

KANKAKEE COUNTY EXECUTIVE'S OFFICE



REQUEST FOR PROPOSALS (RFP): 2023

Kankakee County

SOCIAL SERVICES FUNDING

Sealed Proposal Due Date:

January 16, 2023 by 4:30pm

**REQUEST FOR KANKAKEE COUNTY RFP 2023
SOCIAL SERVICES FUNDING**

December 14, 2022

I invite you to furnish a proposal in accordance with the requirements as documented herein. Carefully follow the procedures as outlined to be considered for evaluation for this project.

Sealed Proposals: To be considered for the award of contract, vendors will deliver One original and five (5) hard copies, and one (1) electronic copy on USB Drive (Microsoft Office or PDF format) to the following address:

189 E. Court St.
Suite 502
Kankakee, IL 60901
ATTN: Administration - Social Services RFP

**All proposals shall be delivered in a sealed envelope clearly marked
“SEALED PROPOSAL –
RFP 2023 Social Services Funding”.**

Proposals are due by 4:30PM on January 16, 2023.

**The proposal shall include the entire response to this Request for Proposals and
any amendments which may subsequently be issued.**

**Proposals received after the above stated time will be considered late and will not be
reviewed.**

Please direct questions regarding the proposal package to:

Kankakee County Administrator Anita Speckman
aspeckman@k3county.net

Cordially yours,

Chairman Andrew H. Wheeler
Kankakee County Board

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I. Introduction

In response to the global Covid-19 pandemic and the associated impacts on communities across the United States, The American Rescue Plan Act of 2021 has allocated Kankakee County \$21.3 million in federal response funds. Previously, Kankakee County released an RFQ and selected the Fiscal Agent for this grant, Rincon Family Services. They will be responsible for select trainings and the monitoring of the recipients of this grant for compliance. The County of Kankakee now seeks applicants for their Social Service Request for Proposals, to enhance existing programs in the County that address the main areas of need that were identified in the June 2022 Community Needs Assessment (CNA), also conducted with these funds. Note that this RFP is independent of any previous social service requests from ARPA funds.

The CNA was open to all Kankakee County residents. Approximately 1,100 individuals offered input during the assessment period via in-person focus groups, an online survey, and individual interviews. The assessment captured residents' perspectives on key questions related to the scope areas of workforce development, housing, business and economic development, mental and physical health, and law enforcement and recidivism. Findings indicated that residents generally understood the community's needs as inter-related pieces among which youth supports, mental health, and housing, and workforce development skills emerged as the most urgent. Additionally, the assessment report identified three investment areas to prioritize: Investments that drive structural change in society; 2) a collaborative multi-function infrastructure; and 3) transformative projects for mental health and youth development.

Kankakee County desires proposal responses representing community-based collaborations aimed at addressing the key needs identified in the CNA. The assessment can be found at <https://www.k3county.net/DocumentCenter/View/5231/KankakeeCountyNeedsAssessmentResults2022?bidId=> .

Kankakee County will consider \$2,000,000 in total for grants awarded. It seeks innovative, collaborative options, and anticipates that it will provide a minimum of four grants.

OVERVIEW OF THE COUNTY OF KANKAKEE:

The County of Kankakee is a unit of local government in the State of Illinois with a population of 107,502 as estimated by the US Census Bureau. The governing body is the County Board, which is comprised of twenty-eight members.

The County has twelve (12) constructed facilities in various locations throughout the County. Kankakee County manages an Administration Building, Courthouse, Courthouse Annex Building, County Highway Building, Treasurer's Office, Animal Control, Jerome Combs Detention Center, Economic Alliance of Kankakee County, ETSB, Health Department and Regional Office of Education.

