



**Request for Proposal For: Miami-Community Ventures
Community Partner Service Providers**

Responses Due: August 14, 2018, 5:00 p.m. EST

**Contact: Miami-Dade Beacon Council
80 SW 8th Street, Suite 2400
Miami, Florida
Attn: Sheri Colas-Gervais
MCVRF@beaconcouncil.com**



Miami Community Ventures PILOT Request for Proposal
A One Community One Goal Initiative

Dear Community Partner Service Provider:

We applaud your interest in, and commitment to, supporting our under-served residents and assisting with their elevation from poverty to living wage employment status. The Miami Community Ventures (MCV) initiative is a collective impact initiative designed to connect low income “structurally unemployed” Miami-Dade residents to living wage jobs.

The role of the MCV service providers is central to the successful delivery of benefits that will impact individual participants and our entire community. This RFP is for the *pilot* which will run for approximately four 4 months in select communities and will validate the MCV model prior to expansion to targeted communities in Miami-Dade County.

We ask that you prepare a proposal on how you will accomplish the tasks listed in the attached. The services to be delivered use a case management model. Included is the scope of work, timeline, budget parameters, and deliverables. The attached RFP includes background information on the Miami-Dade Beacon Council One Community One Goal initiative and on the Miami Community Ventures (MCV) pilot, along with specific requests of community service providers per the roles identified in the proposal. Please understand that details are subject to change during the PILOT phase as recommendations and/or research dictates. Feel free to suggest alternatives as you deem appropriate, in your proposal.

Table of Contents

1. Project Overview
2. Background
3. Project Goals
4. Scope of Work
5. Budget
6. Project Timeline
7. Criteria for Selection
8. Format and Proposal Detail
9. Pre-Submittal Communication Requirements
10. Terms and Conditions of Contract



Miami Community Ventures PILOT Request for Proposal
A One Community One Goal Initiative

1. Project Overview

The project is the Miami Community Ventures (MCV) pilot, scheduled to launch in September 2018.

There are an estimated 11,630 adults within the Liberty City, Overtown, and Goulds communities who would benefit from sustainable employment and a career path out of poverty. Many of these residents have barriers that make it difficult to obtain and keep quality jobs that pay a living wage, provide benefits and provide a career path. Securing a job can be particularly challenging for those with a lack of transportation, child care issues, felony convictions, lack of education, lack of work experience or disabilities. Unable to overcome these issues, they often remain unemployed or rely on minimum wage, part-time or seasonal work, requiring public assistance and other support services that provide basic needs. There is a need to connect people with barriers, to available employment opportunities and to ensure that they maintain employment along with a career pathway that diminishes poverty. There is also a need to provide ongoing wrap-around services to this population.

The Miami Community Ventures initiative is an innovative approach to connecting low income “structurally unemployed” individuals to living wage jobs. The target audience of eligible pilot participants is defined as individuals who are public assistance recipients, returning citizens, and the disabled; with emphasis on sub-groups consisting of female head-of-household, veterans and at-risk youth (age 19 - 29).

The full program is designed to deliver long-term economic benefits to our communities and involves the recruitment of qualified candidates as noted in the target audience description, the hiring of best candidates by corporate employers at living wage rates, the on-going guidance of a success coach, and the provision of on-going wrap-around support services in the areas of transportation, success coaching, recruitment, job training, child care, education, and social services; for up to two years. The pilot will provide these services for a shorter period of four (4) months.

Organizations currently providing services to the targeted residents will be expected to extend their services and support as members of the MCV service provider partner team. Specific roles are described below. A four (4) month pilot will launch in late July in selected communities, followed by the full program launch in 2019. This RFP is for the *pilot* and does not represent a commitment to participate in the 2019 full program launch.

2. Background

One Community One Goal (OCOG) is the long term strategic plan for Miami-Dade County’s economic success. It brings together a broad spectrum of Miami-Dade organizations, working to advance the goal of a thriving, inclusive and diverse community. The Miami-Dade Beacon Council serves as the convening organization for OCOG and the MCV initiative.



Miami Community Ventures PILOT Request for Proposal
A One Community One Goal Initiative

3. Project Goals

Objective: The objective of the Miami Community Ventures (MCV) program is to convene a select group of partners to pool resources dedicated to achieving the goal of securing sustainable living-wage employment for the target residents.

