

LACKAWANNA COUNTY PRISON

# RFP for G.E.D. Prep Course

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Preparation and testing course for incarcerated individuals

6/1/2018

- INTRODUCTION

The Lackawanna County Prison is seeking proposals for G.E.D. preparation and testing of incarcerated individuals. This RFP is intended to provide a guideline for organizations that are interested in submitting proposals for the provision of a G.E.D. preparatory course as well as testing those who are deemed prepared for testing.

- ELIGIBLE AGENCIES

Community-based organizations, educational entities, faith-based organizations, private For-Profit agencies and public agencies are all eligible to submit proposals under this Request for Proposals

- PROGRAM GOALS

The goals shall be to prepare incarcerated participants for G.E.D. testing, to have the Lackawanna County Prison declared a testing center, to provide the GED testing and to have an acceptable passing rate for those who take the exam.

- PROGRAM OBJECTIVES

The Lackawanna County Prison is seeking programs that will provide G.E.D. preparation and testing for incarcerated adults who lack a high school diploma. Services should aim for open entry/exit to allow participants to begin on demand and progress at their own pace. The inclusion of Vocational English as a Second Language (VESL) education for incarcerated participants who would benefit from this additional component is optional

- TARGET POPULATION

Services will be targeted toward and tailored to the needs of incarcerated adults who do not have a high school diploma and need to earn their G.E.D. with the goal of improving the participants' employability.

- PERFORMANCE MEASURES

Success for this program will be measured in terms of the ability to serve participants referred by the Lackawanna County Prison up to the total number of negotiated planned enrollments and the percentage of participants who successfully earn their G.E.D. The Lackawanna County Prison will work with the service provider to determine suitability for referral to the G.E.D. program based on academic deficiencies of each participant and how many tests must be completed in order to earn the G.E.D. within the available timeframe for participation.

- PROGRAM DESIGN COMPONENTS

Lackawanna County Prison staff and the provider will conduct outreach and recruitment, initial assessment, intake, and objective assessment prior to referring individuals to the GED

Preparation and Testing Program. If the provider becomes aware of additional individuals who wish to attend the program, they may refer them for consideration.

- PROGRAM ELEMENTS

Providers will be responsible for providing both preparation and the testing required for participants to complete all needed test components to earn the GED. The Lackawanna County Prison will work with the provider to establish referral guidelines to ensure that individuals are not enrolled with the provider unless they have sufficient time to complete their GED within the available timeframe given the individual's specific situation and their anticipated time remaining in the facility. Participation should be on an open entry/exit basis with the ability to add new participants weekly.

- TEST VERSION AND FORMAT

- The 2014 version of the test shall be delivered via computer only. Costs of GED testing will be reimbursed by the Inmate Canteen Fund and should be included in the program budget.

- PROGRAM CONDITIONS AND CONSTRAINTS

All contracts for program services are to be cost reimbursement contracts. These contracts provide for the reimbursement of allowable costs which have been identified and approved in the contract, and which were incurred in the operation of the program. The "start up" costs shall include the cost of materials, including necessary books. Within the first year, the prison anticipates having e-tablets available with pre-loaded material for GED purposes. Back-up documentation is required to justify payments made under this type of contract. Costs must be charged to the allowable cost categories.

- APPLICABLE PERFORMANCE MEASURES

Earning the GED will be required for those participants enrolled in the GED program in order to be considered successful.

The following Performance Rates shall apply to the GED Program:

- Attainment of GED: 70%

- Ability to serve number of referred participants: 85%

- SCHEDULE OF EVENTS

Pre-submission questions shall be forwarded to the attention of Warden Timothy M. Betti and shall be submitted no later than 6/22/18 at 4:00pm

Proposals will be accepted up until 7/6/18 at 4:00pm. Proposals shall be forwarded to the Lackawanna County Prison, Attn: Warden Timothy M. Betti, 1371 North Washington Ave, Scranton, PA 18509. Proposals shall include the name of the organization, address, phone number, email address and the name or names of individuals to contact. The proposal shall also include the names of any staff members who will be providing programs/classes related to GED as well as that individual's qualifications.

Proposals will then be evaluated by the staff of the Lackawanna County Prison. If any clarification is needed, Prison staff shall contact the proposing companies if staff are unsure of anything involved in the proposal.

Prison staff will then provide the Prison Board with a recommendation at the July 25, 2018 Prison Board meeting. The meeting will be at the Commissioners' Conference Room on the 6<sup>th</sup> floor of the County Administration Building.

Lackawanna County reserves the right to reject all submissions if deemed appropriate due to inadequacies or uncertainties in the RFPs that are submitted.