

Employ Milwaukee, Inc.

**REQUEST FOR PROPOSAL  
FOR  
LICENSE RECOVERY AND LEGAL SERVICES**

**Contract Period: March 1, 2019 – September 30, 2021**

ISSUE DATE: January 22, 2019  
PROPOSALS DUE: February 8, 2019– 3:30 pm CST

CONTACT: Pete Coffaro, Chief Program Officer  
Employ Milwaukee, Inc.  
2342 N. 27<sup>th</sup> Street  
Milwaukee, WI 53210  
Phone (414) 270-1715  
[Peter.coffaro@employmilwaukee.org](mailto:Peter.coffaro@employmilwaukee.org)

A proud partner of the  **americanjobcenter** network

*Employ Milwaukee, Inc. is an Equal Opportunity Employer/Service Provider  
Auxiliary aids and services are available upon request to individuals with disabilities*

**EMPLOY MILWAUKEE, INC.**

**REQUEST FOR PROPOSAL  
LICENSE RECOVERY AND LEGAL SERVICES**

**TABLE OF CONTENTS**

**Contents**

**PART I: GENERAL INFORMATION ..... 3**

- A. RFP Purpose ..... 3
- B. Services Solicited Under This RFP ..... 3
- C. Procurement Timetable ..... 4
- D. Funding Availability ..... 4
- E. Conditions of RFP ..... 5
- G. Questions & Communication with EMI WDB ..... 5

**PART II: SCOPE OF WORK ..... 6**

- A. Purpose of the MAPS REO program ..... 6
- B. Role of the Selected Service Provider(s) ..... 7

**PART III: TERMS AND CONDITIONS ..... 7**

- A. Applicant Eligibility ..... 7
- B. Proposal Format ..... 7
- C. Proposal Content & Organization – 100 points possible ..... 8
- D. Proposal Submission ..... 8

**PART IV: SELECTION PROCESS ..... 9**

- A. Selection Policy ..... 9
- B. Proposal Responsiveness ..... 10
- C. Proposal Review & Evaluation ..... 10
- D. Contract Award ..... 10
- E. Appeal Procedure ..... 10

## PART I: GENERAL INFORMATION

---

### **A. RFP Purpose**

The purpose of this Request for Proposals (RFP) is to solicit competitive proposals on behalf of Employ Milwaukee, Inc. ("EMI WDB WDB") to retain a service provider within Milwaukee County to provide Legal Services and/or License Recovery Services to young adults participating in the Motivated to Apprenticeship Pathways REO Grant through Department of Labor. Contracts resulting from this RFP are anticipated to begin on March 1, 2019 and end September 30, 2021.

### **B. Services Solicited Under This RFP**

The selected provider will be charged with Driver's License Status Reviews and Expert License Recovery Advice and/or Legal Services for up to 188 participants. A respondent does not necessarily need to be able to provide both services. A provider may bid on only one or both service categories (driver's license recovery services and/or Legal Services).

The selected provider will be expected to undertake the following efforts (listing is not inclusive of all possible services):

#### Driver's License Recovery Services

- Participants will be referred to the selected provider by the participants Case Manager
- Selected service provider will pull participants Department of Transportation (DOT) driving record, analyze licensing barriers, and create a driver's license recovery or retention plan specific to the participants needs.
- All contacts and information, legally allowable, will be communicated to the participants case manager on a weekly basis. It will be the selected service providers responsibility to keep participant case managers informed of participant status. The participants case manager will be responsible to assist in ensuring that participants complete tasks to move forward with recovery plans.
- The selected service provider will make initial contact with courts for information on forfeiture amounts, sanctions for non-payment, other tickets, etc.
- The selected service provider will be required to supply EMI WDB with monthly reports related to services provided per referred participant. EMI WDB retains the right to change requested info throughout the contracted period to suit the needs of the grant.

#### Legal Services

- Participants will be referred to the selected provider by the participants Case Manager
- Selected service provider will schedule and hold legal intake appointments, draft legal motions, briefs, and other documents.

