

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 Jackson 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:

Julie Kempker Contract No. SDA48001004
Julie Kempker, Director, Division of Probation and Parole Date 9/27/19

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.

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: _____

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>Jackson County</u>	\$50,000
<input type="checkbox"/>	Eastern Region City/County _____	

Program Title: Pathways to Success Jackson County
Does this program complement another application? Yes _____ **No** **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</i> Signature/Title Director Date <u>6/26/19</u>	_____

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
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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 Jackson County. 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 areas for this project include the following zip codes in Jackson County, MO: 64106, 64108-9, 64123-64129, 64132, and 64147. This area was chosen for its 44.3% incarceration rate,⁴ 31% 2-year recidivism rate, and high concentration of returning offenders.⁵ The majority 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>

offenders returning to the targeted area are men (most under the age of 30) with less than a high school education and little or no vocational skills/training⁶; 58% African American, 38% Caucasian, 5% Other. CtS has worked closely with Jackson County Probation & Parole for nearly two decades in order to provide formerly incarcerated individuals with workforce training and successful ways to reintegrate into the community. Jackson County has limited resources to keep pace with the number of returning offenders. 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 Missouri Probation and Parole offices located within Jackson County, including Districts 4, 4C, 4W and 24. 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 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.
- Upon enrollment, each participant completes the Personal and Professional Development (PPD) training – a 72-hour workforce readiness training modeled after the evidence-

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

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 Jackson County such as the P&P office or at local faith based organizations. 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

Davonna Washington - Probation & Parole Officer, District 4C 816-889-3322

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, Trace Warren; a Training Facilitator, Jeff Lee (former justice-involved

individual); and a Job Developer, Ned Istas. Additionally, 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

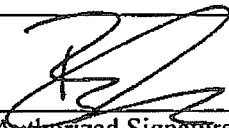
Sustainability Plan

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

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:	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

EXHIBIT B
SUBMISSION IS MANDATORY

EXPERTISE OF PERSONNEL

(Copy and complete this table for each key person proposed)

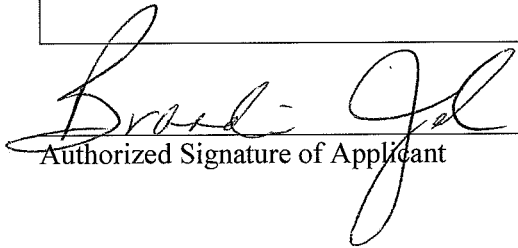
Title of Position: Life Transformation Coach	
Name of Person:	Trace' Warren
Educational Degree (s): include college or university, major, and dates	B.A. Elementary Education; Lincoln University-1997 MA Administration Leadership; University of Missouri Kansas City-2014
License(s)/Certification(s), Number(s), expiration date(s), if applicable:	N/A
Specialized Training Completed. Include dates and documentation of completion for all required training identified in this document:	Reentry Employment Specialist Training - 2019
Number of years experience in area of service proposed to provide. Experience in working with offenders?	18 years of experience in education working indirectly with parents, many of whom where offenders. 10 years experience working with juvenile offenders; administration, teaching, facilitating workshops and panel discussions with students and the community. 2 years experience as an LTC at CtS with a primary caseload of justice-involved individuals.
Describe person's relationship to applicant. If employee, number of years. If subcontractor, describe other/past working relationships.	Employee for 2 years
Describe this person's responsibilities over the past 12 months.	Works with participants in one-on-one capacity to motivate and inspire transformation • Coordinates with the Training Facilitator on all necessary components for seamless training including coordination of meals, classroom setup, and administrative tasks • Facilitates community outreach to increase awareness of our program to potential participants as well as develop relationships with community partners • Conducts intake and enrollment of new program participants • Supports PPD training by anticipating needs and identifying strengths • Works with team to effectively and seamlessly enhance experience of all participants • Efficient and correct reporting of critical data for grant purposes in database and paper files • Collaborates with Program Team to facilitate Connect Group activities and other participant engagement activities as needed • Maintains confidentiality of all participant information
Previous employer(s), positions, and dates.	Hogan Prep Academy; Vice Principal- 2014-2017 Derrick Thomas Academy; Vice Principal-2010-2014

EXHIBIT B
SUBMISSION IS MANDATORY

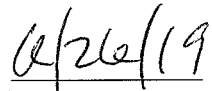
EXPERTISE OF PERSONNEL

(Copy and complete this table for each key person proposed)

	De LaSalle Education; Vice Principal/Behavior Interventionist -2000-2010 Jackson County Family Court, Supervisor – 1996-2000 US Army, Sargent – 1987-1998
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	N/A
✓ Reentry	2 Years at Connections to Success
✓ Counseling	N/A
✓ Criminal Justice	2 Years at Connections to Success and 10 years+ working alongside criminal justice system in conjunction with being a school administrator
✓ Correctional Facilities Residential	2 years experience assisting with Personal and Professional Development Classes in KCRC and CCC to provide pre-release case management support to justice-involved individuals to ensure a successful transition back into the community for each participant.



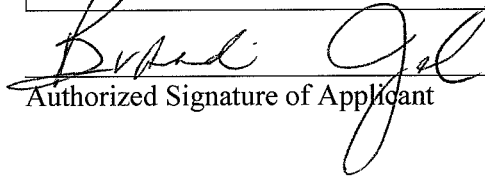
 Authorized Signature of Applicant



 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.

