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P. 269-927-1064 F. 269-927-1388/
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Dear Prospective Bidder:

The Kinexus Group is seeking proposals on behalf of Berrien Cass Van Buren Michigan Works Department of Justice project for the provision of the following classes for the Department of Justice Second Chance Program. Bidders may bid one or any of the following classes/therapies. **This is an OPEN call to submit a bid at any time.** Your bid will be evaluated as it arrives and contracted if necessary.

- Anger Management
- Batterer Intervention
- Moral Reconciliation Therapy (MRT)

Kinexus creates solutions for business, workforce, and community challenges to promote economic vitality in the southwest Michigan region.

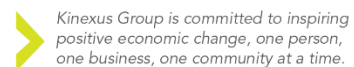
Request for Proposal (RFP) applications are also on our website at
<http://www.miworks.org/Pages/publicinfo.aspx>

If you have questions regarding the product specifications in the RFP, please e-mail
stacy@kinexus.org.

It is your responsibility to assure that your questions and or bid has arrived. You may contact me at the number below for that assurance.

Proposals must be submitted electronically or hard copy to:

Kinexus
Attn: Stacy Neidlinger
330 West Main Street
Benton Harbor, MI 49022
stacy@kinexus.org
269-927-1064 ext 1113



REQUEST FOR PROPOSAL

Bureau of Justice Assistance (U.S. Department of Justice) Second Chance Community-based Reentry Program

The Second Chance Act of 2007 (Pub. L. 110-199), reauthorized by the First Step Act of 2018, provides a comprehensive response to assist in the transition individuals make from prison, jail, or juvenile residential facilities to the community so that the transition is more successful and promotes public safety.

This program is seeking to implement or expand on reentry programs that demonstrate strong partnerships with corrections, parole, probation, and other reentry service providers. These partnerships should develop comprehensive case management plans that directly address criminogenic risk and needs, as determined by validated criminogenic risk assessments, and include delivery or facilitation of services.

BJA Mission

BJA provides leadership and services in grant administration and criminal justice policy development to support local, state, and tribal law enforcement in achieving safer communities. BJA supports programs and initiatives in the areas of law enforcement, justice information sharing, countering terrorism, managing offenders, combating drug crime and abuse, adjudication, advancing tribal justice, crime prevention, protecting vulnerable populations, and capacity building. Driving BJA's work in the field are the following principles:

Emphasize local control.

Build relationships in the field.

Provide training and technical assistance in support of efforts to prevent crime, drug abuse, and violence at the national, state, and local levels.

Develop collaborations and partnerships.

Promote capacity building through planning.

Streamline the administration of grants.

Increase training and technical assistance.

Create accountability of projects.

Encourage innovation.

Communicate the value of justice efforts to decision makers at every level.

Service Delivery Area

Service Delivery Area: Berrien County.

Ex-offenders will be referred to classes by Michigan Department of Corrections Probation Agents or the Offender Success Staff. Referrals will be made periodically throughout the year.

I. Purpose/Goals

The goal of these classes will be directed toward ex-offenders identified as high risk in any or all of these areas and to help them successfully reintegrate into the community and reducing recidivism.

II. Parameters

Anger Management

Anger Management is the process of learning to recognize signs of anger, and taking actions to calm down and deal with the situation in a positive way.

The proposer will provide anger management counseling for Offender Success participants within Berrien, Branch, Calhoun, Cass, Kalamazoo, St. Joseph, and Van Buren counties.

Responsibilities of the proposer include:

- Develop and maintain an understanding of Offender Success, including its programs and services.
- To have on file and accessible for monitoring all current and relevant professional licensures, certifications, and degreed credentials for all staff administering services under this agreement.
- Screen any potential employees that may be an ex-offender to ensure that the new employee is appropriate considering the safety of all individuals that the ex-offender may come into contact with and access to other offenders' records served by the proposer.
- Upon referral, assess the offender with a recommendation for treatment or no treatment.
- Develop a treatment plan complete with goals and objectives.
- Have a structured program complete with workbooks or set assignments.
- Develop a relapse prevention plan.
- Hold day and evening classes for those who work.
- Hold gender specific classes not allowing co-mingling of males and females in groups. This includes assessing needs and securing benefits access.
- Within 24 hours report attendance to the assigned parole agent.
- Immediately notify the parole agent if offender is exhibiting extreme behavior.

- Award graduating offenders a certificate of achievement. Provide copy to Kinexus.
- Coordinate with Kinexus staff, parole agents and other service providers to ensure that the services are accessible to participants throughout the service delivery area. Ideally, classes should be available at a central location in each county.
- Counseling frequency shall be no more than once per week and ends when the instructor deems the participant is no longer in need of sessions.
- Document all counseling activities in the case file. Case files must contain the referral form (CFJ-140), participation dates, case notes, and/or progress reports, and any correspondence from parole agents or other Offender Success service providers.
- Track and report the following outcomes monthly:
 - Number of referrals to Anger Management Services
 - Participants assessed as needing Anger Management Services
 - Suggested number of Anger Management sessions required
 - Participants attending counseling sessions
 - Participants successfully completing program
 - Participants not successfully completing program
 - Recidivism rate of participants successfully completing program
- Anger Management services must provide a structured approach which includes a written curriculum and documentation regarding what offenders are supposed to learn and what behaviors are supposed to change. Anger management is a process of learning to recognize triggers to becoming angry and taking action to calm down and deal with the situation in a positive manner.

