



# COOK COUNTY JUSTICE ADVISORY COUNCIL

REENTRY INITIATIVE: Rental Assistance and Services for Returning Residents



## REQUEST FOR QUALIFICATIONS (RFQ) 1205-NT764

### Wraparound Services for Returning Residents:

### *Supporting Individuals in Cook County's Reentry Rental Assistance Program*

- ❖ Request for Qualifications posted February 1, 2023
- ❖ Submissions due Tuesday, March 7, 2023 at 5:00pm Central Time
- ❖ Information and submissions: [CookCountyIL.gov/JACGrants](https://CookCountyIL.gov/JACGrants)

#### **Virtual Pre-Submittal Conference:**

Wednesday, February 15, 2023 at 2:00pm Central Time

RSVP at [CookCountyIL.gov/JACGrants](https://CookCountyIL.gov/JACGrants)

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## **Section 1: Background - Cook County and Justice Advisory Council**

With a population of approximately 5.3 million people, Cook County is the second most populous county in the nation. As mandated by State law, County government has principal responsibility for the protection of persons and property, the provision for public health services and the maintenance of County highways.

The Cook County Justice Advisory Council (JAC) implements Cook County Board President Toni Preckwinkle's public safety policy and criminal and juvenile justice system reform efforts. The JAC's mission is to promote equitable, human-centered, community-driven justice system innovation and practice through rigorous stakeholder engagement, policy work, service coordination, and grantmaking that increases community safety and reduces reliance on incarceration.

## **Section 2: RFQ Description**

The purpose of the Cook County Justice Advisory Council Wraparound Services for Returning Residents RFQ is to identify organizations to provide services for returning residents (Cook County residents released from IDOC) who are part of the Cook County NT764 Rental Assistance and Services for Returning Residents Program. Enrolled residents will receive "wraparound services" including case management, legal support, housing advocacy, employment supports, educational supports and healthcare services to further help them thrive in their communities apart and in addition to the rental assistance provided under the initiative. To this end, this RFQ shall establish a prequalified pool of providers of these wraparound services, which may include providers qualified in any, some, or all of the five major service subject matters. The qualified providers list will be valid for twenty-four (24) months, with three (1) one-year renewal options. The JAC may enter into Professional Services Agreements with prequalified providers to provide services, as needed and as funding may be available, throughout the period of the list's validity.

**The services indicated in this Request for Qualifications will be funded through the American Rescue Plan Act (ARPA).** Funding made available to Cook County through ARPA has been dedicated to a variety of initiatives and projects. The pre-qualified list of providers being prepared by the JAC for this ARPA initiative has been afforded approximately \$7 million over the course of ARPA dispersal timeline (which goes until 2026). Further funds may be made available from other sources over the course of the provider list's valid dates.

Following the preparation of this pre-qualified list, the Cook County Justice Advisory Council will negotiate individually with individual providers on both the scope of services to be provided as well as the cost for those services.



### **Section 3: Description of Qualifications Sought**

Cook County is committed to making services for Returning Residents (in this case, residents of Cook County released from IDOC and situated in housing through the Rental Assistance and Services for Returning Residents initiative) available for individuals on a broad continuum of need, with due regard to an individual's particular needs, if any. Cook County is also committed to providing these services to individuals regardless of their membership in any marginalized group, whether that is based on language access, living with disabilities, gender identity, sexual orientation, race, ethnicity, religion, or national origin.

Specifically, the County seeks to provide returning residents in our ARPA-funded rental assistance program with services related to case management, legal support, housing access advocacy, employment supports, healthcare services, and educational supports.

Only organizations who directly provide such services are eligible to respond to this Request for Qualifications. Fiscal agents are not allowed for this RFQ unless they provide of the agency that provides such services which they are applying on behalf of.

Only organizations who are incorporated as nonprofit corporations with 501(c)(3) or 501(c)(4) designation from the Internal Revenue Service are eligible to respond to this Request for Qualifications.

### **Section 4: Expectations of Wraparound Services Providers**

The following list describes the categories of services that the JAC is seeking and some additional areas of focus and specialty under each category. Applicants need not provide services in all categories or even all the areas of specialty or focus within each overarching category. However, an applicant must provide services in at least one of the six overarching categories: (1) Case Management Services, (2) Legal Support, (3) Housing Access Advocacy (4) Employment Supports, (5) Healthcare Services and/or (6) Educational Supports. The areas of specialty listed underneath the six service categories are not exhaustive; they are meant to provide some examples of qualifying services and to help delineate a broad understanding of the overarching service category.