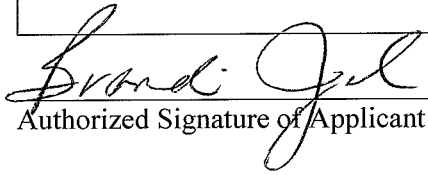
Title of Position: Job Developer	
<input checked="" type="checkbox"/> Correctional Residential Facilities	

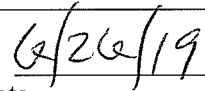

Authorized Signature of Applicant

12/26/19
Date

Title of Position: Trainer	
Name of Person:	Jeff Lee
Educational Degree (s): include college or university, major, and dates	Currently attending University of Missouri – Kansas City
License(s)/Certification(s), Number(s), expiration date(s), if applicable:	Reentry Employment Specialist – 2017 Ministry Ordination (SBC) – 2012
Specialized Training Completed. Include dates and documentation of completion for all required training identified in this document:	CITI Program Certification – IRB Member UMKC
Number of years experience in area of service proposed to provide. Experience in working with offenders?	5 years
Describe person's relationship to applicant. If employee, number of years. If subcontractor, describe other/past working relationships.	Project Coordinator, 2 years
Describe this person's responsibilities over the past 12 months.	To facilitate career development training, direct and support participants with job readiness, mental health resource, substance use referral and housing services both in a community based and institutional setting while also working with community based agencies and participants' families
Previous employer(s), positions, and dates.	Hope Faith Ministries, Director of Operations and Programs – 2013-2016 City Union Mission – Shelter Manager: 2012-2013
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	Directed and managed a day shelter facility serving 400 individuals daily from 2013-2016 to ensure proper medical treatment and housing needs while assisting in creating access to prescription medication, clothing, and employment.
✓ Reentry	Mentor and facilitator for various reentry initiatives at the USP Leavenworth as a volunteer beginning in 2015 to present. Liaison for CtS beginning in 2017 for reentry training and post release services.
✓ Counseling	Pastoral Counseling as lead pastor and pulpit supply pastor for KC area churches from 2012 to present.
✓ Criminal Justice	Created and supervised a jail diversion program partnering with KC NoVA, and the Jackson County Courts while directing programs at Hope Faith Ministries from 2014-2016

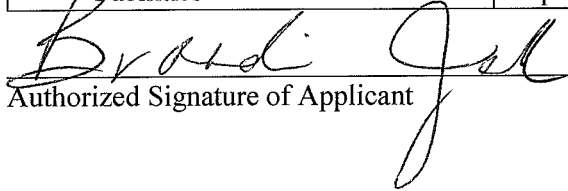
Title of Position: Trainer		
<input checked="" type="checkbox"/> Correctional Facilities	<input type="checkbox"/> Residential	Volunteer Mentor, Educator and Speaker at USP Leavenworth from 2014 to present. Training facilitator for CtS from 2017 to present at 4 Kansas City area adult institutions (WMCC, WRDCC, Chillicothe, and KCRC) Chaplain Assistant at Jackson County Jail, Kansas City from 2017 – present.


Authorized Signature of Applicant


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	<input type="checkbox"/> 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

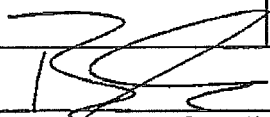
EXHIBIT C

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 6/24/19

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			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

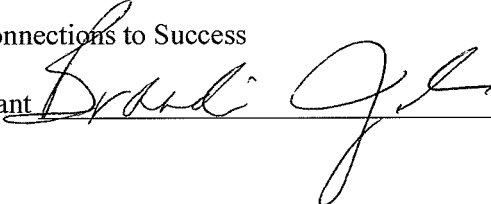
EXHIBIT F**SUBMISSION IS MANDATORY****BUDGET DETAIL WORKSHEET***All Expenses Must Be Reasonable and Necessary*

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
Jeff Lee – Training Facilitator (\$24.04/hr. x 7 weeks x 40 hrs./week)		\$ 6,731
Ned Istas – Job Developer (24 weeks x 15 hrs./week x \$19.00/hr.)		6,840
Trace Warren – Life Transformation Coach (\$21.20/hr. x 51 weeks x 20 hrs./week)		21,624
	Subtotal	\$35,195
B. Fringe Benefits (must be capped at 12%)		
Name/Position	Calculation of Cost	Cost
Jeff Lee	\$6,731 x 0.12	\$ 808
Ned Istas	6,840 x 0.12	821
Trace Warren	21,624 x 0.12	2,595
	Subtotal	\$4,224
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 months 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 – special clothing, work shoes, 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 30 hrs./week x 6 weeks x 1.12 fringe)		5,482
	Subtotal	\$9,532
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		\$35,195
B. Fringe Benefits		4,224
C. Staff Travel		749
D. Direct Services		9,532
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

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.

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.

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 30 hrs./week x 6 weeks x 1.12 fringe.

E. Equipment/Supplies (Direct Services Only)

Training Workbooks – customized training workbooks 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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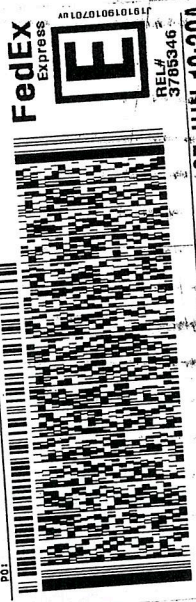
Part # 156297-435 RE: D52 EXP 06/20

SHIP DATE: 26 JUN 19
SHIP WT: 3.00 LB
CRD: 8992040/58F 02002

ORIGIN ID: MCCA (816) 561-5115
EMMA MORALES
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) 528-6484
MO
201

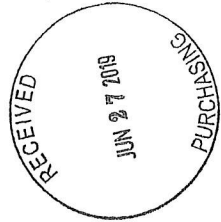


THU - 27 JUN 10:30A
PRIORITY OVERNIGHT

TRK# 7881 3390 9276
0201

XX JEFA

65102
MO-US STL



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RFA SDA 480
Abandm001

2PM, June 27, 2019

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

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