minn. Stat. § 16C.16, businesses that are eligible and certified by the State as targeted group (TG) businesses, economically disadvantaged (ED) businesses, and veteran-owned businesses will receive points equal to 6% percent of the total points available as preference.

For TG/ED/VO certification and eligibility information visit [the Office of Equity in Procurement website at https://mn.gov/admin/business/vendor-info/oep/](https://mn.gov/admin/business/vendor-info/oep/) or call the Division's Helpline at 651.296.2600.

13. Reciprocity

State shall comply with Minn. Stat. § 16C.06, subd. 7, as that applies to a non-resident vendor. This paragraph does not apply for any project in which federal funds are expended.

ATTACHMENT A: RESPONDER DECLARATIONS

The undersigned certifies, to the best of his or her knowledge and belief, that:

- A. **Response Contents.** The information provided is true, correct, and reliable for purposes of evaluation for potential contract award. The submission of inaccurate or misleading information may be grounds for disqualification from the award as well as subject the Responder to suspension or debarment proceedings as well as other remedies available by law
- B. **Authorized Signature.** This Declaration is signed by the appropriate person(s), with the authority to contractually bind the Responder, as required by applicable articles, bylaws, resolutions, minutes, and ordinances.
- C. **Non-Collusion Certification.**
 - 1. The Proposal has been arrived at by the Responder independently and has been submitted without collusion and without any agreement, understanding or planned common course of action with any other vendor designed to limit fair or open competition; and
 - 2. The contents of the Response have not been communicated by the Responder or its employees or agents to any person not an employee or agent of the Responder and will not be communicated to any other individual prior to the due date and time of this Solicitation. Any evidence of collusion among Responders in any form designed to defeat competitive responses will be reported to the Minnesota Attorney General for investigation and appropriate action.
- D. **Organizational Conflicts of Interest.** To the best of Responder's knowledge and belief, and except as otherwise disclosed, there are no relevant facts or circumstances which could give rise to an organizational conflict of interest. An organizational conflict of interest exists when, because of existing or planned activities or because of relationships with other persons,
 - 1. a vendor is unable or potentially unable to render impartial assistance or advice to the State;
 - 2. the vendor's objectivity in performing the contract work is or might be otherwise impaired; or
 - 3. the vendor has an unfair competitive advantage.

If after award, an organizational conflict of interest is discovered, an immediate and full disclosure in writing must be made to the State's Chief Procurement Officer which must include a description of the action which the contractor has taken or proposes to take to avoid or mitigate such conflicts. If an organizational conflict of interest is determined to exist, the State may, at its discretion, cancel the contract. In the event the Contractor was aware of an organizational conflict of interest prior to the award of the contract and did not disclose the conflict to OSP, the State may terminate the contract for default. Organizational conflicts of interest terms apply to any subcontractors for this work.

- E. **Certification Regarding Lobbying.** For State of Minnesota Contracts and Grants over \$100,000, the undersigned certifies, to the best of his or her knowledge and belief that:
 - 1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
 - 2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee

of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying in accordance with its instructions.

3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into and is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

- F. **Copyrighted Material Waiver.** By signing its Response, the Responder certifies that it has obtained all necessary approvals for the reproduction and distribution of the contents of its response.
- G. **Diverse Spend Reporting.** The Sample Contract contains a clause for Diverse Spend Reporting. When this clause applies, Contractor will be required to register in a free portal to report diverse spend.

Please see [Diverse Spend Reporting Frequently Asked Questions](#) for additional information.

By signing this form, Responder acknowledges and certifies compliance with all applicable requirements indicated above.

Company Name: _____

Signature: _____

Printed Name: _____

Title: _____

Date: _____

Phone Number: _____

Email Address: _____

ATTACHMENT B: EXCEPTIONS TO STATE’S TERMS AND CONDITIONS

The State presumes a responder agrees to the terms and conditions of this solicitation unless a responder takes specific exception to one or more of the conditions on this form.

The State reserves the right to reject, negotiate, or accept any exception listed to the State’s terms and conditions (including those found in the attached Sample Contract).

