

003
W-000

INVITATION FOR BID



**Missouri Department of Corrections
Fiscal Management Unit
Purchasing Section
2729 Plaza Drive, P.O. Box
236 Jefferson City, MO 65102**

**Buyer of Record:
Beth Lambert
Purchasing Manager
Telephone: (573) 526-6494
Beth.Lambert@doc.mo.gov**

**RFA SDA480-010
ADDENDUM 001**

**Community Reentry Funding
Western Region & Eastern Region**

**Contract Period: Date of Award – June 30,
2020**

Date of Issue: June 12, 2019

Page i of 57

Bids Must Be Received No Later Than:

2:00 p.m., June 27, 2019

Sealed applications must be delivered to the Missouri Department of Corrections, Purchasing Section, 2729 Plaza Drive, Jefferson City, MO 65109, or P.O. Box 236, Jefferson City, Missouri 65102. The applicant should clearly identify the RFA number on the lower right or left-handed corner of the container in which the application is submitted to the Department. This number is essential for identification purposes.

We hereby agree to provide the services and/or items, at the price quoted, pursuant to the requirements of this document and further agree that when this document is countersigned by an authorized official of the Missouri Department of Corrections, a binding agreement, as defined herein, shall exist. The authorized signer of this document certifies that the awardee (named below) and each of its principals are not suspended or debarred by the federal government.

Program Title: Pathways to Success Clay County
Company Name: Connections to Success
Mailing Address: 300 West Linwood Blvd.
City, State, Zip: Kansas City, MO 64111
Telephone: 816-561-5115 Fax: 816-561-5304
Federal EIN #: 43-1859283 State Vendor #: 43185928300
Email: bjahnke@connectionstosuccess.org
Authorized Signer's Printed Name and Title: Brandi Jahnke, Regional Executive Director

Authorized Signature: *Brandi Jahnke* Application Date: June 26, 2019

NOTICE OF AWARD:

This application is accepted by the Missouri Department of Corrections as follows:

Contract No. SDA48001003

Julie Kempker
Julie Kempker, Director, Division of Probation and Parole

9-27-19
Date

The original cover page, including amendments, should be signed and returned with the bid.

003
W-003

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**Missouri Department of Corrections
Fiscal Management Unit
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2729 Plaza Drive, P.O. Box
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Federal EIN #: 43-1859283 State Vendor #: 43185928300
Email: bjahnke@connectionstosuccess.org
Authorized Signer's Printed Name and Title: Brandi Jahnke, Regional Executive Director

Authorized Signature: Application Date: June 26, 2019

NOTICE OF AWARD:

This application is accepted by the Missouri Department of Corrections as follows:

Contract No. _____

Julie Kempker, Director, Division of Probation and Parole

Date

The original cover page, including amendments, should be signed and returned with the bid.

Amendment #001 for RFA SDA480-010

Title: Community Reentry Funding Western Region & Eastern Region

PROSPECTIVE BIDDERS ARE HEREBY NOTIFIED RFA SDA480-010 IS HEREBY AMENDED AS FOLLOWS:

1. The following has changed as a result of Amendment #001:
 - Contract Period
 - Bid Must Be Received Date
2. Bidders shall discard the original RFA SDA480-010 cover page and replace with RFA SDA480-010 Amendment #001 cover page.

All other requirements, specifications, terms and conditions for RFA SDA480-010 remain the same.

Note: The revisions made as results of this amendment have been *italicized* and **bolded**.

REQUEST FOR APPLICATION



Missouri Department of Corrections
Fiscal Management Unit
Purchasing Section
2729 Plaza Drive, P.O. Box 236
Jefferson City, MO 65102

Buyer of Record:

Beth Lambert, Purchasing Manager
Telephone: (573) 526-6494
Beth.Lambert@doc.mo.gov

RFA SDA480-010

Community Reentry Funding
Western Region & Eastern Region

Contract Period: July 1, 2019 – June 30, 2020

Date of Issue: May 24, 2019

Page 1 of 55

Applications Must Be Received No Later Than:

2:00 p.m., June 20, 2019

Sealed applications must be delivered to the Missouri Department of Corrections, Purchasing Section, 2729 Plaza Drive, Jefferson City, MO 65109, or P.O. Box 236, Jefferson City, Missouri 65102. The applicant should clearly identify the RFA number on the lower right or left-handed corner of the container in which the application is submitted to the Department. This number is essential for identification purposes.

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Program Title: _____

Company Name: _____

Mailing Address: _____

City, State, Zip: _____

Telephone: _____ Fax: _____

Federal EIN #: _____ State Vendor #: _____

Email: _____

Authorized Signer's Printed Name and Title: _____

Authorized Signature: _____ Application Date: _____

NOTICE OF AWARD:

This application is accepted by the Missouri Department of Corrections as follows:

Contract No. _____

Julie Kempker, Director, Division of Probation and Parole

Date

The original cover page, including amendments, should be signed and returned with the application.

Application Summary Form

**COMMUNITY REENTRY FUND APPLICATION SUMMARY FORM
 THE ENTIRE APPLICATION SHOULD BE TYPED
 THIS FORM MUST BE COMPLETED IN ITS ENTIRETY AND SUBMITTED TO BE CONSIDERED
 FOR AWARD.**

| | | |
|--|--|---------------------------------------|
| <i>Please select geographic area in accordance with the map attached: See Attachment 1</i> | | <i>Amount of DOC Funds Requested:</i> |
| <input checked="" type="checkbox"/> | Western Region City/County <u>Clay County</u> | \$50,000 |
| <input type="checkbox"/> | Eastern Region City/County _____ | |

Program Title: Pathways to Success Clay County
 Does this program complement another application? Yes ___ No X Name: _____
 Provide a unique name descriptive of service or program for EACH application submitted

| | |
|---|---|
| Applicant Agency and Address: Connections to Success 300 W. Linwood Blvd. Kansas City, MO 64111 | Project Director Name, Phone, Fax & Email: Brandi Jahnke, 816-561-5115; Fax: 816-561-5104 bjahnke@connectionstosuccess.org |
| <i>Brandi Jahnke / Regional Sec. 6/26/19</i> Signature/Title Director Date | |

| | | |
|--|--|---|
| Anticipated Outputs: (number of offenders supervised by DOC to be served by the proposed project): 20 | Estimated Cost per Offender: \$2,500 | # of Paid Staff: 3 # of Volunteers: 10 |
|--|--|---|

Summary of Proposed Project: In a concise manner, provide a summary paragraph of your project.

