

## MEMORANDUM

TO: Kerr-Tar Workforce Innovation and Opportunity Act Associates

FROM: Vincent Gilreath, Workforce Development Director

DATE: April 15, 2019

SUBJECT: Request for Proposals for Vance-Granville Reentry Coordinator

The Kerr-Tar Workforce Development Board (WDB), which sets policy for Workforce Innovation and Opportunity Act (WIOA) employment and training services in Franklin, Granville, Person, Vance and Warren counties in North Carolina, seeks proposals for assistance in leading the development and implementation of a Vance-Granville Reentry Council and Developing a Reentry Plan for Vance and Granville counties within the Kerr-Tar Region. Proposals should emphasize previous applicant's qualifications in re-entry initiative and project management.

Proposals must be sent to Vincent Gilreath, Workforce Development Director, Kerr-Tar Regional COG, P.O. Box 709, Henderson, N.C. 27536 and emailed to [vgilreath@kerrtarcog.org](mailto:vgilreath@kerrtarcog.org) by 12:00 noon, Tuesday, April 30, 2019. Contracts will be awarded based on the availability of funding. Any questions regarding this RFP can be emailed to [info@kerrtarcog.org](mailto:info@kerrtarcog.org), and a cumulative Q&A sheet will be shared with all respondents.

## **Background**

Kerr-Tar Workforce Development Board in collaboration with Family Resource Center (a Kerr-Tar NC Career Center Partner) has convened three initial meetings with community stakeholders/interested parties, Correctional facility Staff members from the region to establish a re-entry roundtable for Vance and Granville Counties in the Kerr-Tar Region. Attendance at each meeting has ranged from 15-25 people. The reason for this Request for Proposals is to secure a subject matter expert in re-entry initiatives to conduct asset mapping, facilitate planning, marketing, data compilation, and to develop and implement to form a Vance and Granville County re-entry plan.

## **Scope of Work**

Building on the findings of initial organizational meetings, this grant will focus specifically on the reentry of offenders back into the communities within the Kerr-Tar Local Area in the area of employment, vocational training and education, and housing. Three components are established for successful completion of this planning grant:

1. Work with existing stakeholders of the Kerr-Tar Vance-Granville Re-entry roundtable to establish a region wide re-entry program with the goal of improving the reintegration of former offenders into the workforce, entrepreneurial tracks, and identification of affordable housing resources in the counties.
2. Conduct asset mapping to identify current resources and gaps for the offender population being released into the Kerr-Tar Region.
3. Build partnerships with law enforcement and judicial systems in Vance and Granville Counties in the Kerr-Tar region.
4. Assist with planning and facilitating monthly re-entry roundtable meetings and to plan at least one community outreach event.

## **Time Line**

Due to restrictions in the funding being used, the selected proposal must be completed within 90 days.

## Questions

Please respond to the questions below. Responses to the questions below should not exceed five pages.

1. Please provide information on your agency's experience with Re-entry initiatives emphasizing community outreach, facilitation, asset mapping, and coalition building.
2. Please provide prior experience in working with court and judicial systems in re-entry initiatives. Also, explain the methodology you would use on this project?
3. Please create a time line of weekly activities on how this project would be completed.
4. Please supply the name and title of References for prior work with Re-entry initiative. State the relationship (Contractor, Committee Member, etc.)

## Budget

Please submit a budget narrative and provide detailed budget on the budget table below.

<b>Category</b>	<b>Description</b>	<b>Amount Requested</b>
Consultant Fees		
Travel		
Materials and Supplies		
Other Expenses Please Specify		
	<b>Total Amount Requested</b> <i>(up to \$27,000)</i>	