II. Instruction to Proposers

1. All proposals must be submitted to: Kankakee County Administration 189 E. Court St. Suite 502 Kankakee, IL 60901 ATTN: Administration - Social Services RFP
2. All questions regarding the proposal shall be directed in writing to aspeckman@k3county.net.
3. All responses to this RFP must be delivered in a sealed envelope clearly labeled “**SEALED PROPOSAL – RFP 2023 Social Services Funding**”. All proposals must be received by 4:30 pm on January 16, 2023. One original and five (5) hard copies of your response, and one (1) digital/electronic copy on a USB Drive of your response to this RFP must be submitted. Proposals arriving after the deadline will not be accepted.
4. Proposals should be prepared simply and economically, providing a straight-forward, concise description of provider capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content.
5. An authorized representative of the organization must complete and sign the proposal RFP form.
6. Failure to comply with any part of the RFP may result in rejection of the proposal as non-responsive.
7. In submitting a response to this RFP, it is understood by the undersigned that the right is reserved by the County of Kankakee to accept any proposal, to reject any and all proposals, and to waive any irregularities or informalities which are in the best interest of the County of Kankakee.
8. Please see attached budget template. Up to 10% indirect costs are allowable. All sections should be filled out with projected costs and a narrative section included.

III. Minimum Qualifications

The County encourages proposals from all organizations with experience in the scope of work outlined in this request for proposals. All applicants must meet the following minimum qualifications to be considered:

1. Applying Organization must provide evidence of
 - a. Current address within Kankakee County
 - b. Current good standing 501c3 status
 - c. Current registration with GATA
 - d. Providing the most recent independent audit and evidence of fiscal controls
 - e. Submitting at least one Memorandum of Understanding from another 501c3 that is either currently working in collaboration with the Applying Organization on a current project or plans to do so upon funding award.
 - f. Funding request's ability to enhance a current project, effort, or collaboration (rather than fund a new project, effort, or collaboration)

2. One of the following categories must be addressed by the proposal request:
 - a. Mental Health
 - b. Housing
 - c. Workforce Skills Development
 - d. Youth Supports and Development

3. Provide a written acknowledgement of, and agreement with, participation in mandated trainings, within 180 days of start date of award, as organized by the county and provided by their delegated agency. This applies to all applying organizations and all their collaborating agencies as well. The training will be required for all staff participating in proposed projects. Additionally, all applicants and their collaborators must acknowledge that they will utilize the internal collaborative referral software.
 - a. Mental Health First Aid (If previously taken within the last 3 years, specific staff may be exempt from this requirement, with submission of MHFA Certificate)
 - b. Narcan Training
 - c. Participation in an internal collaborative referral software, IRIS or similar.
Kankakee County will fund this through Nov 30, 2026.

Any applicant that does not have the attached written acknowledgement form for their organization and all collaborators listed in their grant, will be disqualified.

IV. Scope of Services Desired

Kankakee County desires community-based initiatives that will strengthen the long-term impact of systems-driven collaboration and innovative use of resources within the County. Any Applying Organization should articulate its understanding of the County’s request and how its proposed project is specifically aligned.

The Applying Organization should clearly articulate which team members, including specific roles for each, would be assigned to manage the scope of services. The assigned team should have direct experience and/or education that directly relates to the proposal.

The deliverable(s) sought are expansions, enhancements, or transformation of social services and community supports in at least one Scope of Service area: youth support and development, mental health (including substance use), housing, or workforce skills development. Proposers can select one or more of the areas to address but are not expected to address more than one unless they so choose. Any proposed deliverable(s) should result in a clearly demonstrated and sustainable initiative resulting in a multi-year strengthening of social services within Kankakee County. All proposals should include a description of at least one (1) organizational collaboration(s) that will be leveraged to meet the Scope of Service.

Sustainability of funded proposals is a key priority. The County seeks to invest in efforts that will continue beyond this Scope of Work funding and those that will have lasting impact to the Scope of Service areas. Sustainability may exist in many forms and should always be directly connected to the proposed projects and efforts.