This project will enroll 20 male and/or female participants under DOC supervision residing in Clay County and a part of the Clay County Family Court. Services to include workforce readiness training, job placement assistance, life coaching and other direct services.

In-Kind Contributions: Applicant must identify all in-kind contributions which include “contributions other than cash.” While these contributions usually add real value to a project, they do not require an additional cash outlay (e.g. donated labor, materials and services).

Applicants must provide in-kind and identify in-kind contributions their organizations will make to this project and how those contributions will help sustain the project. The funding resulting from an award of the RFA shall be considered seed funding to start initiatives with a strong sustainability plan indicated.

Attach a page identifying in-kind contributions.
See Attachment 1

Checklist for Application Submission

REQUIRED FORM COMPLETED FORM TO BE RETURNED WITH APPLICATION

Check that all forms and narratives are complete and accurate. Submit the application narrative and forms in the following order to ensure credit for each of the categories as listed below.

NOTE: If narrative is not clearly marked by section, the evaluation team may not score the application.

1. **Request for Application Cover Page, including Cover Page(s) for any amendments** (see cover sheet)
2. **Checklist for Application Submission**
3. **Application Narrative** Not to exceed 10 pages. (see Part Three – Submission Requirements)
4. **Preference Points** (see 3.1 g)
 - Is service supported housing proposed? Yes No
 - Are sex offenders to receive rent/housing subsidy? Yes No
5. **Funding Sources** The applicant should identify on the Checklist for Application Submission the percentage of the applicant's total operating revenues which came from the following sources during the last fiscal year. (Total should equal 100%)
 - 2% Local government
 - 13% State government
 - 35% Federal government
 - 5% Direct donations from individuals
 - 7% Corporate or foundation grants
 - 4% Fee and charges for services, products, and sales
 - 0% Endowment and interest income
 - 4% Fundraisers or special events
 - 0% Membership fees
 - 8% Other sources (specify: Social enterprise)
 - 100% Total**
6. **Supporting Documentation & Forms**
 - A. Exhibit A – Prior Experience of Applicant (mandatory form)
 - B. Exhibit B – Expertise of Personnel (mandatory form)
 - C. Exhibit C – Legal/Cancellation Actions Against Applicant (mandatory form)
 - D. Exhibit D – Performance Measures (mandatory form)
 - E. Exhibit E – Timeline (mandatory form)
 - F. Exhibit F – Budget Detail Worksheet (mandatory form)
 - G. Exhibit G – Budget Narrative (mandatory form)
 - H. Exhibit H – Missouri Service-Disabled Veteran Business Preference (optional form)
 - I. Exhibit I – Participation Commitment (optional form)
 - J. Exhibit J – Documentation of Intent to Participate for MBE/WBE (optional form)
 - K. Documentation of Nonprofit Corporation under Chapter 355 RSMo. or Section 501(C)(3) of the Internal Revenue Code (documentation needed)

NOTE: Questions relating to the RFA must be directed to Beth Lambert, of the Department of Corrections at either (573) 526-6494 or Beth.Lambert@doc.mo.gov.

APPLICANT PROGRAM RESPONSE

3.1.1 Application Narrative

Pathways to Success (PtS) is an existing, evidence-based program of Connections to Success (CtS) and has effectively reduced the risks posed by justice-involved individuals supervised by the Missouri Board of Probation and Parole in Missouri since 2003 and follows the Principles of Effective Intervention as proposed by the Crime & Justice Institute.¹ PtS has undergone two randomized control trial evaluations, the most recent with Mathematica Policy Research completed in 2015. The study concluded that this program 1) improved fathers' nurturing behavior, 2) improved fathers' engagement in age-appropriate activities with children, and 3) increased length of time fathers were continuously employed.

In Missouri, recidivism poses one of the greatest risks to justice-involved individuals on probation/parole and is currently 43.9% for all releases over 3 years.² From 2007 to 2016, Missouri's incarceration rate increased by 5.3% compared to a national decrease of 11.1% and Missouri's violent crime rate rose 20% between 2013 and 2016.³ According to the Missouri Department of Corrections (DOC), recidivism relates to a lack of effective services. This, combined with high poverty and unemployment makes successful reentry a challenge for justice-involved individuals.

The target area for this project is Clay County, MO. This area was chosen for its 44.3% incarceration rate,⁴ 35% two-year recidivism rate, and high concentration of returning justice-involved individuals.⁵ The majority returning to the target area are men (most under the age of

¹ <https://nicic.gov/implementing-evidence-based-practice-community-corrections-principles-effective-intervention>

² MO Department of Corrections. *Missouri Reentry Process, Report to the Governor*. 2016.

³ MO DOC (2017). *A Profile of the Institutional and Supervised Offender Population on June 30, 2016*.

⁴ MO DOC (2017). *A Profile of the Institutional and Supervised Offender Population on June 30, 2017*. https://doc.mo.gov/sites/doc/files/2018-06/Offender-Profile_2017_2.pdf.

⁵ Missouri Sentencing Advisory Commission (2015). *Annual Report on Sentencing and Sentencing Disparity, Fiscal Year 2015*. <https://doc.mo.gov/sites/doc/files/2018-01/MOSAC-Annual-Report-2015.pdf>

30) with less than a high school education and little or no vocational skills/training⁶; 58% African American, 38% Caucasian, 5% Other. Since 2017, CtS has worked closely with the Clay County Child Support Courts, including the newly formed Parenting Court, in order to provide individuals with workforce training as well as a way to pay down arrearages in child support payments. To date 40 individuals from Clay County Child Support Court have completed the Pathways program and more than \$63,000 in Clay County child support payments have been collected, 84% are currently making child support payments and 85% are employed. Clay County has limited resources to keep pace with the number of returning justice-involved individuals. Primary needs upon reentry include employment, soft skills, transportation, basic needs, work essentials, financial coaching, and housing.

Key services provided by Pathways to Success include:

- Referrals – CtS will receive referrals from Clay County Courts as well as from District 19 Probation and Parole. All referrals will be verified by either utilizing the Missouri Department of Corrections Offender Search website or through the referring officer before proceeding with screening. Previous conversations with P&P leadership indicate a strong willingness to partner including the use of P&P meeting rooms for CtS Personal and Professional Development Training.
- Screening - Risk/Needs Assessment - the program application is designed to collect personal contact information, demographic information, and criminal history and also to determine stability and eligibility for the program. An in-depth interview between the potential participant and a Life Transformation Coach is required, as well, in order to determine each candidate's fit for this project.

