



## REQUEST FOR PROPOSALS



## EXPUNGEMENT CLINICS

**WATCH MUSKEGON**

## **BACKGROUND**

The City of Muskegon is requesting proposals to conduct expungement clinics to assist qualified residents in the area. This project will be funded by the Muskegon Social Equity Program (MSEP). The MSEP is funded through excise tax money received from the State of Michigan for participation in the cannabis industry and is intended to give back to those that have been negatively affected by the prohibition of cannabis. While these events will be funded by the MSEP, the City intends to assist all people who are eligible for the expungement of any crimes.

The City will reimburse the costs associated with fingerprints, background checks and application to the Michigan State Police for all participants that live within the City limits. City staff will be able to attend the clinics to verify residency. Those that do not reside in the City should still be eligible to participate, however, the City will not reimburse additional expenses.

The City is seeking proposals for two different scenarios. These will include:

- A proposal for a one-time expungement clinic that includes a clear understanding of services provided and price. This one-time clinic may or may not include multiple days to perform the clinic.
- A proposal for three expungement clinics over the course of a year that includes a clear understanding of services provided and price. These clinics may or may not include multiple days to perform the clinics.

The City is seeking to offer the first clinic in the early Summer of 2023 and to possibly hold subsequent clinics in the late fall of 2023 and sometime in the first quarter of 2024.

## **REQUESTED INFORMATION**

Complete proposals will include the following information:

- Experience with expunging criminal offenses and conducting expungement clinics.
- A list of on-site services provided (fingerprinting, background checks, etc.) and any additional costs to the applicant.
- A list of additional steps the applicant must complete on their own, off-site, and estimated cost of those services.
- A list of items/equipment needed from the City.
- A price quote for a one-time clinic.
- A price quote for three clinics to be held over the course of a year.
- A proposed calendar for the clinics.

## **SELECTION CRITERIA**

The City will award a service contract to the organization that can assist the most individuals in a highly efficient manner at a competitive price. This will include directing applicants through the entire legal process and making it as easy and user-friendly as possible. Organizations that can provide the most on-site services will be given top priority. These services will include fingerprinting, background checks, information on obtaining certified records of offenses and any other necessary steps in the expungement process. The City is seeking to provide as many services as possible at the clinics with a minimal number of steps for the applicant to complete off-site on their own.

## **PROPOSAL DEADLINE**

Proposals are due by 2pm on March 28, 2023. They must be sealed and delivered to: Muskegon City Hall, Clerks Department, 933 Terrace Street, P.O. Box 536, Muskegon, MI 49443

## **PRE-PROPOSAL QUESTIONS**

Please direct all questions to Mike Franzak, Planning Director.

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