



8-29-23

Dear Prospective Bidder:

Kinexus Group is a 501c3 private non-profit organized to provide workforce and business development services. It is governed by a Board of Directors consisting of private industry, community-based organizations, education, labor, non-profit organizations, and government officials from Berrien, Cass and Van Buren counties.

The organization provides reentry services to individuals returning to their communities from a state correctional facility and on parole through the Michigan Department of Corrections (MDOC) Community-Based Offender Success (OS) Reentry Services program. The program serves parolees returning to Berrien, Branch, Calhoun, Cass, Kalamazoo, St. Joseph and Van Buren counties.

Kinexus is seeking proposals from qualified bidders for the provision of Health and Behavioral Health classes for its Offender Success program. Classes sought for parolees returning to Berrien, Branch, Calhoun, Cass, Kalamazoo, St. Joseph and Van Buren counties include types of Cognitive Behavioral Therapies, Batterers Intervention Services, and any additional behavioral therapy types.

- Batterers Intervention Services
- Cognitive Behavioral Therapy including but not limited to:
 - Anger Management
 - Moral Reconation Therapy
- Other behavioral health therapy, treatment or class

Health and Behavioral Health class descriptions are provided on pages 3-9. Bidders may bid on all or any part of these services in all or part of the service area. This is an OPEN call to submit a bid at any time. Your bid will be evaluated as it arrives.

Request for Proposal (RFP) applications are also on our website at <https://www.miworks.org/public-information>. If you have questions regarding the specifications in the RFP, please e-mail stacy@kinexus.org. Please note that no verbal Q &A will be permitted regarding specifications.

During the bid evaluation process, Kinexus Group staff may contact you for clarification or additional information. Thank you for your interest.

Sincerely,

Stacy Neidlinger
Procurement Specialist



REQUEST FOR PROPOSAL

I. **BACKGROUND / STATEMENT OF NEED**

Kinexus has been providing reentry services to individuals returning to their communities from a state correctional facility and on parole through the Michigan Department of Corrections (MDOC) Community-Based Offender Success (OS) Reentry Services program for more than ten years. The OS Model is a comprehensive approach that covers all aspects of MDOC jurisdiction, including sentencing, probation, prison, the transition to the community, and parole. Kinexus serves parolees returning to Berrien, Branch, Calhoun, Cass, Kalamazoo, St. Joseph and Van Buren counties. This contract is aimed at services during parolees' transition to the community and parole. Kinexus is seeking proposals for the provision of Health and Behavioral Health classes for the Offender Success program.

II. **VISION**

Through innovative programming and case management, the vision of the Michigan OS Model is to provide every client knowledge, skills, resources, and opportunities to be successful and productive members of the community.

III. **MISSION / GOAL**

The purpose of these classes is to provide behavioral health classes for offenders that have been identified as high-risk. The goal is for offenders to gain insight and learn tools to overcome their barriers, through completion of their identified behavioral health course. The completion of the curriculum will aid in a successful reintegration for the offender and reduce recidivism.

IV. **TARGET POPULATION TO BE SERVED**

Individuals returning to their communities from a state correctional facility and on parole through the Michigan Department of Corrections (MDOC) Community-Based Offender Success (OS) Reentry Services program will be referred to Health and Behavioral Health classes by MDOC Parole Agents or the Kinexus Offender Success staff. Referrals will be made periodically throughout the year.

V. **HEALTH AND BEHAVIORAL HEALTH SERVICE DELIVERY AREA**

Health and Behavioral Health options are sought in the following counties:

- Berrien County
- Branch County
- Cass County

- Cass County
- Kalamazoo County
- St. Joseph County
- Van Buren County

VI. HEALTH AND BEHAVIORAL HEALTH SERVICES DESCRIPTIONS & REQUIREMENTS

SECTION A – Cognitive Behavioral Health (not an exhaustive list of CBT types)

Anger Management

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

Responsibilities of the bidder include:

General

- Develop and maintain an understanding of Offender Success, including its programs and services.
- Provide gender-specific group services that do not allow female and male enrollees to co-mingle.
- Offer individual one-on-one classes or sessions, if feasible.*
- Hold in-person meetings and have a virtual option, if feasible.*
- Coordinate with Offender Success staff, parole agents and other service providers to ensure services are accessible to participants throughout the service delivery area. Ideally, classes should be available at a central location in each county.
- Perform due diligence screening to ensure any existing or new employee does not propose a conflict of interest when providing services to participants.