⁶ MO DOC (2015). *A Profile of the Institutional and Supervised Offender Population on June 30, 2014*.

- Upon enrollment, each participant completes the Personal and Professional Development (PPD) training – a 72-hour workforce readiness training modeled after the evidence-based Ready4Work (developed by Public/Private Ventures) and Thinking for a Change (T4C), both integrated, cognitive behavioral change programs originally developed for those involved with the criminal justice system. PPD is the first component of the Pathways to Success program.
- PPD training assists participants in developing cognitive-behavioral competencies and pre-employment, or “soft” skills needed to successfully acquire and maintain employment (including communication and positive relationship skills). Training focuses further on workforce readiness including basic computer training and learning skills in developing job leads, completing online job applications, scheduling interviews, and arranging dependable transportation to interviews. Participants practice interviewing in mock interviews with employers brought into the class, and other experiential exercises that require a demonstration of their workforce readiness skills. Also included are career assessments (to identify participant aptitudes and interests) in addition to training on financial management. Assessments include the evidence-informed Self-Directed Search and the Department of Labor’s O*NET system. CtS has successfully implemented this method to past program participants and used individual results to help participants clarify personal and workforce-related goals. In developing employment goals, participants complete assessments to understand career profiles and their skills and interests. PPD trainers define and explore hard, soft and technical skills assisting participants in identifying their skills and interests via inventory checklists and facilitated discussions. PPD trainers facilitate the Self-Directed Search providing an individualized

Holland Code indicating potential career paths. Included with a personality profile assessment, the participant is supported in a one-on-one conversation to identify long-term and short-term career objectives. Following the completion of assessment and training, participants will begin a job search. CtS staff provide additional technology training as needed and job search assistance that support participants in utilizing the skills they learned in PPD. Computer access is available for resume creation and online job searching. Graduates of the PPD training are well-prepared for their next steps which include direct employment. Results indicate better outcomes in employment having first completed the PPD training.

- Job Search Assistance – including assistance researching employers; completing online applications; scheduling interviews; arranging transportation and providing individualized training in soft skills focused on preparing participants for full-time employment. This service averages 15 hours per individual.
- Life Coaching – weekly and monthly meetings with assigned Life Transformation Coaches are designed to enhance intrinsic motivation through motivational interviewing techniques; assist in identifying and overcoming barriers and obstacles; increase positive reinforcement when personal responsibility and accountability is demonstrated; help keep participants on target with the goals and objectives of the individual development plan; measure relevant processes and practices; as well as to provide measurement feedback that will build accountability and enhance motivation for change. This service averages 54 hours per individual based on high, medium, or low contact criteria.
- Support Services- Career Connections is a unique job club for unemployed participants that meets bi-weekly with opportunities for job shadowing, networking, mentoring and

informational interviews. CONNECT is a bi-weekly education and mentoring group to build on skills and knowledge gained through the PPD course. For justice-involved individuals, CONNECT is an opportunity to engage in pro-social supports with their families and communities. These services average 72 hours per individual over the course of a year.

- Transitional Employment – Participants who aren't ready for unsubsidized private sector employment are provided short-term subsidized work experiences with third party employers, including CtS.

Funding from DOC will be used to provide direct services such as those listed above as well as bus passes for transportation; work essentials including clothes, work shoes, hand tools, and hard hats; basic needs such as medication, food, and documentation; housing rents and deposits; and transitional employment for those that need it. Services will be provided directly to eligible participants at either the CtS office located at 300 West Linwood in Kansas City by CtS staff, or at community partners located in Clay County such as the P&P office or at local faith based organizations. CtS has hosted two PPD classes previously at the Fairview Christian Church located in Gladstone, MO. Additional services will be provided through referrals to community partners for services that cannot be provided directly. Each participant is eligible to receive a total of 213 hours of service over the course of this project, depending on when they enrolled. The direct services listed are essential to participants as they obtain work.

3.1.2 Preference Points

Service Supported Housing - CtS will assist participants in finding and obtaining suitable housing by working with P&P officers to identify barriers to self-sufficiency including approved housing options. Upon locating appropriate housing, arrangements will be made for the required

deposit and first month's rent, if necessary. Additional help with rent may be provided as needed and on a case-by-case basis. Life Transformation Coaches will utilize participants' individual development plan to set goals for housing once barriers have been identified. Case management services will include assistance with obtaining state/federal benefits, social skill development, employment referrals, job coaching, referrals for mental health or substance abuse treatment, and wrap-around services.

3.1.3 Applicant's Experience and Expertise

CtS is a Missouri nonprofit organization founded in 1998 serving adults in the Kansas City and St. Louis metropolitan areas. CtS has been working extensively with justice-involved individuals over the past eighteen years. Reentry work began in Kansas City in 2003 under a three-year initiative funded by the United States Department of Justice and Housing & Urban Development to demonstrate the effectiveness of utilizing local faith-based and community organizations in the reentry process. The success of this project led to CtS being selected by the United States Department of Labor in November 2005 as one of thirty (30) national grantees for the President's Prisoner Reentry Initiative (PRI), now called Reintegration of Ex-Offenders (RExO), which completed in March 2011. A key partner in RExO was DOC assisting in identifying justice-involved individuals pre-release for project participation along with Probation & Parole making referrals of parolees. In 2011, CtS received a grant from the Dept. of Health & Human Services serving low-income, non-custodial fathers (over 70% having a criminal justice record). In 2015, CtS received an Adult Mentoring grant from the Dept. of Justice serving returning justice-involved individuals to the Kansas City area. In this project, CtS provided a number of pre-release services at WMCC, WRDCC, CCC and KCRC. In addition, CtS has effectively implemented numerous DOC community reentry grants over the past several years and

successfully implemented the “Jackson County Parole Reentry Project” with DOC from 2014-2016. This unique project had the goal of reducing violent crimes and re-offenses among parolees of DOC by linking participants to existing services and eliminating possible reasons for re-incarcerations, i.e. unemployment, substance abuse, and homelessness. Results were very favorable including an employment rate of 92%.

