



**NOTICE OF FUNDING OPPORTUNITY (NOFO)
TO PROVIDE PRE AND/OR POST RELEASE REENTRY SERVICES
PRE-PROPOSAL MEETING AGENDA**

January 22, 2025

2:00 p.m.

SART CENTER

4210 North Australian Avenue

West Palm Beach, FL 33407

- **WELCOME & INTRODUCTION**
- **MEETING PURPOSE**
- **NOFO PROCESS**
 - a. General Information
 - b. Instructions
 - c. Requirements
- **NOFO FUNDING OPPORTUNITIES OFFERED**
 - a. Pre-Release Reentry Services
 - b. Post-Release Reentry Services
- **QUESTIONS AND ANSWERS**
 - a. Previously submitted questions, if applicable
 - b. Attendees current questions
- **MEETING CONCLUSION**
 - a. Questions submission deadline reminder - 1/29/25 @ 5pm.
 - b. Addendums in VSS and on Reentry webpages reminder
 - c. Proposal Submission Deadline reminder - 2/18/25 @ 5pm - electronically.
 - d. Closure



NOTICE OF FUNDING OPPORTUNITY (NOFO) TO PROVIDE PRE AND/OR POST RELEASE REENTRY SERVICES

TECHNICAL POINTS TO REMEMBER

Wednesday, January 22, 2025
2:00pm EST

NOFO PROCESS

- These NOFOs are issued by Palm Beach County, through Public Safety Reentry on behalf of the Board of County Commissioners
- The purpose of the NOFOs are to solicit proposals from qualified agencies to provide adult pre-release and/or post release reentry services starting on July 1, 2025 – September 30, 2027. Contracts will be issued for one (1) two (2) year period. The funding available for pre and post release reentry services is \$1,053,350.
- Qualifications of Proposers: 1) must clearly identify how their service/program addresses the services for which they are applying; 2) must clearly identify how their service/program addresses the four intended outcomes outlined in the Strategic Plan; 3) must be chartered or registered with the Florida Department of State, been incorporated for at least two (2) agency fiscal years 3) have provided services to formerly incarcerated adults for at least one (1) year; and 4) demonstrate accountability by submitting an acceptable financial audit performed by an independent auditor.
- The NOFOs are available for download on VSS & Reentry websites or if needed a hardcopy may be picked up from Palm Beach County Reentry at 205 N. Dixie Hwy, suite 5.1130, fifth floor of the PBC Main Courthouse M-F, 8am – 5pm EST.
- All changes, updates, etc. will be issued by an addendum that will be posted to VSS & Reentry websites. Sole responsibility to check VSS or Reentry websites rests with the proposer.
- Proposals submitted by agencies that do not attend this mandatory pre-proposal meeting will NOT be considered.
- Proposals must adhere to criteria in the NOFO to be considered: refer to Proposal Guidelines in each NOFO. Includes completion of coversheet- Attachment 2, submit the proposal in order of submittal checklist- attachment 3 with all items included; Program Budget Template- attachment 4; Program Staff Template- attachment 5; Logic Model- attachment 6; and IRS Form 990- attachment 7, if applicable. While formatting does not cause a proposal to be rejected, it may negatively impact evaluation of a proposal; therefore, use Times New Roman font, 12 point double-spaced, standard 8 1/2" x 11". Submit one .pdf to email address: JS-ContractManager@pbc.gov on or before the submission deadline. Proposals will reviewed after the submission deadline allowing proposers time to modify and/or withdraw a proposal. Both must be completed in writing and done so only until February 18, 2025.
- After the proposal submission deadline, proposals will be reviewed by County Staff to determine responsiveness
- All information submitted as part of, or in support of, proposals will be available for public inspection in accordance with Chapters 119 and 286 Florida Statutes.
- Responsive proposals will be sent to a Selection Committee of subject matter experts, to review and evaluate based on evaluation criteria outlined in each NOFO. Committee meets publicly & makes a recommendation to Award.
- Any proposer may appeal recommendations for award by submitting a written appeal/protest to the Director of Public Safety within five (5) business days of posting the award recommendation.
- Contract negotiations begin after the appeal period has passed. County reserves right to enter into contract with sole responsive proposer if only one proposal was received. A sample contract is included in each NOFO but is not required to be submitted with proposal.
- In order to do business with the County, an active vendor registration must exist on the VSS
- A "Cone of Silence" is in effect from the date/time of the deadline to submit proposals and terminates when the Board or Department takes action to award contracts, rejects all proposals, or ends the solicitation process.