- Will file written motions or make an appearance in each court in which it is necessary to lift suspensions or obtain other court orders.
- Will file appeals and affirmative litigation, resolved administrative issues with Department of Transportation.
- Will negotiate payment plans and settlements with private insurance companies.
- All contacts and information, legally allowable, will be communicated to the participants case manager on a weekly basis. It will be the selected service providers responsibility to keep participant case managers informed of participant status. The participants case manager will be responsible to assist in ensuring that participants complete tasks to move forward with recovery plans.
- The selected service provider will be required to supply EMI WDB with monthly reports related to services provided per referred participant. EMI WDB retains the right to change requested info throughout the contracted period to suit the needs of the grant.

**C. Procurement Timetable**

Procurement Action                      Date

RFP Release Date	January 22, 2019
RFP Question Deadline	January 31, 2019
RFP Question Response	February 5, 2019
Proposal Submission	February 8, 2019
Formal Award Notification	February 15, 2019
Target Start Date	March 1, 2019

All times shown are Central Standard Time (CST). EMI WDB reserves the right to adjust the schedule when it is in the best interest of EMI WDB, or to extend any published deadline in this RFP.

**D. Funding Availability**

EMI WDB asks interested parties to submit a budget that reflects the work to complete the roles identified above. An allocation up to \$35,000.00 is available to complete the duties as described above. This will be a flat rate, Fee-for-Service contract. Therefore, costs must have a flat fee associated directly to objective completion.

Preference will be given to lowest cost bidder.

At its discretion, EMI may amend contracts based on performance.

## **E. Conditions of RFP**

This Request for Proposal does not commit or obligate EMI WDB to award a contract, to commit any funds identified in this RFP document, to pay any costs incurred in the preparation or presentation of a proposal to this RFP, to pay for any costs incurred in advance of the execution of a contract, or to procure or contract for services or supplies.

The following conditions are applicable to all proposals. The EMI WDB reserves the right to:

1. Accept or reject any or all proposals in whole or in part, which it considers not to be in its best interest.
2. Change or waive any provisions set forth in this RFP.
3. Return non-conforming proposals without review.
4. Waive informalities and minor irregularities in proposals received.
5. Negotiate any and all proposed terms, conditions, costs, staffing level, services / activities mix, and all other specifics.
6. Request a) additional data, b) technical or price revisions, or c) oral presentations in support of a written proposal.
7. Determine that an arms-length agreement exists between the proposer and any subcontractors or vendors they might choose to use.
8. Require the establishment of escrow accounts for a Contractor that currently has outstanding debts to the EMI WDB as a result of audits or monitoring reviews.
9. Conduct a pre-award review that may include, but is not limited to, a review of the proposer's record-keeping procedures, management systems, accounting and administrative systems, and program materials.
10. Use additional or de-obligated grant funds to increase the allocations of successful efforts.
11. Change specifications and modify contracts as necessary to (a) facilitate compliance with the legislation, regulations and policy directives, (b) to manage funding, and (c) to meet the needs of the customers.
12. End contract negotiations if acceptable progress, as determined by the EMI WDB, is not being made within a reasonable time-frame.

## **G. Questions & Communication with EMI WDB**

Written questions regarding this solicitation should be submitted via email by 3:30pm on January 31<sup>st</sup>, 2019. No questions about the development of proposals will be accepted after January 31<sup>st</sup>, 2019. A summary of the questions and answers will be available on the Internet at [www.employmilwaukee.org](http://www.employmilwaukee.org).

Any question(s) must be submitted by email to:

Chantell Jewell, Program Manager

Email: [Chantell.Jewell@employmilwaukee.org](mailto:Chantell.Jewell@employmilwaukee.org)

EMI WDB staff are prohibited from communicating with proposers, and proposers shall not attempt to contact or communicate with staff in any manner regarding any portion of this RFP.

Ex parte communication regarding this solicitation is prohibited between a potential and or current contractor and any EMI WDB Board member, staff, or any other person serving as an evaluator during this competitive procurement process. Proposers directly contacting Board members, committee members, staff or evaluators risk elimination of their applications from consideration.

## **PART II: SCOPE OF WORK**

---

### **A. Purpose of the MAPS REO program**

The Reentry Employment Opportunities (REO) program provides funding, authorized as Pilot and Demonstration Projects under Section 171, of the Workforce Investment Act (WIA) of 1998 for youth, young adult and adult who are formerly incarcerated (returning citizens). The mission is to develop guidance to the public workforce system on how best to serve this population within the guidelines of our regulatory authority. These pilots and demonstration projects are designed to test the effectiveness of successful models and practices found in community and faith-based environments and other government systems but have not been tested for its adaptability in the public workforce system. It is our goal to develop strategies and partnerships that will facilitate the implementation of successful programs at the state and local levels that will improve the workforce outcomes for returning citizens.

