

Commonwealth Catholic Charities
ONS RFP 12-089

TABLE OF CONTENTS

- **Compliance Cover Sheet – Signed**

- **(TAB) Executive Summary** (1 page)

- **(TAB) Proposal Narrative** (20 pages – numbered consecutively)

- **(TAB) Proposal Budget**
 - Budget Summary - DSS Funds (**Attachment B1**)
 - Budget Detail - Salaries and Employee Benefits (**Attachment B2**)
 - Budget – Other Proposed Expenses (**Attachment B3**)
 - Budget Narrative

- **(TAB) Proposed Outcome Goals (Attachment A)**

- **(TAB) Attachments:**
 - 1) CCC's Organizational Chart
 - 2) CCC Current List of the Board of Directors
 - 3) CCC's Fiscal Letter - Signed
 - 4) Letters of Support
 - 5) CCC's Job descriptions + List of all staff positions, experience & qualifications
 - 6) CCC's Descriptions of volunteer responsibilities
 - 7) CCC's confidentiality policy
 - 8) Program Assurances Statement (**Attachment C**) - Signed
 - 9) Federal Assurances form (**Attachment D**) - Signed
 - 10) Federal Certifications (**Attachment E**)
 - 11) W-9 (**Attachment F**) - Signed
 - 12) FFATA Sub-recipient Data Form (**Attachment G**) - Signed
 - 13) State Corporation Form (**Attachment H**) - Signed
 - 14) CCC's IRS forms
 - 15) CCC's Most Recent Audit
 - 16) RFP - Version #3 (Pages 1-43)
 - 17) Addenda - All 3 Versions Signed
 - 18) Pre-Proposal conference form (**Attachment I**)
 - 19) Proposal Checklist (**Attachment J**)

REQUEST FOR PROPOSALS (RFP)
RFP No. CVS-12-089

Issue Date: May 25, 2012
Title: Refugee Resettlement Program
Commodity Code: 95275
Location: Statewide
Contract Period: October 1, 2012 – September 30, 2013 (Renewable)
Sealed Proposal Due Date & Time: **June 29, 4:00 p.m. Eastern Time**
Issuing Agency: Commonwealth of Virginia
Department of Social Services
Office of Newcomer Services
801 East Main Street, 15th Floor
Richmond, VA 23219-2901

SEALED PROPOSALS ARE TO BE MAILED OR HAND DELIVERED TO THE ABOVE ADDRESS.

Proposals for providing the services described herein will be received subject to the conditions cited herein until the proposal due date and time shown above. **PROPOSALS RECEIVED AFTER THAT TIME WILL BE RETURNED WITHOUT CONSIDERATION. DO NOT FAX OR E-MAIL.**

All inquiries for information should be directed to Brent Sutton: Phone: (804) 726-7928
Email: brent.sutton@dss.virginia.gov

In compliance with this Request for Proposals (RFP) and to all the conditions imposed therein and hereby incorporated by reference, the undersigned Applicant agrees to furnish the services in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation

Commonwealth Catholic Charities
(Name of Organization)
1512 Willow Lawn Drive
(Address – Line 1)
P.O. Box 6565
(Address – Line 2)
Richmond

VA ZIP Code: 23230-0565

Facsimile: (804) 285-9130

Date: 6.28.12

Signature: Richard Ciofani, etc

Printed Name: Richard Ciofani

Title: Chief Financial Officer

Phone: (804) 285-5900

E-mail: Richard.Ciofani@cccova.org

This public body does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, status as a service-disabled veteran, or any other basis prohibited by state law relating to discrimination in employment. **Mandatory Pre-proposal Conference:** A mandatory pre-proposal conference will be held on June 13 from 10:30 am to 12:30 pm at the Virginia Department of Social Services, 801 East Main Street, Richmond, VA. See Section IX contained herein.

Executive Summary – Organizational Capacity

Accredited by the Council on Accreditation, Commonwealth Catholic Charities (CCC) meets the highest standards in providing human services to the community. For more than 36 years the Resettlement Program of CCC has successfully provided resettlement services to newcomers in the Commonwealth of Virginia.

CCC proposes to enhance its employment readiness program in all three resettlement sites and use certified instructors for the English Language Training. CCC will add the REEP work readiness materials to the current four-week Newcomers Class and further enhance our employment training by adding Work-Wise Employment classes. Clients will receive job readiness training through aptitude/ skills assessments, job skills training, essential employment vocabulary, resume development, mock interviews, as well as financial literacy training.

The economic downturn has made it challenging for refugees to achieve self-sufficiency. However, the fortitude refugees bring to employers, combined with a recent improved economic and employment outlook for new arrivals is helping refugees in the workplace.

CCC has the organizational capacity to achieve its goal of ensuring that refugees in Hampton Roads, the Roanoke Valley and in the Greater Richmond area have the best possible English proficiency to enter the workforce and strive for self sufficiency in their early months in the US. Achieving and maintaining self-sufficiency will subsequently decrease refugees' dependency on public assistance and safety net services, thereby ultimately enabling them to become contributing community members, and will be a gift they can pass onto future generations.