CtS has used each of these projects to enhance our depth and quality of services, create new partnerships, and participate in national peer-to-peer learning exchanges giving us the benefits of knowing best national practices in this field of service. CtS has a long history of working with P&P Officers and DOC leadership. Although this list is not exhaustive, some key partners are listed below:

Jamie LiaKos – Deputy Director – Western Zone; 816-889-3322

Michelle Tippie – District Administrator – District 19; 816-792-0793

Kim Hubbard-Stewart – Regional Administrator – Western Region; 816-889-7600

Lionel Thomas – Probation and Parole Officer – District 4W; 816-753-8329

David Leyerle – Probation and Parole Officer – District 4; 816-482-5882

Debbie Farley – Probation and Parole Officer – District 4W; 816-753-8329

Miranda Parsons – Probation and Parole Officer – District 4; 816-482-5882

CtS is managed by its two co-founders and overseen by a 16 -member board of directors comprised of business leaders and philanthropists. CtS has a total of 53 staff members, having an average length of service at CtS of over two years. Key staff members for this project are already in place and all have prior experience with the target population and in managing government grants. *Brandi Jahnke*, KC Regional Executive Director and 15-year employee of CtS, will provide executive program oversight. Prior to joining CtS, Brandi worked for DOC. Her

knowledge of the corrections system and strong relationships with key DOC staff ensure project continuity and collaboration. Staff to be reimbursed from this project include a part-time Life Transformation Coach, Aisha Williams; a Training Facilitator, Lucretia Haley; and a Job Developer, Ned Istas. Although not funded by this project, CtS employs former participants and those with criminal histories in areas of outreach and recruitment, office administration and as a project manager, who will also engage with participants in this project. CtS often hires justice-involved individuals for janitorial and driving services as a way to provide additional job training through transitional employment.

3.1.4 Core Performance Measures

A monthly outcome-measure survey will be administered with all participants to monitor demographic and socioeconomic indicators, as well as leading indicators for predicting success in maintaining employment. Such indicators include completion of training workshops, employment status, financial goals achieved, and other key indicators for long-term success. CtS utilizes a customized internet-based data tracking system called Obodo to measure multiple variables, including attendance at workshops, time spent engaged in case management, referrals to other organizations and progress, job placement, job retention, and changes in wages. Project staff will input data, which is summarized through customized reports of key outcomes measuring each participant's progress, as well as identifying any gaps in services that may need to be addressed. Project outcomes to be measured will be consistent with those recorded in

Exhibit D.

3.1.5 Timeline

See **Exhibit E.**

3.1.6 Budget Detail

See **Exhibit F**.

3.1.7 Budget Narrative

See **Exhibit G**.

Attachment 1

In-Kind Contributions

- Office rent
- Utilities
- Supplies
- Interview appropriate clothing
- Telephone and internet services
- Computer lab for participants
- Classroom instructional materials (other than PPD workbook)
- Reception services
- Fuel, maintenance, and insurance for company-owned van
- Supervisory staff
- Support staff
- Fringe benefits for staff in addition to amounts reimbursed by DOC

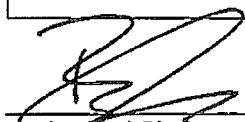
Sustainability Plan

When the initial round of funding is completed, the program will continue to operate through securing other sources of support to include additional state and federal grants, foundational support, individual donations, and fundraisers. Possible additional government sources include WIOA funds through local Workforce Development Boards and Skill-Up funds through Community Action Agencies. CtS follows an organizational strategic plan that includes reentry programs as a strategic initiative at all agency locations and will obtain necessary funding to continue this important work.

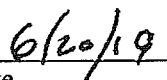
EXHIBIT A**SUBMISSION IS MANDATORY****PRIOR EXPERIENCE OF APPLICANT**

The applicant shall copy and complete this form for each reference being submitted as demonstration of the applicant's prior experience. In addition, the applicant is advised that if the contact person listed for the reference is unable to be reached during the evaluation, the listed experience may not be considered.

| | |
|--|---|
| Organization Name: | Connections to Success |
| Reference Information (Prior Services Performed For:) | |
| Name of Reference Company: | U.S. Dept. of Health & Human Services |
| Address of Reference Company: | 330 C Street, S.W. Washington, D.C. 20201 |
| Reference Contact Person Name: | Robin McDonald |
| Contact Person Phone #: | 202-401-5587 |
| Contact Person e-mail address: | Robin.McDonald@acf.hhs.gov |
| Dates of Prior Services: | 10/1/2011 thru 09/30/2015 |
| Dollar Value of Prior Services: | \$702,533 |
| Description of Prior Services Performed: | Work readiness and employment assistance services to low-income non-custodial fathers residing in Wyandotte and Johnson Counties, Kansas and Jackson County, Missouri |



 Authorized Signature of Applicant

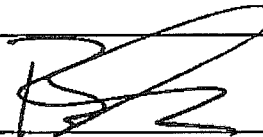


 Date

EXHIBIT A**SUBMISSION IS MANDATORY****PRIOR EXPERIENCE OF APPLICANT**

The applicant shall copy and complete this form for each reference being submitted as demonstration of the applicant's prior experience. In addition, the applicant is advised that if the contact person listed for the reference is unable to be reached during the evaluation, the listed experience may not be considered.

| | |
|--|--|
| Organization Name: | Connections to Success |
| Reference Information (Prior Services Performed For:) | |
| Name of Reference Company: | Kansas Department for Children and Families |
| Address of Reference Company: | 915 SW Harrison Topeka, Kansas |
| Reference Contact Person Name: | Jon McLallen |
| Contact Person Phone #: | 785-296-4888 |
| Contact Person e-mail address: | Jon.McLallen@ks.gov |
| Dates of Prior Services: | Ongoing project |
| Dollar Value of Prior Services: | \$372,000 |
| Description of Prior Services Performed: | Work readiness and employment assistance services to low-income non-custodial fathers residing in Wyandotte and Johnson Counties, Kansas |



 Authorized Signature of Applicant

 6/20/19

 Date

EXHIBIT A**SUBMISSION IS MANDATORY****PRIOR EXPERIENCE OF APPLICANT**

The applicant shall copy and complete this form for each reference being submitted as demonstration of the applicant's prior experience. In addition, the applicant is advised that if the contact person listed for the reference is unable to be reached during the evaluation, the listed experience may not be considered.

| | |
|--|--|
| Organization Name: | Connections to Success |
| Reference Information (Prior Services Performed For:) | |
| Name of Reference Company: | Missouri Dept. of Social Services |
| Address of Reference Company: | 615 Howerton Ct. Jefferson City, MO 65102 |
| Reference Contact Person Name: | John Ginwright |
| Contact Person Phone #: | 573-751-4995 |
| Contact Person e-mail address: | John.B.Ginwright@dss.mo.gov |
| Dates of Prior Services: | Ongoing project |
| Dollar Value of Prior Services: | \$135,000 |
| Description of Prior Services Performed: | Work readiness and employment assistance services to low-income non-custodial fathers residing in Jackson County, MO |