**Eligibility/Target Population:** Participants in the MAPS REO program will range in age from 18 to 24 and have been involved in the juvenile or adult justice system, including high school dropouts.

**Core Services Provided for Youth:** Youth projects focus on pre- and- post release services, which include: case management, educational skills training, tutoring, mentoring, high school diploma equivalency preparation, credit retrieval, restorative justice opportunities, occupational skills training, work experience, Summer Bridge programs, summer jobs linked to academic and occupational learning, job placement, staff and leadership development activities, utilizing non-profit legal services providers for the expungement of juvenile records, diversion from adjudication, follow-up and other supportive services.

**Core Services Provided for Adults:** Adult projects focus on pre and post-release services, which include: career exploration through work experience and internships, pre-employment, basic skills training, high school diploma equivalency preparation, mentoring and case management. Projects also promote collaboration and coordination between community-based organizations, foundations, state and local justice agencies, school districts and the public workforce system.

## **B. Role of the Selected Service Provider(s)**

As stated above the REO program strives to align, coordinate and integrate programs and services and to foster demand-driven skills attainment which meets the needs of jobseekers and businesses.

The selected service provider, in a contracted role, will complete delivery of services as described in **Part I, Section B - Services Solicited Under This RFP**

## **PART III: TERMS AND CONDITIONS**

---

### **A. Applicant Eligibility**

EMI WDB is required to use a competitive process based on local procurement policies and procedures, and the principles of competitive procurement in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) at 2 CFR part 200 and 2 CFR part 2900, which may be found at <http://www.ecfr.gov>.

EMI WDB is soliciting proposals from governmental units, public or private not-for-profit or for-profit entities (including corporations, partnerships, or sole proprietorships), eligible local educational agencies, faith-based and community-based agencies, and/or a consortium of partners.

Proposer qualifications include: a) an understanding of criminal, family, and traffic law, the local workforce system, and case management systems/roles b) demonstrated experience (at least three years) completing tasks as described in **Part I, Section B - Services Solicited Under This RFP**, c) ability to work closely with the Workforce Development Board and to supply reports of services provided as requested.

### **B. Proposal Format**

All proposals must be submitted with the same topic headings, and in the same order, as in the Proposal Outline set forth below. The proposal document format must be single-spaced, with 12-point type, and margins of one inch on each side. Each page of the proposal should be

numbered sequentially at the bottom of the page.

Each proposal should be prepared simply and economically, providing a straightforward response to this RFP. Elaborate or expensive bindings, colored displays, and promotional materials are not desired. **Submission via emailed PDF is required.**

All proposals must be assembled according to the following outline:

- 1) Cover page
- 2) Table of Contents
- 3) Proposal Narrative
- 4) Budget

**C. Proposal Content & Organization – 100 points possible**

- 1. Cover Page – 5 Points**
- 2. Table of Contents – 5 Points**
- 3. Proposal Narrative – No more than 5 pages – 40 Points**
  - a) The applicant's understanding and experience in workforce development, case management, and transportation/legal system.
  - b) Statement of services that applicant can/will offer in response to this RFP.
  - c) Overview of the applicant's previous experience facilitating similar services to a common goal or outcome. What will be the approach to navigating and resolving challenges with the participants and partnerships?
  - d) Description of the applicant's stakeholder engagement approach. How will actions be taken and communicated?
  - e) Any other supporting information, such as references or credentials.
- 4. Budget – 50 Points**

**D. Proposal Submission**

Proposals must be received by Employ Milwaukee no later than **February 8, 2019 at 3:30pm (CST)**. Proposals must be delivered to:

Pete Coffaro, CPO  
Email: [Peter.Coffaro@employmilwaukee.org](mailto:Peter.Coffaro@employmilwaukee.org)

An emailed PDF submission is required to the email address listed above.



Until the proposal submission deadline, errors in proposals may be corrected by a request in writing to withdraw the proposal and by submission of another set of proposals with the mistakes corrected. Corrections will not be accepted once the deadline for submission of proposals has passed.