INSTRUCTIONS: A responder must explicitly list all exceptions to State’s terms and conditions, if any (including those found in the attached Sample Contract). Reference the clause number and page number of the State’s term and condition for each of a responder’s exceptions. If no exceptions exist, state "NONE" specifically on the form below. Whether or not exceptions are taken, the Responder must sign and date this form and submit it as part of their response. *(Add additional pages if necessary.)*

Clause and Page Number	Suggested Change to Clause	Explanation or Justification

By signing this form, I acknowledge that the above-named responder accepts, without qualification, all terms and conditions stated in this solicitation (including the sample contract) except those clearly outlined as exceptions above.

Signature: _____

Printed Name: _____

Title: _____

Date: _____

ATTACHMENT C: COST DETAIL

Responders must submit Attachment C "Cost Detail" form to submit their Cost Proposal. The rate(s) identified in the Cost Proposal must include all costs, including but not limited to: travel expenses, mass mailings, fees, commissions, compensation, equipment and other charges.

Identify the level of the State's participation in the contract and details of cost allowances for this participation. The State does not make regular payments based solely upon the passage of time; it only pays for services performed or work delivered after it is accomplished.

Submit the Attachment C: Cost Proposal as a separate document(s) from your technical response for all copies of the Proposal. Do not include any cost information in the Technical Proposal part of the response. The Proposal must be open for acceptance until a contract is executed, the Solicitation is cancelled, or 180 days after the due date and time of the Solicitation, whichever comes first.

Task	Unit Cost	Projected Quantity	Total Cost
<u>Beds-</u> Provide transitional housing and/or emergency housing services/supports for an estimated 80 O4C Program participants for up to 180 days.	\$ _____	80 participants	\$ _____ (calculate as cost per unit X 80 program participants)
<u>Rental Assistance or Subsidies-</u> Provide rental assistance and/or subsidies for an estimated 100 O4C program participants that have no current source of income to pay for the housing. Assistance may last for up to 180 days. Subsidies include application fees, damage deposit, first and last month's rent, etc.	\$ _____	100 participants	\$ _____ (calculated as cost per unit X 100 program participants)
<u>Long-Term Lease Agreement & Placement-</u> It is estimated a dedicated staff position will develop new, successful, long-term lease and rental agreements for up to an estimated 100 program participants.	\$ _____	Placement of 100 participants	\$ _____ (calculated as cost per unit X 100 program participants)
<u>In-reach Orientation for Participants-</u> In-reach orientation is a group meeting of project partners and incarcerated individuals referred to the HRRR Program, to introduce the various project components. This will occur at the Minnesota Correctional Facilities. It is estimated sessions will occur at two (2) Correctional Facilities each month and last at least 90 minutes. Potential Correctional Facilities locations include Stillwater and Rush City.	\$ _____	24 sessions (calculated as 2 sessions per month X 12 months)	\$ _____ (calculated as cost per session X 24 sessions per year)
<u>Motivating/Rewarding Positive Behavior</u> This may include incentives & rewards for up to an estimated 80 program participants, as well as ways to train life skills related to successful housing arrangements, for an estimated	\$ _____	80 participants	\$ _____ (calculated as cost per unit X 100 program participants)
<u>Core Team Meetings-</u> It is estimated staff will participate in O4C Program team meetings, every two weeks at <u>each</u> Hub location (2 meetings per month at each location). Meetings could last up to 90 minutes. There will be an O4C Hub located in both Minneapolis and St. Paul.	\$ _____	48 Meetings (calculated as 2 mtgs per month at <u>each</u> Hub location X 12 months)	\$ _____ (calculated as cost per meeting X 48 meetings per year)
<u>Training, Booster and/or CoP-</u> Participation in up to 20 hours per year of training, boosters, and/or CoP's to maintain and improve facilitator skills and curriculum updates.	\$ _____	20 Hrs	\$ _____ (calculated as cost per hour X 20 hours per year)
<u>Stakeholder Engagement –</u> Participation in up to 12 hours presenting with other O4C and/or DOC staff at events or meetings.	\$ _____	12 Hours	\$ _____ (calculated as cost per hour X 12 hrs per year)
<u>Quality Assurance/Evaluation Tools-</u> Up to 20 hours of participation, which may include individual feedback from the DOC's O4C Program Director/Manager, interviews, requests for data from DOC evaluators, and participation in an Evidence-Based Correctional Program Checklist Assessment (CPC).	\$ _____	20 Hours	\$ _____ (calculated as cost per hour X 20 hours per year)
TOTAL PROPOSAL COST			\$ _____