1. Case Management Services
  - a. Service coordination, navigation, and connection to other services (such as the other services addressed in this RFQ).
  - b. Individualized needs assessment, development of goals and action and transition plans, monitoring and reporting progress.
2. Legal Support
  - a. Including but not limited to expungement, petitions, waivers and sealing support for criminal records where applicable and needed.



3. Housing Access Advocacy
  - a. Assistance for returning residents searching for or residing in rental units in communicating with landlords and advocating for their rights under Illinois, county, and municipal ordinances and statutes.
  - b. Education for landlords and property owners regarding renting to returning residents and those with criminal records, including their legal rights and obligations.
4. Employment Supports
  - a. Employment training, retention, interview preparation and resources, job readiness training, work placements, entrepreneurship opportunities.
5. Healthcare Services
  - a. Including but not limited to physical, mental, behavioral, substance abuse or co-occurring treatment services.
6. Educational Supports
  - a. Including but not limited to GED programs and resources, certification programs, special education services, and literacy training.

Any transportation assistance to or from any of these aforementioned services that an applicant offers can and should be mentioned.

## **Section 5: Organizational Readiness**

The following list describes areas of organizational readiness that the JAC is seeking from service providers. Applicants need not have expertise in all areas; however, applicants should speak to each area with consideration to how they do or do not engage with that area of organizational readiness. This list of organizational readiness areas is not exhaustive. If there are additional areas you would like to speak to, in addition to this list, you may. This information is to be included in 'Document 1' as part of the Wraparound Services Qualifications Description detailed in Section 6 of the RFQ.

1. Populations Served
  - a. What population or populations is your organization designed to serve?
  - b. In what ways are your staff representative of the populations your organization is designed to serve, if any?
2. Racial Equity
  - a. How do you ensure equity in access to supports and services as well as outcomes?
  - b. How do you address racial disparities in the communities you serve?
3. Disability Supports
  - a. Do you serve individuals with a physical or cognitive disability on-site or in-



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house? If yes, please name any disability or accessibility needs you may already have built-in.

- b. Do you require staff to complete any training that might prepare them to serve individuals with a physical or cognitive disability?

4. LGBTQ+ Supports

- a. Do you provide culturally responsive supports to LGBTQ+ individuals, particularly transgender individuals? If yes, please describe any services that are tailored to be culturally responsive to the LGBTQ+ community, particularly transgender individuals.
- b. Do you require staff to complete any training that might help them build cultural-responsivity and better serve members of the LGBTQ+ community, particularly transgender individuals?

5. Complete the following tables with demographic data on your board, staff and clients:

<b>RACE</b>	<b># of Board Members</b>	<b># of Staff Members</b>	<b># of Clients (per year)</b>
White			
African American			
Native American			
Asian			
Other			
<b>ETHNICITY</b>			
Hispanic/Latino			
Not Hispanic or Latino			
<b>DISABILITY</b>			
<i>If you do not collect self-reported disability demographic data from your organization's Board, Staff Members or Clients, please indicate "Not Collected"</i>			
<b>LGBTQ+</b>			
<i>If you do not collect self-reported LGBTQ+ demographic data from your organization's Board, Staff Members or Clients, please indicate "Not Collected"</i>			



## **Section 6: Required Submission Documents**

Three documents are required to successfully submit qualifications for this RFQ, the first document has two distinct subsections:

- Document 1: Program Qualifications Document
  - Wraparound Services Qualifications Description Section (up to 7 pages)
  - References Section (1 page)
- Document 2: Current Budget Document
- Document 3: Financial Qualifications Document

### **Document 1: Program Qualifications Document**

This document must be less than 20 Mb in size, and must be in PDF format, and should be single-spaced, no smaller than 12-point font throughout. Document 1 should contain two subsections: (1) a Wraparound Services Qualifications Description Section (up to 7 pages); and (2) References Section (1 page). Both sections are mandatory for all applicants.

- **Wraparound Services Qualifications Description:** In this section to be included as part of Document 1, provide a statement of the organization's readiness and experience providing the described wraparound services to returning residents, including:
  - ✓ A thorough description of the organization's history and experience with and capacity to serve returning residents with wraparound services as described in Section 4 of the RFQ, to include:
    - Persons that have been served (number served yearly, any available demographic information, e.g.)
    - Coordination with partner agencies and units of government
    - Development of measured outcomes
    - Total number of employees at respondent organization, year of incorporation, and number of years providing services
    - The names and length of relevant professional experiences of key personnel involved in this work (resumes are not requested)
  - ✓ A list of the locations, features, and licensure of all facilities utilized for services with a statement expressing how such facilities meet state and local standards regarding health and safety, as applicable.
  - ✓ A description of the organization's history with serving all participants, including non-English speaking participants, those living with disabilities, or transgender individuals; or any limitations that may prevent the accommodation of all participants. This is the information asked for in Section 5 of this RFQ.