Audience: The target MCV client audience is defined as individuals who are public assistance recipients, returning citizens or the disabled; with emphasis on the female heads-of-households, veterans and at-risk youth (age 19 - 29), sub-groups.

Strategy: To demonstrate that structurally unemployed individuals can be successfully employed in sustainable living wage jobs.

Pilot Goals

- Placement of 77 structurally unemployed residents into living wage jobs (\$12.29/hr. +)
- Provide comprehensive wrap-around services to clients to ensure their success

Pilot Measures

- Number of job placements at living wage rate or above
- Delivery of wrap-around services (type, quantity)
- Qualitative survey results

4. Scope of Work

Provide a description of the usual mode of operation employed by the organization that would be used for this pilot. The description should also include the time each portion of the contract would take.

A case management model should be applied to the services delivered by the Miami Community Ventures (MCV) service providers. Responsibilities include working directly with the client with responsibility for needs assessment, access to existing social service programs, advocacy and other resources as appropriate.

This RFP covers four service buckets which include Transportation, Social Services, Participant Recruitment and Corporate Partnerships. Selected Service Providers may service all target audiences or may choose to partner with other organizations to achieve pilot objectives. A service chart is attached. The Miami-Dade Beacon Council may selectively recommend collaborations to address audiences that fall outside of the lead service providers core competence. We encourage the lead service providers to



Miami Community Ventures PILOT Request for Proposal
A One Community One Goal Initiative

partner with other community organizations with expertise in the four service buckets to maximize delivery and benefits to our clients, and to our community.

5. Budget

Budget parameters reflect a fixed fee to be provided for each client placed with an employer and for providing wrap-around services as described in the scope of work. The fixed budget amount is meant to be supplemental funding for any augmentations to the service provider’s existing infrastructure and expenses for the delivery of client wrap-around services (e.g. success coaching, transportation, child care subsidies, emergency funding, etc.) as needed case-by-case. The fixed fee amount for the service providers that are awarded a contract is \$ 3,000 per client. An advance payment of \$21,000 will be made upon full execution of the contract. This amount will cover services for seven (7) clients. Additional payments due will be made at the end of the pilot period based on client and services delivery. Back-up documentation is required with all invoices.

Sample Schedule:

| <u>Upon Execution of Contract</u> | <u>4 months / End of Contract</u> |
|-----------------------------------|--|
| \$21,000 (covers 7 clients) | \$3,000 per client exceeding previous pay Each client must be verified by The Council |

Pilot “Client” Definition: a client is a candidate that has been recruited, prepared, vetted, presented to the corporate employer, hired by the corporate employer at living wage or higher, provided with on-going success coaching, and employed for a minimum of one month. Documentation of these activities must be included as back-up with all invoices submitted.

6. Time-Line

The time-line for submitting the proposal is as follows:

- August 14th, 2018 – Proposals Due
- August 21th, 2018 – Announcement of those invited to interview
- August 28th, 2018 – Interviews
- August 31st, 2018 - Awardees Selected, Announced

The time-line for the RFP Awardee(s), once announced, is as follows:

- Sept. 5th, 2018 – Service Providers Orientation
- Sept. 10th, 2018- Pilot Launch
- Tuesdays – Launch team pilot review
- Nov. 15th, 2018 – Mid-Point Meeting
- Jan. 31st, 2019 – End of Pilot
- Feb. 15th, 2019 - Final Report Due



Miami Community Ventures PILOT Request for Proposal
A One Community One Goal Initiative

7. Criteria for Selection

The Council is seeking to work with organizations with the infrastructure, capacity, financial stability, and experience in recruitment, placement, workforce development, social services, and in working with the target audiences and geographies. Organizations can choose to collaborate with another organization to address voids. If collaborating, a lead organization must contract and take responsibility for delivering all activities and deliverables noted in the RFP. The Council is seeking to work with organizations that communicate clearly and effectively with our community, our targeted clients, our businesses, and our staff. In addition, The Council seeks flexibility, sensitivity, and recognition of the unique set of characteristics that the Miami-Dade County community presents.

Following is the criteria for selection of the RFP awardee(s). Proposals will be scored by a selection committee, based on these categories.