ATTACHMENT D: RESPONDER FORMS

**STATE OF MINNESOTA
VETERAN-OWNED PREFERENCE FORM**

Unless a greater preference is applicable and allowed by law, in accordance with Minn. Stat. §16C.16, subd. 6a, the State will award a 6% preference on State procurement to certified small businesses that are majority owned and operated by veterans.

Veteran-Owned Preference Requirements - See Minn. Stat. § 16C.19(d):

- 1) The business has been certified by the Office of Equity in Procurement as being a veteran-owned or service-disabled veteran-owned small business.

or

- 2) The principal place of business is in Minnesota AND the United States Department of Veterans Affairs verifies the business as being a veteran-owned or service-disabled veteran-owned small business under Public Law 109-461 and Code of Federal Regulations, title 38, part 74 (Supported By Documentation).

Statutory requirements and appropriate documentation must be met **by the solicitation response due date and time** to be awarded the veteran-owned preference.

Claim the Preference

By signing below, I confirm that:

My company is claiming the veteran-owned preference afforded by Minn. Stat. § 16C.16, subd. 6a. By making this claim, I verify that:

- The business has been certified by the Office of Equity in Procurement as being a veteran-owned or service-disabled veteran-owned small business.

or

- My company's principal place of business is in Minnesota **and** the United States Department of Veteran's Affairs verifies my company as being a veteran-owned or service-disabled veteran-owned small business (Supported By Attached Documentation)

Name of Company: _____ Date: _____
Authorized Signature: _____ Telephone: _____
Printed Name: _____ Title: _____

Attach documentation, sign, and return this form with your solicitation response to claim the veteran-owned preference.

**STATE OF MINNESOTA
WORKFORCE CERTIFICATE INFORMATION FORM**

Required by State law for ALL bids or proposals that could exceed \$100,000

Complete this form and return it with your bid or proposal. The State of Minnesota is under no obligation to delay proceeding with a contract until a company becomes compliant with the Workforce Certification requirements in Minn. Stat. §363A.36.

BOX A – COMPANIES that have employed more than 40 full-time employees WITHIN MINNESOTA on any single working day during the previous 12 months, check one option below:

- Attached is our current Workforce Certificate issued by the Minnesota Department of Human Rights (MDHR).
- Attached is confirmation that MDHR received our application for a Minnesota Workforce Certificate on _____ (date).

BOX B – NON-MINNESOTA COMPANIES that have employed more than 40 full-time employees on a single working day during the previous 12 months in the state where it has its primary place of business, check one option below:

- Attached is our current Workforce Certificate issued by MDHR.
- We certify we are in compliance with federal affirmative action requirements.

BOX C – EXEMPT COMPANIES that have not employed more than 40 full-time employees on a single working day in any state during the previous 12 months, check option below if applicable:

- We attest we are exempt. If our company is awarded a contract, upon request, we will submit to MDHR within 5 business days after the contract is fully signed, the names of our employees during the previous 12 months, the date of separation, if applicable, and the state in which the persons were employed. Send to compliance.MDHR@state.mn.us.

By signing this statement, I certify that the information provided is accurate and that I am authorized to sign on behalf of the company.

Name of Company: _____	Date _____
Authorized Signature: _____	Telephone number: _____
Printed Name: _____	Title: _____

For assistance with this form, contact:

Minnesota Department of Human Rights, Compliance Services

Web: <http://mn.gov/mdhr/> TC Metro: 651-539-1095 Toll-Free: 800-657-3704

Email: compliance.MDHR@state.mn.us. TTY: 651-296-1283

**STATE OF MINNESOTA
EQUAL PAY CERTIFICATE**

If your response could be in excess of \$500,000, please complete and submit this form with your submission. **It is your sole responsibility to provide the information requested and when necessary to obtain an Equal Pay Certificate (Equal Pay Certificate) from the Minnesota Department of Human Rights (MDHR) prior to contract execution. You must supply this document with your submission.** Please contact MDHR with questions at: 651-539-1095 (metro), 1-800-657-3704 (toll free), 711 or 1-800-627-3529 (MN Relay) or at compliance.MDHR@state.mn.us.