Additionally, the County seeks to prioritize proposals that demonstrate ability to support and sustain areas highlighted in the Community Needs Assessment recommendations: efforts that drive structural change in society, collaborations in multi-functional infrastructure; or transformative projects for mental health and youth development. *The examples listed below for each section are illustrative and are not intended to limit proposer’s responses.*

Type of Support I: Efforts that drive structural change in society	
1A: Investment of time and resources into activities that can impact the way community members view themselves and others.	<ul style="list-style-type: none"> • Diversity, equity, and inclusion (DEI) workshops among various racial and ethnic groups • Trust-building exercises among law enforcement and community members
1B: Creating opportunities for young people to play active roles in municipal and county government to increase their buy-in and influence on the future of the County.	<ul style="list-style-type: none"> • Establish a County-wide Youth Advisory Council – charter a group of young people to participate in and represent the voice of their generation at County meetings. A County-level council could sit at the apex of municipal councils, expanding opportunities for young people to engage with their local government and take ownership of driving change in their communities.

<p>1C: Explore innovative ways to increase access to workforce development skills, increase utilization of existing programs and resources, and expand offerings.</p>	<ul style="list-style-type: none"> • Include formation that goes beyond the classroom and focuses on mentorship and workforce development, especially for: <ul style="list-style-type: none"> ○ Youth and young adults ages 12-18 ○ Black/African American, Hispanic/Latinx, and other racial/ethnic minority demographics ○ Native Spanish speakers ○ Previously incarcerated
<p>1D: Capitalize on momentum from recent housing assessments to align efforts for retaining housing while increasing inventory and affordability of the overall market.</p>	<ul style="list-style-type: none"> • Work with landlords to stabilize rents and provide resources for needed upgrades and repairs. • Explore community redevelopment models that increase paths to homeownership, drive stability, and build equity in the community such as housing cooperatives, community land trusts, and community housing improvement programs (CHIP).

Type of Support 2: Collaborations in multi-functional infrastructure	
<p>2A: Promote a “no wrong door” approach for anyone needing services in the County by developing systems and tools that enable service providers to connect residents with all available supportive services.</p>	<ul style="list-style-type: none"> • System Upgrade: County-wide digital intake center—a single point of contact for anyone seeking support services, whether provided by the County, municipality, or private entity, to collect the high-level information required to establish a cross-agency profile, serve the user’s immediate support request, help them identify other services for which they may be eligible, and then connect them to the correct resources to access those services. Must be in English and Spanish.
<p>2B: Focus on developing safe community spaces in public areas that youth can congregate.</p>	<ul style="list-style-type: none"> • Upgrade, expand, add new parks and recreation facilities across the county to include youth-focused gathering spaces, flexible programming space, remote work centers, and day-use office space for service providers. Upgrade community school buildings and other education-related facilities to promote positive self-image, positive peer-to-peer interaction, and value in education.
<p>2C: Create residential housing corridors that bring together home life and community interaction.</p>	<ul style="list-style-type: none"> • Address housing retention for renters at risk of losing housing whether due to lack of affordability or poor condition of the housing. • Explore zoning changes that increase opportunity to repair, redevelop, or construct

	affordable housing. Remove dilapidated and abandoned properties and replace with intentionally designed community-based residential infrastructure.
2D: Develop a social and economic plan to leverage the Kankakee River for years to come, such as an all-County river development plan that highlights access to, protection of, use of, and enjoyment of the river in all communities along the river in the County.	

Type of Support 3: Transformative projects for mental health, youth development, housing, and workforce development	
3A: Efforts that transform the way the community understands and delivers these services and supports the target stakeholders.	<ul style="list-style-type: none"> • Social engagement • Community interaction • Skill development, particularly for open jobs within the community • Outdoor activity
3B: Projects that go beyond increasing use or efficiency of a product or service, but rather challenge the status quo and include some or all of these characteristics:	<ul style="list-style-type: none"> • Use existing resources in new ways • Pair tools, strengths, and assets from adjacent services or stakeholders • Forge unprecedented partnerships with seemingly unlikely allies • User-based design • Community driven and/or engage new audiences