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- ✓ A list of any pending litigation in which the Respondent may experience significant financial settlement and a brief description of the reason for legal action. If the respondent does not have any legal actions, the respondent shall state “Not Applicable” in this section.
- **References Page:** In this section to be included as part of Document 1, provide at least three relevant professional references, external to your organization, for individuals that can attest to your qualifications and experience with proposed services. These individuals are not to be employees of the Cook County Justice Advisory Council.

Each reference shall include, at a minimum:

- ✓ The reference’s name, title and organizational affiliation.
- ✓ The reference’s work contact information: street address, telephone number, and email address – not their personal contact information.
- ✓ A description of work performed by the organization for which the reference can vouch, and the amount your organization was paid for that work.

Document 2: Current Budget Document

This document should detail the specific sources of revenue for the organization in the current budget year, and the expenses planned for your organization. Please offer an explanation for any expected planned deficit for the budget year.

This document must be less than 20 Mb in size, and must be in PDF, XLS, or XLSX format.

Document 3: Financial Qualifications Document

This document should provide a financial reporting for the organization for its most recently completed fiscal year. This statement may take the form of:

- an audited financial statement
- a federal Form 990 or Form 990-EZ (Form 990-N is not acceptable)
- A statement signed by the Chair of the organization’s Board of Director’s indicating the organization’s actual revenues and expenses, and a statement of financial position, for the most recently completed fiscal year.

This document must be less than 20 Mb in size, and must be in PDF, DOC, or DOCX format.

**Section 7: How to Submit Your Response**

The online submission page for this RFQ is [grants.cookcountyil.gov](https://grants.cookcountyil.gov), accessible at [CookCountyIL.gov/IACGrants](https://CookCountyIL.gov/IACGrants). Please be sure you have all materials ready to submit before completing this submission form - you will not be able to save as you go along.



Steps to complete:

1. Click the apply icon and complete the Organization Information and contact fields on the online form
2. Upload your Program Qualifications Document from your computer
3. Upload your Current Budget Document from your computer
4. Upload your Financial Qualifications Document from your computer
5. Enter the CAPTCHA validation characters shown on the screen, and press "Submit" to complete your submission

Upon submission, the contact person you identified on the submission page will receive an automated e-mail indicating that the submission has been received. Please save this e-mail notification for your records.

## **Section 8: Evaluation Process and Criteria**

### Responsiveness Review

County personnel will review all submitted materials to ascertain that they are responsive to all submission requirements. The Cook County Justice Advisory Council reserves the right to reject any or all qualifications or any part thereof, to waive a non-material irregularity as an informality, and to accept the submission deemed most favorable to the County.

### Qualifications Assessment

The JAC will evaluate all responsive submissions in accordance with the evaluation criteria detailed below. This evaluation process may include reviewers internal and external to the JAC who have knowledge and experience that can assist in determination of qualifications. The evaluation committee, at its option, may request that all or some respondents respond to additional questions, offer additional references, submit clarifications, schedule a site visit of their premises (as appropriate), or make a presentation.

Upon review of all information provided, the evaluation committee will determine which organizations have successfully demonstrated qualifications and make a recommendation to that effect for approval by the Executive Director of the JAC or their designee.

The County reserves the right to check references on any projects performed by the respondent, whether those references were provided by the respondent or known by the County.

- ✓ Assessment Criteria: Responsiveness  
Material will be assessed to determine compliance with all the submission requirements of the RFQ. Non-compliant respondents will not receive further evaluation.
- ✓ Assessment Criteria: Qualifications  
Qualifications will be reviewed and scored based on the following criteria:





**Readiness and Experience:**

**50 points maximum**

Respondent's readiness to implement the specific wraparound service components associated with the project, as evidenced by their general experience with providing similar services, as described in Document 1: Program Qualifications Document.

**Fiscal Capacity:**

**30 points maximum**

Respondent's fiscal capacity to deliver services on an ongoing basis, as evidenced by Document 2: Current Budget Document, and by Document 3: Financial Qualifications Document.

**References:**

**10 points maximum**

The reputation and strength of the respondent's wraparound services programming will be evaluated based upon the quality and relevance of the references provided in Document 1: Program Qualifications Document.

**Further Evidence of Organizational Capacity:**

**10 points maximum**

Completeness, consistency and clarity in the respondent's execution of all required sections of response, as evidenced by each part of the submission.