It is the sole responsibility of the submitting proposer to ensure that its proposal is received before the submission deadline. Any proposals received after the scheduled closing time for receipt of proposals will not be accepted.

All proposals become the property of the EMI WDB and will be a matter of public record. EMI WDB shall have the right to use all ideas, or adaptations of those ideas, contained in any proposal received in response to this RFP without the necessity of paying a fee, license, or royalty. Selection or rejection of the proposal will not affect this right.

## **PART IV: SELECTION PROCESS**

---

### **A. Selection Policy**

EMI WDB maintains a policy that an organization must possess the demonstrated ability to perform successfully under the terms and conditions of a proposed contract prior to the contract being executed. Determinations of demonstrated performance shall take into consideration such matters as to whether the organization has:

- Adequate financial resources or the ability to obtain them;
- The ability to meet the RFP design specifications at a reasonable cost, as well as the ability to meet performance goals;
- A satisfactory record of past performance in delivering the proposed services, including demonstrated quality of services and successful outcome rates from past programs;
- The ability to provide services and/or a program that can meet the need identified;
- A satisfactory record of integrity, business ethics and fiscal accountability;
- The necessary organizational, accounting and operational controls; and
- The technical skills to perform the work.

All prospective proposers are prohibited from contacting any EMI WDB board member, EMI WDB committee member or EMI WDB staff (other than contact person identified in Part I of this RFP) regarding this solicitation to avoid actual conflicts, the appearance of conflicts, or undue influence over the process. Contact during any part of this solicitation period with anyone for

purposes of influencing the outcome of the procurement process will result in the disqualification of the prospective proposer.

## **B. Proposal Responsiveness**

To be considered responsive, proposals must meet the following minimum criteria:

1. One (1) original proposal must be received by the Employ Milwaukee Administrative office **no later than 3:30pm, February 8, 2019**. The timely delivery of a proposal is entirely the responsibility of the proposer.
2. Proposals must be presented in the same order as set forth in "Proposal Format" below and contain all information requested.
3. Giving incomplete or erroneous information or withholding important information could result in disqualification or, later, contract termination.
4. Proposers must demonstrate a general understanding of the services solicited by this RFP and the ability to effectively and efficiently manage and deliver those requested services.

## **C. Proposal Review & Evaluation**

Proposals will be initially reviewed and rated by an Employ Milwaukee selected Ad Hoc Committee using a point system based on a Proposal Evaluation/Rating Form. The Ad Hoc Committee will make recommendations to the EMI WDB Board. The Board will select a proposal for award contingent upon successful contract negotiation.

## **D. Contract Award**

A contract may be awarded based on offers received, without discussion of such offers with the proposers. Each offer should, therefore, be submitted in the most favorable terms, from a price and technical standpoint that the offeror can make. However, the Board reserves the right to request additional data, oral discussion or presentation in support of written proposals.

Final award of a contract will be contingent upon:

- Successful negotiation of a contract;
- Acceptance by the proposer of the contract terms and conditions;
- Satisfactory verification of past performance and systems (e.g., financial), where applicable; and
- Availability of funding.

## **E. Appeal Procedure**

In accordance with applicable regulations, proposers who are denied funding have the right to appeal. The following steps must be taken for organizations to appeal funding decisions.

1. Submit a letter within three business days from the date of the contract award to the President/CEO of the EMI WDB Workforce Board, Inc., stating that an appeal to the contract award is being filed and the specific reasons for that appeal. The reasons relied upon must be based on the four criteria listed below:
  - Clear and substantial error or misstated facts by the review team upon which the decision was made by the Board.
  - Unfair competition or conflict of interest in decision making process.
  - Any illegal or improper act or violation of law.
  - Other legal basis on grounds that may substantially alter the Board's decision.

The President/CEO will review the appeal and respond within 10 business days.

2. In the event the President/CEO's response is not satisfactory to the proposer, an appeal to the EMI WDB Board may be requested. The request must be addressed in writing within 15 days from receipt of response from President/CEO to:

Willie C. Wade  
EMI WDB, Inc.  
2342 N 27<sup>th</sup> Street  
Milwaukee, WI 53210

The appeal will be scheduled to be heard at a time set by the Chair after consultation with counsel.