Option A – If you have employed 40 or more full-time employees on any single working day during the previous 12 months in Minnesota or the state where you have your primary place of business, please check the applicable box below:

- Attached is our current MDHR Equal Pay Certificate.
- Attached is MDHR’s confirmation of our Equal Pay Certificate application.

Option B – If you have not employed 40 or more full-time employees on any single working day during the previous 12 months in Minnesota or the state where you have your primary place of business, please check the box below.

- We are exempt. We agree that if we are selected we will submit to MDHR within five (5) business days of final contract execution, the names of our employees during the previous 12 months, date of separation if applicable, and the state in which the persons were employed. Documentation should be sent to compliance.MDHR@state.mn.us.

The State of Minnesota reserves the right to request additional information from you. **If you are unable to check any of the preceding boxes, please contact MDHR to avoid a determination that a contract with your organization cannot be executed.**

Your signature certifies that you are authorized to make the representations, the information provided is accurate, the State of Minnesota can rely upon the information provided, and the State of Minnesota may take action to suspend or revoke any agreement with you for any false information provided.

Authorized Signature	Printed Name	Title
Organization	MN/FED Tax ID#	Date
Issuing Entity	Project # or Lease Address	

RFP Attachment E: Technical Proposal
Targeted Housing Services for High Risk Individuals Transitioning from Prison to Hennepin & Ramsey Counties

NAME OF RESPONDING ORGANIZATION:

1. **OBJECTIVES AND GOALS:** Statement of the objectives, goals, and tasks to show or demonstrate the responder's view and understanding of the nature of the contract.

<p>2A. Cont'd</p>	<p><u>DETAILED WORK PLAN:</u></p>
<p>B. Demonstrate experience with and knowledge of available funding resources for housing. Responder must demonstrate knowledge and experience for developing, implementing, and providing housing projects for high risk offenders.</p>	
<p>C. Describe how the program will establish and maintain a good working relationship with collaborative partners as well as assigned supervising agents.</p>	

<p>D. Demonstrate knowledge and experience working in the criminal justice system and a culturally diverse population.</p>	
<p>E. Describe how the dedicated staff will develop and increase lease and rental agreements for up to 100 program participants program to increase housing capacity and obtain long-term housing options.</p>	
<p>F. Describe if the respondent will establish ownership of the transitional housing unit(s), or will establish a contract with property owner(s) in order to create appropriate long-term housing options. Include information about the following:</p> <ul style="list-style-type: none">• How your organization will comply with the Americans with Disabilities Act (ADA).• Measures for ensuring the safety and security of your staff and residents.• Geographical location of the housing site(s), if they are existing sites or will be new sites, number of beds at each site, etc.	

G. Outline the responder's plan to fulfill up to twenty hours of training (per year), boosters, and/or Communities of Practice (CoP) to maintain and improve skills associated with behavior change for the correctional community.

3. BACKGROUND AND EXPERIENCE: An outline of the responder's background and experience with examples of similar work done by the responder and a list of personnel who will conduct the project, detailing their training, and work experience. Resumes or other information about project personnel should not, if possible, contain personal telephone numbers, home addresses or home email addresses. If it is necessary to include personal contact information, please clearly indicate in the proposal that personal contact information is being provided. All staff identified in the proposal to deliver the proposed services must be trained and certified to deliver the curriculum.

4. DIVERSITY AND INCLUSION: Describe how your organization, if awarded a contract, will further the State's goal of fostering economic development and reducing economic disparities through diversity and inclusion. Points may be awarded to companies articulating strong policies supporting small, diverse, and veteran-owned businesses in areas such as hiring practices, supply chain management, subcontracting, etc. Detail your company's demographic breakdown and any other information pertinent to efforts in this area.

*** Please attach any training certifications or resumes separately.**