Batterer Intervention

Batterer Intervention is an education based program that provides an opportunity for batterers to change their criminal behavior and end the use of domestic violence. It focuses on the totality of the abusive behavior, accountability of the harm done to others, and learning new skills to prevent the use of violence.

- Develop and maintain an understanding of Offender Success, including its programs and services.
- To have on file and accessible for monitoring all current and relevant professional licensures, certifications, and degreed credentials for all staff administering services under this agreement.
- Screen any potential employees that may be an ex-offender to ensure that the new employee is appropriate considering the safety of all individuals that the ex-offender may come into contact with and access to other offenders' records served by the proposer.
- Upon referral, assess the offender with a recommendation for treatment or no treatment.
- Develop a treatment plan complete with goals and objectives.
- Have a structured program complete with workbooks or set assignments.
- Develop a relapse prevention plan.
- Hold day and evening classes for those who work.

- Hold gender specific classes not allowing co-mingling of males and females in groups. This includes assessing needs and securing benefits access.
- Within 24 hours report attendance to the assigned parole agent.
- Immediately notify the parole agent if offender is exhibiting extreme behavior.
- Award graduating offenders a certificate of achievement.
- Coordinate with Kinexus staff, parole agents and other service providers to ensure that the services are accessible to participants throughout the service delivery area. Ideally, classes should be available at a central location in each county.
- Counseling frequency shall be no more than once per week for a maximum of 52 group sessions as determined by the clinical needs assessment.
- Document all counseling activities in the case file. Case files must contain the referral form (CFJ-140), participation dates, case notes, and/or progress reports, and any correspondence from parole agents or other Offender Success service providers.
- Track and report the following outcomes monthly:
 - Number of referrals to Batterer Intervention Services
 - Participants assessed as needing Batterer Intervention Services
 - Suggested number of Batterer Intervention sessions required
 - Participants attending counseling sessions
 - Participants successfully completing program
 - Participants not successfully completing program
 - Recidivism rate of participants successfully completing program
- Batterer Intervention Services includes both domestic violence risk assessment/intake and batterer prevention/intervention programming. The curriculum to be used is the Batterer Intervention Standards for the State of Michigan created by the 1998 Governor's Task Force on Batterer Intervention Standards.

Moral Reconciliation Therapy (MRT)

Moral Reconciliation Therapy is a systematic, cognitive-behavioral 12 step treatment strategy designed to enhance self image, promote growth of a positive, productive identity, and facilitates the development of higher stages of moral reasoning. Group size can vary from 5 to more than 20. Groups are structured and address issues such as: confronting personal beliefs, assessing relationships, facilitating identity development, enhancing self-esteem, decreasing hedonism, and developing a tolerance for the delay of gratification.

- Develop and maintain an understanding of Offender Success, including its programs and services.
- To have on file and accessible for monitoring all current and relevant professional licensures, certifications, and deeded credentials for all staff administering services under this agreement.
- Screen any potential employees that may be an ex-offender to ensure that the new employee is appropriate considering the safety of all individuals that the ex-offender may come into contact with and access to other offenders' records served by the proposer.
- Upon referral, assess the offender with a recommendation for treatment or no treatment.

- Develop a treatment plan complete with goals and objectives.
- Have a structured program complete with workbooks or set assignments.
- Develop a relapse prevention plan.
- Hold day and evening classes for those who work.
- Hold gender specific classes not allowing co-mingling of males and females in groups. This includes assessing needs and securing benefits access.
- Within 24 hours report attendance to the assigned parole agent.
- Immediately notify the parole agent if offender is exhibiting extreme behavior.
- Award graduating offenders a certificate of achievement.
- Coordinate with Kinexus staff, parole agents and other service providers to ensure that the services are accessible to participants throughout the service delivery area. Ideally, classes should be available at a central location in each county.
- Counseling frequency shall be no more than once per week for a maximum of 22 sessions as determined by the clinical needs assessment.
- Document all counseling activities in the case file. Case files must contain the referral form (CFJ-140), participation dates, case notes, and/or progress reports, and any correspondence from parole agents or other Offender Success service providers.
- Track and report the following outcomes monthly:
 - Number of referrals to MRT
 - Participants assessed as needing MRT
 - Suggested number of MRT sessions required
 - Participants attending counseling sessions
 - Participants successfully completing program
 - Participants not successfully completing program
 - Recidivism rate of participants successfully completing program
- MRT services must be delivered in accordance with the following:

MRT is conducted in open-ended groups that may meet once a month or up to five times per week. Group size can vary from 5 to no more than 20. Exception – when gender specific classes may need to be held. Groups are structured and address issues such as:

- Confronting personal beliefs
- Assessing relationships
- Facilitating identity development
- Enhancing self-esteem
- Decreasing hedonism
- Developing tolerance for the delay of gratification

Homework tasks and exercises are completed outside of the group and then presented to the group members during meetings. MRT does not require high reading skills or high mental functioning levels, as participants' homework includes making drawings or writing short answers. The most important aspect of the treatment is when the participant shares work with the group. The facilitator is trained to ask appropriate questions concerning the exercises and to maintain focus on the participants' completion of MRT's steps.