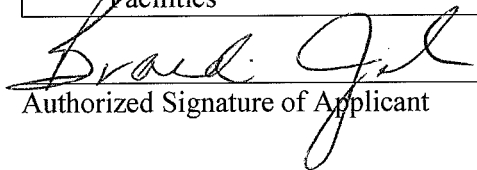
 Authorized Signature of Applicant

 Date

 6/26/19

| Title of Position: Trainer | |
|---|--|
| Name of Person: | Lucretia Haley |
| Educational Degree (s): include college or university, major, and dates | Clark Atlanta University,BS- Business Administration-Marketing (2002-2006) Rockhurst University- MEd,Secondary Business Education-(2010-2012) |
| License(s)/Certification(s), Number(s), expiration date(s), if applicable: | Offender Workforce Development Specialist Certification (2018) Career Development Facilitator (2019) |
| Specialized Training Completed. Include dates and documentation of completion for all required training identified in this document: | N/A |
| Number of years experience in area of service proposed to provide. Experience in working with offenders? | 13 years experience with facilitation workshops, teaching, and hosting discussion sessions within the community. I have experience working with juvenile offenders while I taught high school. |
| Describe person's relationship to applicant. If employee, number of years. If subcontractor, describe other/past working relationships. | Employee 2 years |
| Describe this person's responsibilities over the past 12 months. | Training/Facilitator- Ability to work with 5-15 participants in a 3 week Personal and Professional Development Course Coordinate meals, classroom set up, administrative tasks, scheduling of guest speakers, participant transportation and more. Collaborate with Life Transformation Coaches to support individual training needs of the classroom, set-up, and equipment needed for classroom Facilitate workforce development and parenting curriculum during a 10 day period. Curriculum includes curriculum includes experiential facilitation dedicated to economic stability, soft skill and interpersonal skill development, cognitive skill building, and communication skills. Schedule guest speakers, company visits, and company tours Ability to engage participants in curriculum and be creative in responding to the various individual needs of the classroom. Facilitate the PPD curriculum in variety of setting as needed to include partner sites, schools, correctional institutions, and more. |
| Previous employer(s), positions, and dates. | Kelley Educational Services (August 2016-February 2017) Jobs for America's Graduate Kansas Specialist (July 2013-July 2016) |

| Title of Position: Trainer | |
|--|--|
| | Turner Unified School District/Kansas City Kansas Public School District (2010-2013) |
| Identify specific information about experience in: | Clearly identify the experience, provide dates, describe the person's role and extent of involvement in the experience |
| ✓ Social Work | |
| ✓ Reentry | 2.5 years of on-the-job experience through CtS |
| ✓ Counseling | |
| ✓ Criminal Justice | 2.5 years of on-the-job experience through CtS |
| ✓ Correctional Residential Facilities | Feb 2019, led a 2 week Personal and Professional Development training in Kansas City Community Release Center. |



 Authorized Signature of Applicant

2/26/19
 Date

| Title of Position: Regional Executive Director | |
|---|---|
| Name of Person: | Brandi Jahnke |
| Educational Degree (s): include college or university, major, and dates | MA-Public Administration, Park University 2003; BA-Administration of Justice & Sociology, University of Wyoming, 1997. |
| License(s)/Certification(s), Number(s), expiration date(s), if applicable: | Global Career Development Facilitator (GCDF); expires August 2019; eligible for renewal |
| Specialized Training Completed. Include dates and documentation of completion for all required training identified in this document: | Administrator Training for Efforts to Outcomes, Social Solutions – 2012 Offender Workforce Development Specialist, National Institute of Corrections – 2002 Public Private Ventures Mentor Training - 2008 |
| Number of years experience in area of service proposed to provide. Experience in working with offenders? | 5 years – Probation & Parole Officer 15 years – Connections to Success Project Director overseeing multiple projects designed to support offenders pre and post release. |
| Describe person's relationship to applicant. If employee, number of years. If subcontractor, describe other/past working relationships. | Employee for 15 years. |
| Describe this person's responsibilities over the past 12 months. | Oversees all programs and operations at CtS in Kansas City. |
| Previous employer(s), positions, and dates. | Missouri Department of Corrections – Division of Probation & Parole 1999-2004 Johnson County, KS Adolescent Center for Treatment 1999 |
| Identify specific information about experience in: | Clearly identify the experience, provide dates, describe the person's role and extent of involvement in the experience |
| ✓ Social Work | Extensive college coursework in Social Work |
| ✓ Reentry | Brandi joined CtS in 2004, after more than six years working in parole and probation and adolescent substance abuse recovery. Provides training to offenders releasing from the federal bureau of prisons and has worked pre-release within Missouri Department of Corrections. Successfully led the reentry the Reintegration of Offenders Initiative Generation 1 grant funded by the US Department of Labor, working in close collaboration with the Missouri Department of Corrections. |
| ✓ Counseling | N/A |
| ✓ Criminal Justice | She is actively involved in several task force and community outreach committees, including past chair of the Missouri |

| Title of Position: Regional Executive Director | | |
|---|-------------|--|
| | | Reentry Process group and a member of the Homelessness Task Force. |
| <input checked="" type="checkbox"/> Correctional Facilities | Residential | Provides pre-release services to inmates in the federal bureau of prisons and has worked within the Missouri DOC |


Authorized Signature of Applicant

6/26/19
Date

| Title of Position: Job Developer | |
|---|---|
| Name of Person: | Ned Istas |
| Educational Degree (s): include college or university, major, and dates | AA in general studies (1982) Hutchinson Community Jr College BGS in general studies (1986) University of Kansas MA in Adult Education (1994) University of Saint Marys |
| License(s)/Certification(s), Number(s), expiration date(s), if applicable: | N/A |
| Specialized Training Completed. Include dates and documentation of completion for all required training identified in this document: | N/A |
| Number of years experience in area of service proposed to provide. Experience in working with offenders? | 28 years |
| Describe person's relationship to applicant. If employee, number of years. If subcontractor, describe other/past working relationships. | Employee for 9 months |
| Describe this person's responsibilities over the past 12 months. | Responsible for obtaining jobs and educational opportunities for past and present participants. |
| Previous employer(s), positions, and dates. | GEO Social Services Coordinator June 2017-April 2018 Department of Defense, Director of Inmate Administration July 2001-April 2017 Parole Violation Hearing Officer January 2000-July 2001 Federal Bureau of Prisons Drug Treatment Specialist July 1991-January 2000 Correctional Officer January 1991- July 1991 Twenty Fourth Judicial District Community Corrections Director - Intensive Supervision Probation Officer July 1990-January 1991 |
| Identify specific information about experience in: | Clearly identify the experience, provide dates, describe the person's role and extent of involvement in the experience |
| ✓ Social Work | |
| ✓ Reentry | While employed at GEO managed and oversaw PREA program and supervised Case Managers and Job Developer |
| ✓ Counseling | |
| ✓ Criminal Justice | Was an Administrator and oversaw local Parole board, Victim Witness Program, Visitation, Arrival and Releases. |

| | |
|---|--|
| Title of Position: Job Developer | |
| <input checked="" type="checkbox"/> Correctional Residential Facilities | |

