



**Latino Coalition for Community Leadership
Competitive WAGEES RFP Denver Metro
RFP Response and Reference Guide**

Organizations may use this RFP Response and Reference Guide to draft and prepare their RFP response only. RFP responses must be entered directly into GivingData. This resource is not a substitute for a complete and submitted RFP response in GivingData.

Background Information (not scored)

1. Organization Name
2. Primary Contact Person
3. Organization Street Address
4. City, State, Zip
5. Primary Contact Email Address
6. Reentry Program Name (if already established)

Eligibility Questions (not scored)

1. Is your organization a Colorado-based non-profit organization (including nonprofits without a 501(c)(3) designation from the Internal Revenue Service) or any Indian or Native American entity?
2. Is your organization willing to participate in technical assistance/capacity building/training activities provided by the LCCL and CDOC (travel generally required)?
3. Is your organization willing to commit, and seek to achieve the WAGEES performance standards described in the RFP guidance?
4. Is your organization willing to provide community reentry services to returning community members assessed to be medium- to high- risk for recidivism by the Colorado Department of Corrections?
5. Is your organization willing to implement and follow procedures related to data entry specific to participant information and outcomes (employment placement, educational attainment, credential attainment and employment retention) as described in the RFP guidance?
6. Is your organization willing to engage and sustain working relationships with the CDOC local Parole Team, CDOC Community Reentry Specialist(s) assigned to the region, CDOC RESTORE team, and the CDOC Employment and Training Navigator assigned to the region?

7. Is your organization willing to utilize the LCCL's (CaseMGR) and CDOC's (EOMIS) online case management data system, described in the RFP guidance for participants referred and enrolled into the program?
8. Is your organization willing to develop, implement, and sustain necessary program accounting and internal fiscal controls in order to manage the program budget if awarded?
9. Is your organization willing to have all employees, contractors and volunteers who have direct contact with eligible participants under this grant submit to a criminal background check as described in the RFP guidance?
10. Has your organization ever had grant(s) or contract(s) for the same or similar services you are proposing here revoked, not renewed or otherwise terminated for lack of performance or mismanagement? If yes, please explain. If no, clearly state.

Organizational and Reentry Program Information (not scored)

1. The year your organization was established.
2. The mission statement of your organization.
3. Your organization's operating budget.
4. How would you describe the developmental level of your organization? (choose one)
 - a. Newly established community-based organization
 - b. Established community-based organization
 - c. Established and actively growing or expanding community-based organization
5. The geographic location (county or counties) in which your organization intends to provide community reentry services.
6. The number of WAGEES program participants you intend to provide reentry services between October 1, 2026 and June 30, 2027.
7. The amount of funds your organization, up to the grant maximum, proposed in the RFP guidance Document.
8. Please provide a description of your organization's reentry program model or any unique aspects of your existing program model intended to benefit the aim of the WAGEES program and WAGEES participants.

Demonstrated History and Ability to Meet Performance Measures (30 Points)

This category will evaluate your organization's experience in providing services similar to those proposed in the RFP guidance.

1. Describe your organization's history working with participants in the target area you propose to serve.
2. Describe your organization's current relationship, linkages, collaboration or partnerships with key entities that demonstrate a connection and focus on serving participants.
3. Describe the types of outcomes and performance your organization has achieved with participants in your program.
4. Describe the qualifications and experience of staff, volunteers or contractors that will be involved in your program design.
5. If any of the employees, contractors or volunteers proposed under this grant have previous criminal justice involvement please state who and describe the strengths and benefits you believe this kind of experience will add to the program.

Program Design (20 Points)

This category will evaluate how clearly the proposal addresses services as required in the RFP guidance. Proposers should articulate how the activities will help achieve the desired results with respect to the WAGEES performance measures.

1. Employment Strategies: Please describe in reasonable detail the activities and services the organization is proposing to deliver under this strategy. Responses must include the expected performance measure(s) the proposed activities will produce.
2. Training & Education Strategies: Please describe the types of training and educational strategies the organization is proposing to deliver under this strategy. Responses must include the expected performance measure(s) the proposed activities will produce.
3. Mentoring Strategies: Please describe in reasonable detail the activities and services the organization is proposing to deliver under this strategy. Responses must include the expected performance measure(s) the proposed activities will produce.
4. Other Allowable Activity/Service Focus: Please describe the activities and services your organization is proposing to deliver under this strategy. Responses must include the expected performance measure(s) the proposed activities will produce.

Case Management and Performance Metrics (20 points)

Case management is required to effectively administer and document the needs, status, progress and results of the activities and services provided to project participants. Case management is a time intensive service and proposers should take into account the complex and challenging needs of the participants this funding intends to serve.

1. Describe your organization's experience providing case management to the same or similar populations.
2. What is your organization's case management oversight process? How does your organization ensure that the required documentation is correct and that participant records are up-to-date?
3. Is each participant assigned one case manager or does your organization use a team of case managers to document participant information and assist the participant in problem solving? Please describe your approach.
4. How frequently do case managers meet with participants? How will you ensure routine and on-going contact with participants is maintained?
5. Describe how you will work with individuals who need routine case management versus those who have higher needs due to severe or multiple barriers and need intensive case management?
6. What challenges or advantages does your organization anticipate in attaining or exceeding the WAGEES performance measures described in the RFP guidance?

Cultural Responsivity (20 points)

1. Describe how your organization reflects the culture of the community you intend to serve.
2. How does your organization ensure that the services provided are accessible and relevant to the needs of the participant?
3. Describe your organization's experience serving within the unique context of the community you serve. (i.e. rural, urban, gender responsiveness, unique community challenges and opportunities, etc.)

4. Describe any other cultural/target group competencies your organization possesses relevant to promoting successful participant engagement and program outcomes.

Program Costs (10 points)

This category will evaluate the costs associated with the proposed program in relation to what is being offered and local needs.

1. What is the average cost per participant? (this will be the total amount of funds requested divided by the total number of planned participant enrollments).
2. Please provide an explanation and justification of any unusual costs or any anticipated special equipment needs.
3. Please describe any circumstances that may negatively impact your ability to provide the full scope of services proposed (i.e. organizational transition, executive leadership transition, staffing transition, potential loss of other grant funding or revenue).

Uploads and Other Documentation

1. Organizations responding to this RFP will upload their project enrollment plan (required).
2. Organizations responding to this RFP will upload their WAGEES Budget and Budget Narrative (required).
3. Organizations responding to this RFP must upload their Colorado Secretary of State Organizational Certificate of Good Standing (required).
4. Organizations responding to this RFP will upload their IRS Determination Letter (if applicable).
5. Organizations responding to this RFP may upload other supporting documentation supporting their application or application response (not required).

Certification

Organizations responding to this RFP will certify that their application was submitted by the organization's authorized representative including their name and position within the organization.