** The inability to offer virtual or one-on-one sessions will not disqualify the bidder from consideration.*

Certification

- Provide initial copies verifying the certification and/or accreditation of any and all persons, program and/or agency providing the class(es).
- Keep on file and have readily accessible all current and relevant professional licensures, certifications, and degreed credentials for all staff administering services under this agreement.

Curriculum

- Provide a copy of the written curriculum identifying the scope of work and deliverables for each class type in their proposal, identifying explicit learning and behavior goals.
- Deliver a structured program complete with workbooks or set assignments.

- Provide a copy of an attendance policy, which shall include how attendance is calculated and reported.
- Provide a definition of success including course completion requirements.

Communication

- Immediately notify the parole agent or Offender Success staff if participant is exhibiting extreme behavior such as being violent or abusive towards staff or another participant or if participant displays signs of drug or alcohol induced impairment which is disruptive to the group.
- Award graduating offenders certificates of achievement. Provide copies to Offender Success staff.

Reporting

- Keep on file and have readily accessible documents from all behavioral health classes in a participant case file.
- Maintain case files that contain referral form (CFJ-140), participation dates, case notes, and/or progress reports, and any correspondence from parole agents or other Offender Success service providers.
Provide case file information to the parole agent, upon request.

Invoicing

- Provide by the 3rd of each month, an invoice for services for the prior month. This invoice shall also include:
 - CFJ-140 referral form from the parole agent for each participant; and
 - An itemized attendance record for each class held in the billable period, identifying any participants who have discharged from the classes/program be it successful or otherwise.

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. 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.

Responsibilities of the bidder include:

General

- Develop and maintain an understanding of Offender Success, including its programs and services.
- Provide gender-specific group services that do not allow female and male enrollees to co-mingle.
- Offer individual one-on-one classes or sessions, if feasible.*
- Hold in-person meetings and have a virtual option, if feasible.*

- Coordinate with Offender Success staff, parole agents and other service providers to ensure services are accessible to participants throughout the service delivery area. Ideally, classes should be available at a central location in each county.
- Perform due diligence screening to ensure any existing or new employee does not propose a conflict of interest when providing services to participants.

** The inability to offer virtual or one-on-one sessions will not disqualify the bidder from consideration.*

Certification

- Provide initial copies verifying the certification and/or accreditation of any and all persons, program and/or agency providing the class(es).
- Keep on file and have readily accessible all current and relevant professional licensures, certifications, and degreed credentials for all staff administering services under this agreement.

Curriculum

- Provide a copy of the written curriculum identifying the scope of work and deliverables for each class type in their proposal, identifying explicit learning and behavior goals.
- Deliver a structured program complete with workbooks or set assignments.
- Provide a copy of an attendance policy, which shall include how attendance is calculated and reported.
- Provide a definition of success including course completion requirements.

Communication

- Immediately notify the parole agent or Offender Success staff if participant is exhibiting extreme behavior such as being violent or abusive towards staff or another participant or if participant displays signs of drug or alcohol induced impairment which is disruptive to the group.
- Award graduating offenders certificates of achievement. Provide copies to Offender Success staff.

Reporting

- Keep on file and have readily accessible documents from all behavioral health classes in a participant case file.
- Maintain case files that contain referral form (CFJ-140), participation dates, case notes, and/or progress reports, and any correspondence from parole agents or other Offender Success service providers.
- Provide case file information to the parole agent, upon request.

Invoicing

- Provide by the 3rd of each month, an invoice for services for the prior month. This invoice shall also include:
 - CFJ-140 referral form from the parole agent for each participant; and
 - An itemized attendance record for each class held in the billable period, identifying any participants who have discharged from the classes/program be it successful or otherwise.

SECTION B – Battering Intervention Services (BIS)

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. Batterer Intervention Services includes both domestic violence risk assessment/intake and batterer prevention/intervention programming.

Responsibilities of the bidder include:

General

- Develop and maintain an understanding of Offender Success, including its programs and services.
- Provide gender-specific group services that do not allow female and male enrollees to co-mingle.
- Offer individual one-on-one classes or sessions, if feasible.*
- Hold in-person meetings and have a virtual option, if feasible.*
- Coordinate with Offender Success staff, parole agents and other service providers to ensure services are accessible to participants throughout the service delivery area. Ideally, classes should be available at a central location in each county.
- Perform due diligence screening to ensure any existing or new employee does not propose a conflict of interest when providing services to participants.