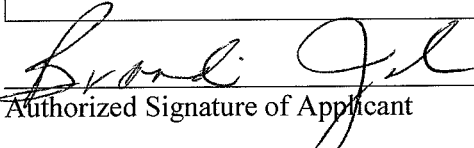
Brendi J. Gil

Authorized Signature of Applicant

6/26/19
Date

| Title of Position: Life Transformation Coach | |
|---|---|
| Name of Person: | Aisha Williams |
| Educational Degree (s): include college or university, major, and dates | B.S Management – Missouri State University, 2001 |
| License(s)/Certification(s), Number(s), expiration date(s), if applicable: | |
| Specialized Training Completed. Include dates and documentation of completion for all required training identified in this document: | |
| Number of years experience in area of service proposed to provide. Experience in working with offenders? | More than 10 years |
| Describe person's relationship to applicant. If employee, number of years. If subcontractor, describe other/past working relationships. | Employee for 3 months |
| Describe this person's responsibilities over the past 12 months. | Manages Kansas case load for CtS |
| Previous employer(s), positions, and dates. | Career Navigator/Career Development Executive for Full Employment Council – 2017-2019 Medical Staff Coordinator for Kindred Northland Hospital – 2016-2017 Administrative Assistant & HR On-Boarder for Kindred Northland Hospital – 2015-2017 Unit Secretary for Kindred Northland Hospital – 2015-2017 Leave Management Specialist for UPS Supply Chain Solutions – 2012-2014 |
| Identify specific information about experience in: | Clearly identify the experience, provide dates, describe the person's role and extent of involvement in the experience |
| ✓ Social Work | Tenant Selection Coordinator for Housing Authority of Kansas City – 2010-2010 |
| ✓ Reentry | On-the-job experience at CtS |
| ✓ Counseling | Youth Specialist II for Missouri Division of Youth Services – 2001-2009 |
| ✓ Criminal Justice | |

| | |
|---|--|
| Title of Position: Life Transformation Coach | |
| <input checked="" type="checkbox"/> Correctional Residential Facilities | |


Authorized Signature of Applicant

6/26/19
Date

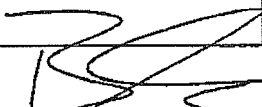
EXHIBIT C

SUBMISSION IS MANDATORY

LEGAL/CANCELLATION ACTIONS AGAINST APPLICANT

The applicant shall copy and complete this form for each legal action or cancellation of contract brought against the organization in the past 5 years. In addition, the applicant is advised that if such information is obtained by Department that is not included in the application, the application may not be considered.

| | |
|---|------------------------|
| Organization Name: | Connections to Success |
| Legal/Cancellation Actions Information From: | |
| Name of Company: | N/A |
| Address of Company: | |
| Contact Person Name: | |
| Contact Person Phone Number: | |
| Contact Person e-mail address: | |
| Date(s) of Legal Action or Cancellation: | |
| Reason for Cancellation of Contract: | |
| Description of Legal Action: | |
| Resolution of Legal Action: | |



 Authorized Signature of Applicant

Date 6/24/18

Exhibit D
Performance Measures

Instructions for how to complete this form and a sample can be found the next page.

Total Number of Clients Agency Proposes to Serve: **20**

| Category | Service | Proposed Clients | Outcome | Indicator (How do you know you are achieving the outcome?) |
|------------------------------------|-------------------------------|-------------------------|--|--|
| Academic | | | Enhanced education | |
| | | | | |
| | | | | |
| Basic Needs and Emergency Services | Clothes | 20 | Attainment of basic needs and emergency services | 100% of participants who identify a need will have at least one basic need addressed. 90% of participants will receive wrap-around supportive services. |
| | Prescription/hygiene | 20 | | |
| | Food | 20 | | |
| Employment | Job coaching | 20 | Improved employment | Employment services will be provided for all DOC participants |
| | | | | |
| Family | | | Increased family support | |
| Housing | Rental and utility assistance | 7 | Attainment of housing | 100% of participants who identify a need for housing assistance will receive rental assistance. |
| Mental Health | | | Reduced mental health risks | |
| Substance Abuse | | | Reduced substance abuse | |
| Transportation | Bus passes | 20 | Attainment of transportation | 100% of participants will receive transportation to and from PPD classes, job interviews, and work. |
| | Vehicle Transportation | 20 | | |

| | | | | |
|------------|----------------------------|---|---------------------|---|
| Vocational | Transitional Employment | 3 | Improved employment | 100% of participants who aren't ready for unsubsidized private sector employment will be provided with short-term subsidized work experiences with third party employers. |
| | | | | |
| | | | | |

EXHIBIT E**SUBMISSION IS MANDATORY****TIMELINE**

The applicant shall complete this form to include each detailed step that will need to be taken to implement the project and to provide services during the entire contract period.