1. **SUBMISSION REQUIREMENTS (10 points)**- Responsiveness of the proposal to the submission requirements set forth in the RFP and compliance with The Beacon Council Foundation's contracting requirements.
2. **SCOPE OF WORK (30 points)** - The methods, technical ability, capacity, and flexibility of the proposer to perform the contract, including proposed methods to be used. Describe how the organization would service all targeted residents. Describe the case management structure and process. Describe how the organization would collaborate with various community organizations to achieve pilot goals. Describe how the organization would service all targeted residents. Describe the structure and process to be used for providing success coach services to the clients. Describe the organization's ability to track results as described in the Goals section.
3. **CAPABILITY AND EXPERIENCE (20 points)** - Financial viability, client references, knowledge and/or experience of similar projects, demonstrated leadership and success in similar projects with the target audience of the pilot, in Miami-Dade County. Demonstrate capacity to deliver quality case management services in the service areas described, to the targeted clients, including geographic targets, of this pilot.
4. **PROJECT TEAM (20 points)** - Level and expertise of proposed project team that would be assigned to the project – as it applies to the targeted audiences and geographies.
5. **COST STRUCTURE (20 points)** - a demonstrated model that reflects existing infrastructure and services provided by the organization (and possibly partner organizations), supplemented by the fixed budget allocation; to deliver quality results for our clients and for our community.

If invited to interview, results from the interview will be incorporated into the scoring.



Miami Community Ventures PILOT Request for Proposal
A One Community One Goal Initiative

8. Format and Proposal Detail

To be considered responsive, a proposal must contain the following, organized, and submitted in the required outline format as detailed. Proposals which fail to include and address all required items may be deemed non-responsive and will not be considered. **The deadline for receipt of all proposals is August 14th at 5:00 P.M. EST.**

The proposal shall include a cover sheet with the following – 1) The name and contact information for the organization and for the person submitting the proposal and 2) An executive summary of the proposal being submitted. The cover sheet shall be followed by a table of contents listing all sections, disclosures, etc. and their corresponding page numbers; and must be e-mailed in pdf format to MCVRFP@beaconcouncil.com by August 14th at 5:00 P.M. EST. Following are content details.

A. CONTACT INFORMATION, expertise and project management

State the name of the agency or organization, address, telephone number and contact person for the proposal submission. List all office locations. Identify the office from which the account would be serviced. Provide a brief description of the history and organization of the proposer's firm. Comment on the firm's expertise in workforce development with the targeted pilot audiences, relevant training of staff assigned to the pilot, and any unique services offered in this space. Describe your firm's internal organization and the manner in which services will be furnished for the pilot. Provide an example of the structure of servicing used for similar projects.

B. PILOT TEAM RESUMES AND EXPERIENCE

Identify the project team structure your organization would use to service this pilot. List the names of the proposed project service team and describe each member's role. Identify the staff person who would be the day-to-day contact for this project. **Attach resumes for the proposed project team members describing their qualifications including credentials, experience, responsibilities, and specifically, work and experience on similar engagements; whom shall participate in the interview process if invited.**

C. SIMILAR PROJECTS AND REFERENCES

A summary of all similar projects managed by the organizations over the past three years. This summary should include the name of the organization, the area/region covered, the audience that was serviced, and an indicator of results generated.

D. CONFLICT OF INTEREST

Provide disclosure of any conflict of interest in evaluation and recommendation of RFPs or any non-compete stipulation from any other areas, cities or states.

DOCUMENTATION OF CREDENTIALS, capabilities, and financial data



Miami Community Ventures PILOT Request for Proposal
A One Community One Goal Initiative

All entities seeking to service this pilot, at the time of submitting a proposal, must be on file with their respective State corporate licensing division as an active corporation in good standing in accordance with applicable Statutes. A statement shall be required indicating that the agency is a corporation or other legal entity and include the most recent year's annual reports, or relevant financial data.

9. Pre-Submittal Communication REQUIREMENTS

All pre-submittal questions from potential service providers (bidders) shall be solely directed to the contracting officer, Sheri Colas-Gervais VP Economic Development and Urban Initiatives. This communication shall be in writing and must be limited strictly to matters of process or procedure already contained in the corresponding solicitation document. Correspondence is to be submitted to the following e-mail address (MCVRF@beaconcouncil.com). All questions will be addressed solely by the Miami-Dade Beacon Council contracting officer, noted above. All resulting questions and corresponding answers will be shared with the full distribution list of RFP interested parties. Telephone calls or voice mails will not be accepted.

Exceptions to the noted process are listed below.