** The inability to offer virtual or one-on-one sessions will not disqualify the bidder from consideration.*

Certification

- Provide initial copies verifying the certification and/or accreditation of any and all persons, program and/or agency providing the class(es).
- Keep on file and have readily accessible all current and relevant professional licensures, certifications, and degreed credentials for all staff administering services under this agreement.

Curriculum

- Use the following curriculum: Batterer Intervention Standards for the State of Michigan created by the 1998 Governor’s Task Force on Batterer Invention Standards.
- Provide a copy of the written curriculum identifying the scope of work and deliverables for each class type in their proposal, identifying explicit learning and behavior goals.
- Deliver a structured program complete with workbooks or set assignments.
- Provide a copy of an attendance policy, which shall include how attendance is calculated and reported.
- Provide a definition of success including course completion requirements.

Communication

- Immediately notify the parole agent or Offender Success staff if participant is exhibiting extreme behavior such as being violent or abusive towards staff or another participant or if participant displays signs of drug or alcohol induced impairment which is disruptive to the group.
- Award graduating offenders certificates of achievement. Provide copies to Offender Success staff.

Reporting

- Keep on file and have readily accessible documents from all behavioral health classes in a participant case file.
- Maintain case files that contain referral form (CFJ-140), participation dates, case notes, and/or progress reports, and any correspondence from parole agents or other Offender Success service providers.
- Provide case file information to the parole agent, upon request.

Invoicing

- Provide by the 3rd of each month, an invoice for services for the prior month. This invoice shall also include:
 - CFJ-140 referral form from the parole agent for each participant; and
 - An itemized attendance record for each class held in the billable period, identifying any participants who have discharged from the classes/program be it successful or otherwise.

SECTION C – Other Proposed Cognitive Behavioral Health or Mental Health Class

The bidder may submit a proposal for an additional Cognitive Behavioral Health class or other mental health class option that may be of benefit to the Offender Success population. The bidder must meet the following requirements, will be held to the following standards and must submit the necessary documents as required on page 16.

General

- Develop and maintain an understanding of Offender Success, including its programs and services.
- Provide gender-specific group services that do not allow female and male enrollees to co-mingle, if group services are included in the bidders submission.
- Offer individual one-on-one classes or sessions, if feasible.*
- Hold in-person meetings and have a virtual option, if feasible.*
- Coordinate with Offender Success staff, parole agents and other service providers to ensure services are accessible to participants throughout the service delivery area. Ideally, classes should be available at a central location in each county.
- Perform due diligence screening to ensure any existing or new employee does not propose a conflict of interest when providing services to participants.

** The inability to offer virtual or one-on-one sessions will not disqualify the bidder from consideration.*

Certification

- Provide initial copies verifying the certification and/or accreditation of any and all persons, program and/or agency providing the class(es).
- Keep on file and have readily accessible all current and relevant professional licensures, certifications, and degreed credentials for all staff administering services under this agreement.

Curriculum

- Provide a copy of the written curriculum identifying the scope of work and deliverables for each class type in their proposal, identifying explicit learning and behavior goals.
- Deliver a structured program complete with workbooks or set assignments, if applicable.
- Provide a copy of an attendance policy, which shall include how attendance is calculated and reported.
- Provide a definition of success including course completion requirements.

Communication

- Immediately notify the parole agent or Offender Success staff if participant is exhibiting extreme behavior such as being violent or abusive towards staff or another participant or if participant displays signs of drug or alcohol induced impairment which is disruptive to the group.
- Award graduating offenders certificates of achievement. Provide copies to Offender Success staff.

Reporting

- Keep on file and have readily accessible documents from all behavioral health classes in a participant case file.
- Maintain case files that contain referral form (CFJ-140), participation dates, case notes, and/or progress reports, and any correspondence from parole agents or other Offender Success service providers.
- Provide case file information to the parole agent, upon request.

Invoicing

- Provide by the 3rd of each month, an invoice for services for the prior month. This invoice shall also include:
 - CFJ-140 referral form from the parole agent for each participant; and
 - An itemized attendance record for each class held in the billable period, identifying any participants who have discharged from the classes/program be it successful or otherwise.