V. Terms and Conditions

1. The County reserves the right, at its sole discretion, to terminate this process at any time, or reject any and all proposals without penalty, prior to the execution of a contract acceptable to the County. Final evaluation will be based on the proposals which best meets the requirements set forth in the RFP and are in the best interest of Kankakee County.
2. The County reserves the right to request clarification of information submitted and to request additional information of one or more applicants.
3. Any agreement or contract resulting from the acceptance of a proposal shall be on forms either supplied or approved by the County and shall contain, as a minimum, all applicable provisions of the RFP. The County reserves the right to reject any agreement that does not conform to the RFP and any County requirements for agreements and contracts.
4. The County shall not be responsible for any costs incurred by the organization in preparing, submitting, or presenting its response to the request for proposals.
5. The successful Proposer will be required to provide evidence of insurance for General Liability, Employers Liability, and Errors and Omissions Insurance. The organization will also be required to provide workers' compensation insurance in accordance with Illinois State Law.
6. The selected organizations will be responsible for coordinating all aspects of their proposed collaboration(s) including subrecipient management and monitoring, fiscal management (billing and budgeting), compliance management (training and reporting), and quality management.

VI. Evaluation Criteria

Proposals from organizations meeting this RFP's minimum requirements are solicited. Minority and female-run organizations are encouraged to apply. The County's evaluation team will screen all proposals and generally evaluate them on the criteria and scoring system outlined below. There will be a total of 100 points possible. Proposal evaluation criteria includes:

1. Yes/no phase-gate: Compliance with this RFP's Minimum Requirements outlined in Section III. Reviewer will complete checklist of minimum requirements noting yes/no to each item. All minimum requirements must be met for proposal to be reviewed per scoring rubric below.
2. The accuracy of the organization's perception of the County's needs and the organization's method(s) for meeting those needs (0- 10 points)
3. Expertise of project team (0-10 points)
4. Outlined ability to build upon existing programs, efforts or collaborations that address at least one of the Scope of Work areas (mental health, housing, education, or youth supports) (0-30 points)
5. Anticipated impact of the described collaboration (0-10 points)
6. Sustainability plan of the project beyond the funding (0-30 points)
7. Budget, Budget Narrative, and allowable costs (0-10 points)
8. Any other information provided that the County may deem valuable (not scored)

If the County requires additional information regarding the submissions, then interviews or follow up questions with Applying Organizations may occur.

VII. Proposal Format

The proposal **must** be organized in the order as described below. To be considered substantive, the proposal must respond to all requirements of this part of the RFP. Other information thought to be relevant, but not applicable to the enumerated categories, should be provided as an appendix to the proposal.

1. **Required cover sheet:** *(Cover sheet below - does not count towards page limit)*
2. **Demonstrated understanding of County need:** Brief organization history and description, as relevant to this project, including size and number of employees, and responses to Section III Minimum Qualifications. Attachments as evidence may be submitted and will not count toward page limits, however any missing attachments to show compliance with Minimum Qualifications will result in immediate disqualification. *(1 page maximum)*
3. **Project team:** Name of Lead Agency Project Director, resumes for project team members and relevant certification information for each. *(Does not count toward page limit)*
4. **Scope of work narrative:** Detailed narrative and work plan to complete the selected Scope of Work for an existing project. Please include a project timeline, list of deliverables, key milestones, the expected impact on the proposed target area(s) and any potential barriers or risks for the project. *(5 pages maximum)*
5. **Anticipated impact of collaboration:** Listing of organizations currently and/or prospectively participating in the Scope of Work. Include: Organization name, current or prospective participant, role of participating organization, primary contact person for this SOW, copy of signed MOU and description of any current project(s) with this partner and their duration. *(Does not count toward page limit)*
6. **Detailed narrative:** Describe how the proposed collaborations will enhance Scope of work and the role of each. *(2 pages maximum)*
7. **Detailed sustainability plan:** Outline how each Applying Organization and any other collaboration partners plan to ensure the continuation of the project after the funding period *(2 pages maximum)*
8. **Budget template and narrative:** Completed supplied budget template, including narrative sections in each worksheet, provided in Excel format *(Does not count toward page limit)*
9. Any information on prospective conflicts of interests, including existing or financial relations with equipment vendors, independent service providers or other organizations or with any representative (official, employee, or agent) of the County of Kankakee. *(Conflict of Interest form below - does not count toward page limit)*
10. Acknowledgement of training and IRIS use requirement, per collaborative organization. *(Form Below – does not count toward page limit).*

VIII. Time Schedule

The County has established the following timetable which is tentative and is subject to revision during the process of review and evaluation by the County.