There are a total of 100 points in the categories above. To be recommended for inclusion on the pre-qualified provider list for this RFQ, a response must achieve a minimum score of 70 points.

## **Section 9: Additional Information**

### Pre-Submittal Conference

A virtual pre-submittal conference for potential respondents to this RFQ will be held on February 15, 2023 at 2:00pm. The conference will cover the major features of the funding opportunity, the submission process and will include a formal question-and-answer session. To RSVP, visit [CookCountyIL.gov/JACGrants](https://CookCountyIL.gov/JACGrants).

### Questions

Respondents may submit questions via email to [JAC.Info@cookcountyil.gov](mailto:JAC.Info@cookcountyil.gov) until 5:00pm Central Time on Friday, February 17, 2023.

A "Frequently Asked Questions" document will be posted on the Justice Advisory Council grants website: [CookCountyIL.gov/JACGrants](https://CookCountyIL.gov/JACGrants). The document will be updated with questions and responses from by Friday, February 24, 2023. Guidance offered in this Q&A document, as well as any notifications offered on the JAC website as to the manner and timing of submission, shall be considered as part of this Request for Qualifications. It is the responsibility of the respondent to remain advised of any updates.



MBE/WBE (Minority Business Enterprise/Woman Business Enterprise) Participation Goals Consistent with Cook County, Illinois Code of Ordinances (Article IV, Section 34-267 through 272), the County establishes goals that MBE/WBE firms retained as subcontractors receive certain minimum percent of overall estimated expenditures for procurements, to be determined based on the nature of the procurement. If M/WBE firms are utilized for these proposed service provisions, the Respondent shall state the name(s) of the minority and women sub-Respondent(s) and the level of participation proposed for each firm to be awarded a subcontract.

## **Section 10: Frequently Asked Questions**

The following questions are informed by inquiries to prior JAC Requests for Qualifications. Additional questions and answers will be posted on the JAC grants website following the Pre-submittal Conference.

***Q: What is a Request for Qualifications? Is this a grant?***

Answer: This RFQ is not a grant application. An RFQ is an opportunity for organizations to be placed on a list of prequalified providers. The County may use this list for the next few years – it allows us to reach out to organizations and negotiate Professional Services and Subrecipient Agreements to provide the services described in this document.

***Q: Does an applicant need to operate in all the categories of services requested?***

Answer: An applicant may operate or provide services in just one of the categories listed in this RFQ, or more than one. The JAC intends to pursue as many professional services agreements as the qualifying list and funds allow to meet as many of the gaps in services as possible.

***Q: What do I need to submit in order to apply?***

Answer: 3 application documents are required (see Section 6 of the RFQ). The first document includes a detailed summary of your qualifications to deliver services, and a page of references. The second document is your current year revenue and expense budget. The third document is your most recent audit, Form 990 or Form 990-EZ, or other financials.

***Q: Do I need to submit resumes?***

Answer: No. Do not submit resumes at this time.

***Q: What are the requirements for margins or font type?***

Answer: There are no requirements for this. You may use the margins and font you prefer. Whichever font you choose, please keep the material 12 point single-spaced.

***Q: We have worked with the JAC before. Can we include you in the references section?***

Answer: No. There need to be three references with projects that are not with the JAC. You may not use any JAC staff as references.



***Q: When will we know if we are on the qualified organization list? What happens then?***

Answer: The JAC intends to evaluate the submissions in the months of March and April 2023. You will likely learn the results of that evaluation by the end of May. After this, the JAC may contact organizations on the qualified list at any point during the 2-5 year period during which the pre-qualification is valid. Most likely, we will be contacting right away as the bulk of this project is due to begin in 2023. The JAC is glad to hear from your organization at any time to discuss community needs.

***Q: We don't currently provide the services described in the RFQ, but we would like to in the future. May we submit a response to the RFQ?***

Answer: No. This RFQ is limited to organizations which have experience providing these services.

***Q: We are not incorporated, but we provide some or all of these services, and we use a fiscal agent. May we submit qualifications?***

Answer: No, however the fiscal agent may submit if the fiscal agent has substantial oversight of your operations and is a 501c3 or 501c4 not-for profit.

***Q: Will you call my references?***

Answer: We may do so.

***Q: Is this the only opportunity to qualify to provide these services in coming years?***

Answer: The JAC issues grant initiatives, Requests for Qualifications and Requests for Proposals on a regular basis, but there is no certainty that another RFQ/RFP would involve these same services in the period of this provider list's validity. To stay informed about funding opportunities, [subscribe to receive email updates](#) from the JAC and Cook County, and visit [greaterchicagotogether.org](http://greaterchicagotogether.org)