1. A conference call will be held on July 24th at 2:30pm during which the RFP will be reviewed followed by a question and answer session. The call will be open to all interested parties.
2. Duly noticed site visits may be scheduled by Miami-Dade Beacon Council, to determine the competency of bidders during the period between bid opening and issuance of the written final decision. These visits, if scheduled, must be initiated and scheduled solely by the contracting officer.
3. Oral presentations during selection committee meetings.

There shall be no communication between a potential service provider, vendor, bidder, or consultant and all members of the selection committee, except for point #3 as listed above. The final decision will be made by the selection committee via a selection committee meeting.

This process will be terminated upon issuance of the written final decision.

10. Terms and Conditions For Contracts

The selected proposer will be expected to complete a formal contract and comply with the following requirements.

A. WARRANTIES, REPRESENTATIONS AND COVENANTS

Contractor will warrant and represent that it possesses such expertise, experience, and resources to perform the scope of services required in a diligent, timely, and professional manner consistent with the standards of the industry. Contractor will supply at all times an adequate number of well-



Miami Community Ventures PILOT Request for Proposal
A One Community One Goal Initiative

qualified personnel to perform the work. Contractor will provide a contact person available and authorized to remedy any non-conformity with this warranty.

B. EQUIPMENT, TOOLS, SUPPLIES

The contractor will supply all equipment, tools, supplies, offices, personnel, instrumentalities, transportation, support services, and insurance required. The contractor is not required to purchase, rent or hire any equipment, tools, supplies, offices, transportation, personnel, insurance or instrumentalities from The Council; and The Council will have no obligation whatsoever to provide any equipment, tools, supplies, offices, personnel, instrumentalities, transportation, support services or insurance required to perform services under the Definitive Contract.

C. INDEMNITY OBLIGATIONS OF CONTRACTOR

To the fullest extent permitted by law, the contractor will agree to protect, indemnify, defend and hold The Council, its Board of Directors, officers, employees, agents and representatives and each of their successors and assigns (the "Indemnities") entirely harmless from and against any and all claims, actions, demands, proceedings, liabilities, damages, judgments, fines, penalties, settlements, costs and charges, including, without limitation, attorneys' fees and expenses, arising directly or indirectly from or in connection with (a) any breach of the Definitive Contract, (b) any actual or alleged negligent act, negligent error or omission, intentional misconduct of, or violation of any law by contractor, the contractor's employees, subcontractors, agents, representatives or assigns (collectively, the "contractor's Agents") in the performance or non-performance of the professional services required to be performed by the contractor under the Definitive Contract; or (c) The Council's enforcement of its rights under this indemnity provision. The contractor will agree that its obligations under this indemnity will survive the expiration and termination of the Definitive Contract. In the event both The Council and contractor are named as defendants in the same civil action, and The Council determines that a conflict of interest exists between the parties, contractor will agree to provide, at its own cost, independent counsel for The Council may, at its option, designate its General Counsel as equal participating counsel in any litigation wherein the contractor defends The Council.

D. INSURANCE OBLIGATIONS OF CONTRACTOR

The contractor shall provide and keep in full force and effect during the term of the Definitive Contract, at the contractor's own cost and expense, the following insurance policies for the joint benefit of the contractor and The Council, with an insurer reasonably acceptable to The Council:

1. Commercial general liability insurance with a general aggregate limit (other than products/completed operations) of at least Two Million Dollars (\$2,000,000.00); at least One Million Dollars (\$1,000,000.00) personal and advertising injury limit; at least One Million Dollars (\$1,000,000.00) premises and operations limit; at least One Million Dollars (\$1,000,000.00) each occurrence limit,



Miami Community Ventures PILOT Request for Proposal
A One Community One Goal Initiative

2. Workers' compensation coverage as required by law, together with employer liability coverage with limits of not less than One Million Dollars (\$1,000,000.00) per occurrence,
3. Comprehensive automobile liability insurance covering owned, leased, hired and non-owned vehicles with at least One Million Dollars (\$1,000,000.00) combined single limit, and
4. Professional liability insurance with a general aggregate limit of Two Million Dollars (\$2,000,000.00) and an occurrence limit of two Million Dollars (\$2,000,000.00). The contractor shall deliver to The Council offices at 80 SW 8th Street, Suite 2400, Miami, FL 33130 - Attn: President and CEO, true and correct copies of its insurance policies required above, and certificates of such insurance within seven (7) days of the execution of the Definitive Contract. Each such policy will name The Miami-Dade Beacon Council, Inc. as an additional insured and shall provide that such policy cannot be cancelled without thirty (30) days' prior written notice to The Council.