**Palm Beach County
Public Safety Department**

**Adult Reentry Services
Pre-Proposal Conference
FY 26 & 27**



Wednesday, January 22, 2025



➤ Background

- The purpose of the reentry system is to provide various services to returning residents who are transitioning back to the community after a period incarceration, in order to reduce recidivism, decrease the number of crime victims, and increase public safety



3

➤ Funding and Special Conditions

- The Palm Beach County (PBC) Reentry Program acts as a pass-through agency and receives four streams of funding including Federal, State and Local funding
 - U.S. Department of Justice (DOJ)
 - Florida Department of Law Enforcement (FDLE)
 - Florida Department of Corrections (FDC)
 - Ad Valorem (County Funds)



4

➤ Funding and Special Conditions

- Each funder has special conditions and requirements based on Federal, State and Local statutes
 - Financial penalties
 - Accounting/bookkeeping
 - Supporting documentation
 - FDC Purchase Order
 - Regular Monitoring



5

➤ Reimbursement Rates

- All contracts awarded are reimbursed based on services rendered and reimbursed on a monthly basis through an online invoicing portal
 - Documentation required for reimbursement
 - Financial penalties for late invoices across all funding sources
- Case Management Unit Rates will be negotiated between PBC, FDC and selected agencies.
- Reimbursement rates for support services are determined by PBC and the State Purchase Order
 - All rates are dependent on funder approval
- Additional client support services funds may be available to supplement certain expenses
- Agencies submitting proposals should have capital to sustain them for at least 90 days due to the reimbursement payment structure



6



Case Management Unit Rate & Administrative Fees

- Current Case Management Unit rate is \$15.52 per unit, FY 26&27 will be determined during contract negotiations and will be billed in 15-minute increments based on funder approval
- 10% administrative fee based on case management units provided on a monthly basis
 - The administrative fee will not be applied to general client support services billed
- Invoice breakdown example:

Service Category	Cost	Total
Case Management (Direct Services)	\$15.52 per unit x 1,440 units	= \$22,348.80
Client Support Services	(Based on Compensation Chart)	= \$9,000.00
Administrative Fee (10%)	(10% of Case Management)	= \$2,234.88
Total Reimbursed for Month 1 - 2025		= \$33,583.68



7



Things to Consider

- PBC Reentry is looking for agencies who are flexible and adaptable as the needs of Reentry clients are always changing
- Applying agencies should be able to have capital for **at least 90 days** due to the reimbursement structure for invoicing
- Due to funders special conditions and requirements, agencies should be able to provide consistent and accurate documentation for services rendered
- The funding will be distributed based on the quality and innovativeness of proposals



8

Timeline

DATE	ACTIVITY
January 29, 2025	Final day to submit written questions
February 18, 2025	Electronic Submission Deadline Date (by 5:00 p.m. EST) via email to Department of Public Safety Contract Manager at JS-ContractManager@pbc.gov
February 24, 2025	Reentry Selection Committee meets to accept oral presentations, review and finalize score proposals (starting at 9:00 a.m. – proposers chosen for oral presentations will be notified of an assigned time)
February 28, 2025	Electronic notification of award outcome to proposers
March 6, 2025	Final date to submit written Protest



9

THANK YOU!

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10