| Task or Event | Start Date | Date to be Completed | Assigned Personnel |
|--|----------------------------|----------------------------|---|
| Notify District Probation & Parole and community partners of award | Upon notification of award | Upon notification of award | Regional Executive Director |
| Develop final project schedule and procedures | Week 1 | Week 1 | Regional Executive Director, project staff |
| Meet with P&P to review schedule and establish objectives | Week 2 | Week 2 | Regional Exec. Director and project staff |
| Finalize training curriculum and intake forms for recruitment | Week 2 | Week 3 | Life Transformation Coach (LTC) and Trainer |
| Identify community partners for direct service needs provided by grant | Week 2 | Ongoing | All project staff |
| Begin participant recruitment | Week 3 | Ongoing | Outreach Coordinator and LTC |
| Hold information sessions for recruitment | Week 3 | Quarterly before training | Outreach Coordinator |
| Complete intake assessments, program orientation | Week 3 | Quarterly before training | All project staff |
| Begin first Workforce Readiness Class (PPD) | Week 4 | Week 7, repeat quarterly | Job Developer and Trainer |
| Identify participant needs and resources | Week 4 | Ongoing | LTC |
| Job placement and follow-up | Week 7 | Ongoing | LTC and Job Developer |
| Transportation assistance | As needed | Ongoing | All project staff |
| 1 st Quarterly Status Report to DOC | Week 13 | Quarterly | Regional Executive Director, LTC, and Job Developer |
| Hold information sessions for recruitment | Week 13 | Quarterly before training | Outreach Coordinator |
| Complete intake assessments, program orientation | Week 13 | Quarterly before training | All project staff |

| | | | |
|---|-----------|---------------------------|---|
| Begin 2 nd Workforce Readiness Class (PPD) | Week 13 | Week 16 | Job Developer and Trainer |
| Identify participant needs and resources | Week 13 | Ongoing | LTC |
| Job placement and follow-up | Week 16 | Ongoing | Job Developer |
| Transportation assistance | As needed | Ongoing | All project staff |
| Hold information sessions for recruitment | Week 13 | Quarterly before training | Outreach Coordinator |
| Complete intake assessments, program orientation | Week 13 | Quarterly before training | All project staff |
| Begin 3 rd Workforce Readiness Class | Week 23 | Week 26 | Job Developer, Trainer |
| Job placement and follow-up | Week 26 | Ongoing | Job Developer |
| 2 nd Quarterly Status Report to DOC | Week 26 | Quarterly | Regional Executive Director, LTC, Job Developer |
| Transportation assistance | As needed | Ongoing | All project staff |
| 3 rd Quarterly Status Report to DOC | Week 39 | Quarterly | Regional Executive Director, LTC, Job Developer |
| Continue tracking employment and retention | Week 39 | Ongoing | Job Developer, LTC |
| Final Report to DOC | Week 52 | Week 52 | Regional Executive Director, LTC, Job Developer |

EXHIBIT F

SUBMISSION IS MANDATORY

BUDGET DETAIL WORKSHEET

All Expenses Must Be Reasonable and Necessary

| COMPLETED FORM MUST BE RETURNED WITH APPLICATION | | |
|---|----------------------------|-----------------|
| A. Personnel (a breakdown in the number of hours each person is dedicated to the project is to be provided) | | |
| Name/Position | Calculation of Cost | Cost |
| Aisha Williams – Life Transformation Coach (52 weeks x 20 hrs/week x \$20.19/hr.) | | \$20,998 |
| Lucretia Haley – Training Facilitator (9 weeks x 40 hrs/week x \$22.03/hr.) | | 7,931 |
| Ned Istas – Job Developer (24 weeks x 15 hrs./week x \$19.00/hr.) | | 6,840 |
| | Subtotal | \$35,769 |
| B. Fringe Benefits (must be capped at 12%) | | |
| Name/Position | Calculation of Cost | Cost |
| Aisha Williams | \$20,998 x 0.12 | \$2,520 |
| Lucretia Haley | 7,931 x 0.12 | 952 |
| Ned Istas | 6,840 x 0.12 | 821 |
| | Subtotal | \$4,293 |
| C. Staff Travel (mileage at \$0.37 /mile -- Conus rate for any other expenses) | | |
| Purpose of Staff Travel (all staff travel must be for the <u>direct</u> benefit of the offender -- include location and type) | Calculation of Cost | Cost |
| Job Developer – transportation assistance to participants for job interviews in Kansas City region (2 trips/week x 24 weeks x 25 mi./trip x \$0.37/mi.) | | \$444 |
| Life Transformation Coach – transportation assistance to participants with court visits, health needs, and accessing community support services (3 trips/mo. x 11 mo. x 25 mi./trip x \$0.37/mi.) | | 305 |
| | Subtotal | \$749 |
| D. Direct Services (i.e. housing rental/lease, GED Testing) | | |
| ****ALL DIRECT SERVICES MUST BE PROVIDED TO THE OFFENDERS**** | | |
| | Calculation of Cost | Cost |
| Bus passes (\$10/participant x 20 participants) | | \$200 |

| | | |
|---|----------------------------|-----------------|
| Work essentials – clothing, work shoes, special tools (\$50/participant x 15 participants) | | 750 |
| Basic needs – medications, food, documentation (\$50/participant x 20 participants) | | 1,000 |
| Housing rental assistance (\$300/participant x 7 participants) | | 2,100 |
| Transitional employment assistance (3 participants x \$9.00/hr. x 27 hrs./week x 6 weeks x 1.12 fringe) | | 4,839 |
| | Subtotal | \$8,889 |
| E. Equipment/Supplies (Direct Services Only) | Calculation of Cost | Cost |
| Training workbooks for each participant | 20 x \$15 per workbook | \$300 |
| | | |
| | | |
| | Subtotal | \$300 |
| | | |
| Summary | | |
| A. Personnel | | \$35,769 |
| B. Fringe Benefits | | 4,293 |
| C. Staff Travel | | 749 |
| D. Direct Services | | 8,889 |
| E. Equipment/Supplies (Direct Services Only) | | 300 |
| | | |
| | | |
| | TOTAL PROJECT COSTS | \$50,000 |

By signing below, the applicant hereby declares understanding, agreement and certification of compliance to provide the services or project in accordance with all the requirements and specifications contained herein and in the Terms and Conditions. The applicant further agrees that the language of this RFA shall govern in the event of a conflict of terms with his/her application.

Applicant Company Name: Connections to Success

Authorized Signature of Applicant  Date: June 27, 2019

Printed Name: Brandi Jahnke

Connections to Success attests that the prices quoted in this application are fair and not tainted by collusion, conspiracy, connivance, or other unlawful practice on the part of Connections to Success or any of its representatives, employees, or parties of interest.

EXHIBIT G**SUBMISSION IS MANDATORY****BUDGET NARRATIVE**

**Applicant must provide justification and detailed description of all budget items listed in Exhibit E.
NOTE: All expenses must be reasonable and necessary.**

A. Personnel

Life Transformation Coach – responsible for cultivating relationships and continuing the engagement of participants before, during and after they have completed the Personal and Professional Development (PPD) training. Maintaining relationships with participants and working with them to achieve both short and long term goals through the development of a Life Plan. Inspires, engages, and supports participants at all stages of their transformation without judgment or prescription.

Training Facilitator – facilitates PPD classroom training including skills on preparing a resume, successfully completing a job application, interviewing, effective job seeking, instructions in workplace expectations and financial literacy.