E. TERMINATION

1. **At Will.** The Definitive Contract will provide that it may be terminated by The Council, in its sole and complete discretion, upon thirty (30) days written notice to contractor. In the event of termination pursuant to this section, the contractor's sole compensation will be for that portion of services performed or goods delivered up to the date of termination, together with reimbursable expenses, if any then due. Contractor will not be paid for any services, goods or reimbursable expenses associated with any work or service not specifically authorized by The Council in writing.
2. **Automatic Termination.** The Definitive Contract will provide that it will automatically terminate on the occurrence of any of the following events: (a) bankruptcy or insolvency of either party; (b) sale of the business of either party; (c) failure to comply with federal, state, or local laws, regulations or requirements, or (d) expiration of the Definitive Contract.

F. CONFIDENTIALITY AND PUBLICITY

Contractor will retain all confidential information provided by The Council in the strictest confidence and will neither use it nor disclose it to anyone other than employees requiring the information to perform services under this RFP and the Definitive Contract without the prior written consent of The Council. The Council retains the right to enjoin any unauthorized disclosure in an appropriate court of law. Contractor will not issue any public announcements concerning The Council without the prior written consent of The Council, which consent may be granted or withheld in the sole and absolute discretion of The Council.



Miami Community Ventures PILOT Request for Proposal
A One Community One Goal Initiative

G. COMPLIANCE WITH LAWS

Contractor agrees to comply with all applicable federal, state, and local labor laws and regulations.

H. ASSIGNMENT/SUBCONTRACTING

1. Assignment. The contractor will not assign or transfer its interest, in whole or in part, under the Definitive Contract, without the prior written consent of The Council, which consent may be granted or withheld in the sole and absolute discretion of The Council.
2. Subcontracting. The contractor may not subcontract with other firms or individuals to complete all, or a portion of the delivery services without the prior written approval of The Council, which approval may be granted or withheld in the sole and absolute discretion of The Council.

I. CONFLICT OF INTEREST

The contractor understands and acknowledges that The Council is a private corporation. The Council has established internal policies and procedures regarding its governance and the conduct of its business operations including a code of ethics and conflicts of interest policy. These provisions concern, among other things, accepting gifts or gratuities from potential contracting entities and contracting with entities associated with The Council, or persons associated with The Council, or its employees. With this understanding, contractor agrees not to take any action which creates a situation which would or which could appear to result in violation of the conflict of interest code provisions by any The Council or Council employees.

J. INDEPENDENT CONTRACTOR STATUS

It is the express intention of both parties that contractor be an independent contractor and not an employee, agent, joint venture or partner of The Council. Nothing in the Definitive Contract will be interpreted or construed as creating or establishing the relationship of employer and employee between The Council and the contractor or any employee, subcontractor or agent of the contractor.

K. OWNERSHIP OF REPORTS AND DATA

The Contract will provide that The Council is afforded sole ownership of all reports, information, and data gathered throughout the project.

Submissions

Proposals are preferred to be received, via email PDF transmission, at or before 5 p.m. Eastern Standard Time on **August 14th, 2018 at 5:00 P.M. EST.** to be submitted to: MCVRFP@beaconcouncil.com
ref: Multiyear Strategic Campaign Proposal RFP Committee.



Miami Community Ventures PILOT Request for Proposal
A One Community One Goal Initiative

The proposal shall include a cover sheet with the following – 1) The name and contact information for the organization and for the person submitting the proposal and 2) An executive summary of the proposal being submitted. The cover sheet shall be followed by a table of contents listing all sections, disclosures, etc. and their corresponding page numbers; and must be e-mailed in pdf format to MCVRFP by August 14th at 5:00 P.M. EST.

It shall be the responsibility of the Respondent to deliver the Proposal and all other required items to The Council's offices located at 80 SW 8th Street, Suite 2400, Miami, FL 33130 at or before 5:00 p.m. Eastern Standard Time on June 22, 2018, in the event the preferred PDF email format is not feasible. The Council reserves the right, at their sole discretion, to reject and return without evaluation any Proposal received after the Proposal submission time and date. Any questions or inquiries regarding this RFP may be directed to MCVRFP@BeaconCouncil.com. Messages will be reviewed periodically.

THANK YOU!



Miami Community Ventures PILOT Request for Proposal
A One Community One Goal Initiative

