



Consolidated City of Indianapolis - Marion County, Indiana
Department of Metropolitan Development – Real Estate & Economic Development
Re-Entry Access and Development Incentive (READI) Program
Request for Information – Re-Entry Service Providers

PURPOSE OF THE REQUEST FOR INFORMATION

The purpose of this Request for Information (“RFI”) is to solicit expressions of interest and information from qualified persons or entities (private, government, nonprofit, etc.) that wish to be considered as a provider of re-entry hiring and case management services. This RFI is intended to provide pertinent information to the City of Indianapolis (“City”) and Employ Indy (“Employ”) so that they may evaluate the experience and qualifications of the Respondents to perform the desired work. The entities are not limited to specific geographic boundaries and the services must be provided within Marion County.

The selection of a particular service provider, and whether to award a service contract, are entirely within the exclusive judgment and sole discretion of the City and Employ.

The City and Employ are interested in learning about all types of solutions available in the area of services for those re-entering the workforce after incarceration. Respondents should provide full details about their solutions and services in order for the City and Employ to gain a clear understanding of the complete solution being proposed.

The City and Employ may request in-person interviews from Respondents of this RFI for the purpose of collecting additional information and/or receiving clarification on proposal details. Invitations may be extended to Respondents of this RFI subsequent to the receipt of responses. The interviews will be conducted at the City-County Building in Indianapolis, Indiana at a date to be determined after review of the proposal submissions.

The information provided in the responses to this RFI may also be used to assist in the development of a Request for Proposal (RFP) at a later date. However, the City and Employ reserve the right to enter into an agreement with Respondents to this RFI.

Please note there is not City funding for the program at this time.



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Suite 2042
200 East Washington Street
Indianapolis, IN 46204

BACKGROUND

The City of Indianapolis faces unique challenges in particular areas of workforce development. Specifically, transitioning residents who have previously been incarcerated to gainful, long-term employment has proven difficult.

As part of a comprehensive workforce and economic development strategy, the City intends to utilize certain economic incentives to encourage businesses to take an active role in the hiring of those re-entering the workforce.

The City, along with its partner Employ, is devising a program entitled the Re-Entry Access and Development Incentive (READI), that awards enhanced property tax abatement benefits to companies that commit to hiring a set amount of employees who have previously been incarcerated. READI will require partnerships with local third-party service providers that currently work to transition those re-entering the workforce to meaningful employment. The service provider responsibilities will include assisting the company with hiring, case management services for the employee, and assisting employers with compliance reporting in order for the City and Employ to verify the company is meeting the READI obligations.

SCOPE OF WORK

Respondents to this RFI will be expected to perform the following duties, including but not limited to:

- Maintain a database of potential hires, specific to the READI program
- Sign an Agreement with Employ and the company / hiring entity
- Identify and recommend the best candidates for each company / hiring entity
- Provide services that assist the hired individual and the company / hiring entity
- Report to the City and Employ information required for program compliance
- Share data with the City and Employ to continuously improve the program
- Other duties as identified by the City and Employ

Confidential information will not be released to any third party

SUBMISSION REQUIREMENTS

In your written response to this RFI, please provide information and details about your firm or entity, its background, history, ownership structure, experience/expertise in this particular field, legal structure and other relevant and appropriate information for the City's and Employ's consideration.

The minimum information to be provided is listed below. The Respondent should include additional information as necessary to provide a complete picture of the services the Respondent would offer if selected.



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Company Information and Experience

1. Basic Information

- a. Legal name of entity
- b. Doing business under other company name? If yes, name of entity
- c. Headquarters address
- d. Other office locations
- e. Contact name, email address and phone number
- f. Website address
- g. Number of years in business
- h. Number of employees (total, by location, and by role)

2. Client References – The Respondent should include a list of at least three (3) clients (employers) for whom the Respondent has provided services that are the same or similar to those services requested in this RFI. Listed entities may be contacted to determine the quality of work performed and service received.

- a. Name of the organization
- b. Dates of service
- c. List of services performed
- d. Contact name, email address and phone number

3. Questions – Please provide substantive answers to the following questions.

- a. What populations does your organization serve? i.e. demographics, types of offenders, etc.
- b. Do you view the employer or the employee as your client? Please explain.
- c. What is your organization capacity? Please explain your annual client volume.
- d. What kind of case management system do you use? i.e. company, style, etc.
- e. Is your organization willing to enter into data-sharing agreements with third parties, including but not limited to, the City of Indianapolis, Employ Indy, other nonprofits?
- f. Is your organization a member of the Marion County Re-entry Coalition?
- g. Can you describe an ideal employment program and how it should operate?
- h. Please describe your model of an employment program and its service delivery.
- i. Does your organization have the capability to case manage and monitor individual employees for period of up to five (5) years?

Approach and Methodology

1. Philosophy - The Respondent should provide a comprehensive overview of the philosophy with which the Respondent would approach the provision of re-entry workforce development services. Areas of focus should include:



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- a. Core values or guiding principles that would drive the project
 - b. Approach to community involvement
2. Processes and Practices – The Respondent should provide detail on the processes and practices the Respondent would apply to fulfill the expectations outlined above.
3. Benchmarks – The Respondent should provide a list of proposed project benchmarks through which progress can be monitored and evaluated.
4. Communication Strategy – The Respondent should provide a communication strategy that details how the Respondent will engage with stakeholders to report successes and challenges, share relevant data, and manage each case including, but not limited to, the following:
- a. City of Indianapolis
 - b. Employ Indy
 - c. Company / Hiring Entity
 - d. Individuals Receiving Services
 - e. State of Indiana Department of Corrections

Proposed Team Members and Experience

1. Proposed Project Team – The Respondent should provide an organizational chart of the proposed project team. In addition, the Respondent should identify the location from which each team member would provide services, specifically identifying those team members that would be on-site at the company / hiring entity on a regular basis.
2. Subcontractor – The Respondent should identify any subcontractors that are proposed to be used to provide the required services, including identification of what services each subcontractor is anticipated to provide.

Conflicts of Interest

The Respondent should identify any potential conflicts of interest associated with the City or Employ.



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KEY RFI DATES

Below is a chart that contains all of the deadlines associated with the RFI:

Activity	Date
Issuance of the RFI	August 18, 2017
Provider Questions Submitted	September 1, 2017
Answers Released	September 8, 2017
Deadline to Submit RFI Responses	September 18, 2017
Providers Notified for Interview	September 22, 2017 (if necessary)
Service Providers Selected	September 29, 2017

PROPOSAL DOCUMENTS SUBMISSION

All questions in regards to this RFI must be submitted in writing via email to Kyle Markley at Kyle.Markley@indy.gov no later than 5:00pm EST on September 1, 2017. The email subject line should contain the following phrase: "Re-Entry RFI."

PROPOSAL EVALUATION PROCEDURE

The City and Employ has selected a group of personnel to act as the RFI response evaluation team. This team will, in the exercise of their sole discretion, determine which responses offers the best means of serving the interests of the City and Employ. The exercise of this discretion will be final.



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