Job Developer – develop employer/business relationships, identify job opportunities from business contacts, educate participants on employment opportunities, schedule interviews for participants, and follow up with employers to monitor progress.

B. Fringe Benefits

All taxes related to salaries capped at 12%

C. Staff Travel

Job Developer – transportation assistance to participants for job interviews in Kansas City region (2 trips/week x 24 weeks x 25 mi./trip x \$0.37/mi.)

Life Transformation Coach – transportation assistance to participants with court visits, health needs, and accessing community support services. (3 trips/month x 11 mo. x 25 mi./trip x \$0.37/mi.)

D. Direct Services to the Offenders

Bus passes – used by participants for project related activities. Calculated at \$10/participant x 20 participants.

Work essentials – includes uniforms, work shoes and special tools. Calculated at \$50/participant x 15 participant.

Basic needs – includes medications, food and documentation. Calculated at \$50/participant x 20 participants.

Housing rental assistance – includes deposits and monthly rents. Calculated at \$300/participant x 7 participants.

Transitional employment assistance - hourly wages and taxes for short term work for participants at either third party employers or CtS. Calculated at 3 participants x \$9.00/hr. x 27 hrs./week x 6 weeks x 1.12 fringe.

E. Equipment/Supplies (Direct Services Only)

Training Workbooks – customized training workbook used by each participant during 72-hour training.
Calculated at \$15/workbook x 20 participants.

EXHIBIT J, continued

(Complete the following if you have the E-Verify documentation and a current Affidavit of Work Authorization already on file with the State of Missouri. If completing Box C, do not complete Box B.)

BOX C – AFFIDAVIT ON FILE - CURRENT BUSINESS ENTITY STATUS

I certify that Connections to Success **MEETS** the definition of a business entity as defined in section 285.525, RSMo pertaining to section 285.530, RSMo and have enrolled and currently participates in the E-Verify federal work authorization program with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services related to contract(s) with the State of Missouri. We have previously provided documentation to a Missouri state agency or public university that affirms enrollment and participation in the E-Verify federal work authorization program. The documentation that was previously provided included the following.

- ✓ The E-Verify Employment Eligibility Verification page OR a page from the E-Verify Memorandum of Understanding (MOU) listing the applicant’s name and the MOU signature page completed and signed by the applicant and the Department of Homeland Security – Verification Division
- ✓ A current, notarized Affidavit of Work Authorization (must be completed, signed, and notarized within the past twelve months).

Name of Missouri State Agency or Public University* to Which Previous E-Verify Documentation Submitted: Dept. of Social Services

(*Public University includes the following five schools under chapter 34, RSMo: Harris-Stowe State University – St. Louis; Missouri Southern State University – Joplin; Missouri Western State University – St. Joseph; Northwest Missouri State University – Maryville; Southeast Missouri State University – Cape Girardeau.)

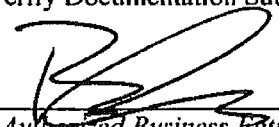
Date of Previous E-Verify Documentation Submission: December 12, 2016

Previous Bid/Contract Number for Which Previous E-Verify Documentation Submitted:

CS170149002

Brad Lambert

Authorized Business Entity Representative’s Name (Please Print)



 Authorized Business Entity Representative’s Signature

Connections to Success

Business Entity Name

June 20, 2019

Date

blambert@connectionstosuccess.org

E-Mail Address

 E-Verify MOU Company ID Number

FOR DEPARTMENT USE ONLY

Documentation Verification Completed By:

 Procurement Officer

 Date

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: APR 02 2004

CONNECTIONS TO SUCCESS
523 S FIFTH ST
ST CHARLES, MO 63301

Employer Identification Number:
43-1859283
DLN:
17053073794024
Contact Person:
ADAM R STANDEN ID# 31124
Contact Telephone Number:
(877) 829-5500
Public Charity Status:
170(b)(1)(A)(vi)

Dear Applicant:

Our letter dated January 2000, stated you would be exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code, and you would be treated as a public charity during an advance ruling period.

Based on our records and on the information you submitted, we are pleased to confirm that you are exempt under section 501(c)(3) of the Code, and you are classified as a public charity under the Code section listed in the heading of this letter.

Publication 557, Tax-Exempt Status for Your Organization, provides detailed information about your rights and responsibilities as an exempt organization. You may request a copy by calling the toll-free number for forms, (800) 829-3676. Information is also available on our Internet Web Site at www.irs.gov.

If you have general questions about exempt organizations, please call our toll-free number shown in the heading between 8:00 a.m. - 6:30 p.m. Eastern time.

Please keep this letter in your permanent records.

Sincerely yours,



Lois G. Lerner
Director, Exempt Organizations
Rulings and Agreements

Letter 1050 (DO/CG)

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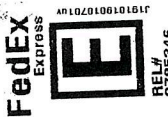
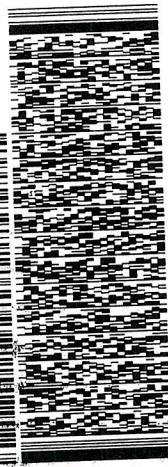
Part # 156297 488 488 488 488 P 06/20

SHIP DATE: 26 JUN 19
FACTORY: 6882640-155F02002
CND: 6882640-155F02002

ORIGIN ID: MKCA (816) 561-5115
EMER TORALES
300 W LINWOOD BLVD
KANSAS CITY, MO 64111
UNITED STATES US

TO MO DEPT OF CORRECTIONS
FISCAL MANAGEMENT UNIT
2729 PLAZA DRIVE
PO BOX 236
JEFFERSON CITY MO 65102

REF: (573) 626-6484
MO 65102

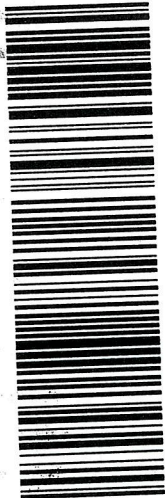


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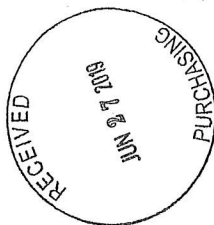
TRK# 7881 3393 4760
0201

XX JEFA

65102
MO - US
STL



RECEIVED
MO DEPT. OF CORRECTIONS
PURCHASING SECTION
DATE: 6/27/19 TIME: 9:30 AM



Small Box

RFASDA 480-010
Addendum 001

Align bottom of peel-and-stick airbill or pouch here.

DOM 4.5.27.19