- Steps 1 and 2: Client must demonstrate honesty and trust.
- Step 3: Client must accept rules, procedures, treatment requirement, and other people.
- Step 4: Client build genuine self-awareness.

- Step 5: Client creates a written summary to deal with relationships that have been damaged because of substance abuse or other antisocial behavior.
- Step 6: Client begins to uncover the right things to do to address the cause of unhappiness.
- Step 7: Client sets goals.
- Step 8: Client refines goals into a plan of action.
- Step 9: Client must continue to meet timetables he or she set up.
- Step 10: Client conducts a moral assessment of all elements of his or her life.
- Step 11: Client reassesses relationships and forms a plan to heal damage to them.
- Step 12: Client sets new goals for 1 year, 5 years, and 10 years with a focus on how accomplishments of the goals will relate to happiness.
- Step 13-16: Involves client's confrontation of the self with a focus on an awareness of self. Goals continue to be defined and expanded to include the welfare of others

Services are projected to commence as needed with the potential for renewal on an annual basis as long as the bid allows. When that time comes for a rebid, you will be notified that a bid response is needed from you.

Evaluation

In addition to adequately addressing the questions in **Attachment A**, proposals will be evaluated and selected based on reasonableness and competitiveness. Reasonableness and competitiveness will be determined by, but not limited to, (1) cost, (2) current and/or past performance, if applicable, and (3) comparison with other proposals.

Evaluation of each proposal will be based on the following criteria:

Factors		Points
I.	Cost	45
II.	Previous Performance	35
III.	Completion of Submission	20
Total		100

Information provided by a bidder that is willingly, knowingly, and purposely false, inaccurate, or misleading will be grounds for not considering a proposal for funding, for not awarding a contract, or for canceling a contract if awarded.

Kinexus's Code of Conduct and Conflict of Interest Policies will be in effect throughout all phases of this procurement process.

PROPOSAL RESPONSE

General Information – COVER PAGE --PLEASE FILL IN THIS PAGE.

Name

Federal ID Number- SSN

Street Address

City

State

Zip Code

Printed Name and Title of Applicant's Authorized Representative

Telephone Number

Fax Number

E-mail address

Certification

I certify that I have been authorized to submit and sign this proposal on behalf of the submitting organization(s). In addition, I certify that the entire proposal is true and accurate and to the best of my knowledge the projected costs are reasonable and necessary for the proposed Service and do not duplicate other funds already available, or which will be available, to pay the projected costs. I also certify that my organization will implement this project in compliance with the stipulations and guidelines set forth by Kinexus.

Signature of Authorized Representative(email accepted)

Date

Attachment A

Complete one form for each proposed therapy

Provider Name:

Proposing therapy/classes:

(Circle One) Anger Mgt Batterer Int. MRT

Is Provider Licensed?
(attach copy)

(Circle One) Yes No

Is Provider Insured?
(attach copy)

(Circle One) Yes No

Able to provide Separate Classes
(one for Males, and one for
Females)

(Circle One) Yes No

In the case of no separate
classes, able to provide individual
sessions?

(Circle One) Yes No

Pricing

Session Price per individual

Class Price (8 or greater)

Debarment. –Please sign and date

<p style="text-align: center;">CERTIFICATION REGARDING</p> <p style="text-align: center;">DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION</p> <p style="text-align: center;">Lower Tier Covered Transactions</p>
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This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants' Responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

BEFORE COMPLETING CERTIFICATION, READ ATTACHED INSTRUCTIONS THAT ARE AN INTEGRAL PART OF THE CERTIFICATION.

(1) The prospective recipient of federal assistance funds certified, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

(2) Where the prospective recipient of federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Printed Name and Title of Authorized Representative

Signature of Authorized Representative

Date: _____

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the prospective recipient of Federal assistance funds is providing the certification as set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.
3. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction", "debarred", "suspended", "ineligible", "lower tier covered transaction", "participant", "proposal" and "voluntarily excluded", as used in this clause have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective recipient of Federal assistance funds agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any low tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized the DOL.

6. The prospective recipient of Federal assistance funds further agrees by submitting his proposal that it will include clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions", without modification, in all lower tier covered transactions and in all solicitation for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Procurement or Nonprocurement Programs.

8. Nothing contained in the foregoing shall be construed to require establishing a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may pursue available remedies, including suspension and/or debarment.