December 14, 2022	Request for Proposals Posted and Advertised
January 16, 2023	Proposals Due by End of Business (4:30pm)
January 17, 2023	Proposals Opened at the Community Services Committee
January 30 – February 10, 2023	Proposals to Evaluation Team/Interviews
February 28, 2023	Evaluation of Top Ranked Organization(s) by Evaluation Team at the Executive Committee Meeting
March 14, 2023	Full Board Approval to Negotiate Agreement with Selected Organization(s)/Award Contract(s)

IX. RFP CONFLICT OF INTEREST FORM

Due: 4:30 P.M.

**Social Services
Funding**

ORGANIZATION NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

SOC. SEC # or FEIN: _____

CONTACT: _____

PHONE: _____ FAX: _____

EMAIL: _____

Please list any information on prospective conflicts of interests, including existing or financial relations with equipment vendors, independent service providers or other organizations or with any representative (official, employee, or agent) of the County of Kankakee:

Signed by: _____ Title: _____

Authorized Representative of Company

X. RFP ACKNOWLEDGEMENT OF TRAINING AND IRIS PLATFORM USE

**Social Services
Funding**

Due: 4:30 P.M.

ARE YOU A LEAD ORGANIZATION FOR THE RFP: YES NO.

IF NO, WHAT IS THE NAME OF THE LEAD ORGANIZATION SUBMITTING THE RFP?

THIS ORGANIZATION NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

SOC. SEC # or FEIN: _____

ANTICIPATED NUMBER OF STAFF TO BE TRAINED: _____

ANTICIPATED NUMBER OF REFERRAL PLATFORM USERS: _____

CONTACT: _____

PHONE: _____ FAX: _____

EMAIL: _____

BY SIGNING THIS FORM, YOU ACKNOWLEDGE AND AGREE TO HAVING ALL STAFF ASSOCIATED WITH THIS RFP ATTEND THE REQUIRED TRAININGS, AND TO HAVE APPROPRIATE STAFF MEMBERS USE THE DESIGNATED REFERRAL PLATFORM, AS OUTLINED IN THE RFP. YOU UNDERSTAND THAT FAILURE TO FULLY PARTICIPATE IN EITHER TRAININGS OR THE REFERRAL PLATFORM MAY PLACE ANY GRANT FUNDING RECEIVED AND/OR FUTURE GRANT FUNDING IN JEOPARDY.

Authorized Representative: _____ Title: _____

Signature: _____ Date: _____

XI. BUDGET INSTRUCTIONS

Due: 4:30 P.M.

**Social Services
Funding**

The supplied Budget Template should be attached to all RFPs, with all sections completed.

XII. REQUIRED COVER SHEET

**Social Services
Funding**

Due: 4:30 P.M.

APPLYING ORGANIZATION NAME: _____

CITY OF HEADQUARTERS: _____

PROJECT/COLLABORATION NAME: _____

REQUESTED BUDGET: _____

Scope of Work area(s): This proposal serves the following area(s)—check all that apply:

- | | |
|--|--|
| <input type="checkbox"/> Mental health (including substance use) | <input type="checkbox"/> Housing |
| <input type="checkbox"/> Youth development | <input type="checkbox"/> Workforce Development |

Type of support for Scope of Work area(s): Check all that apply:

- Efforts that drive structural change in society
- Collaborations in multi-functional infrastructure
- Transformative projects

Application Checklist: Please be sure that all of the following are included.

- Evidence of current address within Kankakee County
- Current good standing 501c3 status
- Current registration with GATA
- The most recent independent audit and evidence of fiscal controls
- At least one Memorandum of Understanding from another 501c3 that is either currently working in collaboration with the Applying Organizations or plans to do so should funds be awarded
- Response to Scope of Services utilizing the required order outlined in VII. Proposal Format
- Budget template (Excel sheet) and narrative utilizing the required format provided with this RFP
- Conflict of Interest form provided in Section IX
- Acknowledgement of training and IRIS use requirement form, provided in Section X, per collaborative organization (1 form each for Applying Organization and 1 each for any collaborating organizations)