VII. CONTRACT / SERVICE DURATION

Contract period is scheduled to begin October 1, 2023. 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 required.

The successful applicant will be expected to enter into a contract with Kinexus which will contain the terms and conditions outlined in a separate document.

VIII. PROPOSAL REQUIREMENTS

Kinexus Group reserves the right to request additional information for clarification purposes or to allow corrections to errors or omissions provided errors or omissions do not provide a competitive advantage to any proposer.

The selected proposal may be subject to further negotiation if deemed, at Kinexus Group's sole discretion, to be advantageous to Kinexus Group.

Submission of a proposal indicates acceptance of all terms and conditions set out in this solicitation.

IX. CLOSING DATE

This is an open RFP with no closing date in effect.

X. SUBMISSION

Electronic or hardcopy proposals must be received by Kinexus Group. Electronic proposals must be submitted in PDF or MS Office file formats.

Electronic proposals preferred:

stacy@kinexus.org

Note: It is your responsibility to ensure that your bid/questions were submitted. If you did not receive an electronic receipt, please confirm receipt by contacting Stacy Neidlinger at (269) 215-4899.

Mail hard copy proposals to:

Kinexus
Attn: Stacy Neidlinger
330 West Main Street, Suite 110
Benton Harbor, MI 49022
stacy@kinexus.org

XI. EVALUATION

In addition to adequately addressing the questions in **Attachment I, II and III**, 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) completion of submission. Evaluation of each proposal will be based on the following criteria:

Factors		Points
I.	Cost	40
II.	Experience as Health and Behavioral Health Provider and Serving Target Population	40
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' Code of Conduct and Conflict of Interest policies will be in effect throughout all phases of this procurement process.

The proposal cover page and required responses begin on the next page.

**ATTACHMENT I
PROPOSAL RESPONSE COVER PAGE**

Applicant Name:	
Federal ID Number or SSN:	
DUNS Number: (if available)	
Street Address:	
City:	
State:	
Zip Code:	
Phone Number:	
Fax Number:	
Email:	
Printed Name of Applicant's Authorized Representative:	
Title of Applicant's Authorized Representative:	

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 II

PROPOSAL DETAILS

Complete One Form for Each Proposed Type of Treatment

PROVIDER	Provider Name	
	Type of Treatment	<input type="checkbox"/> Anger Management <input type="checkbox"/> Moral Recognition Therapy <input type="checkbox"/> Other CBT <i>If other, please describe:</i> <input type="checkbox"/> Batterers Intervention Services
	Licensed/Certified? <i>If no, please explain.</i>	<input type="checkbox"/> Yes (<i>please attach</i>) <input type="checkbox"/> No (<i>explain below</i>)
	Insured? <i>If no, please explain.</i>	<input type="checkbox"/> Yes (<i>please attach</i>) <input type="checkbox"/> No (<i>explain below</i>)
	Describe experience providing to Health and Behavioral Health treatment and programs	
	Describe experience serving the target population	

PROGRAM Include brief description and attach documents	Description of Curriculum <i>(Attach full copy)</i>			
	Deliverables – Learning and Behavioral Goals			
	Definition of Success Including Course Completion Requirements			
	Attendance Policy	<input type="checkbox"/> Yes <i>(please attach)</i>	<input type="checkbox"/> No	
	Virtual Sessions Available	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

PRICING	Session Price Per Individual	\$		
	Session Price Per Group	\$	Minimum Number for Group:	

ATTACHMENT III

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension (3 CFR 1986 Comp.); Executive Order 12689 Debarment and Suspension (3 CFR, 1989 Comp.); 2 CFR Part 215, Appendix A, Section 8; 13 CFR Part 145; and 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 of Authorized Representative

Printed 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 know 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 on 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 voluntary 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.

PROPOSAL CHECKLIST

- Attachment I – Proposal Response Cover Page
- Attachment II – Proposal Details (one for each type of class)
- Copy of License and/or Certifications
- Copy of Curriculum
- Learning and Behavioral Goals and Outcomes (if NOT already included in curriculum)
- Copy of Definition of Success including Course Completion Requirements
- Copy of Attendance Policy
- Proof of Insurance (for each provider)
- Attachment III – Certification