

# **SACRAMENTO SAFE COMMUNITY PARTNERSHIP REQUEST FOR QUOTES (RFQ)**

**Released by SACRAMENTO EMPLOYMENT AND TRAINING AGENCY (SETA)**

**Release Date: August 18, 2010  
Due Date for Quotes: September 8, 2010 by 1:00 p.m.**

**SACRAMENTO SAFE COMMUNITY PARTNERSHIP  
REQUEST FOR QUOTES (RFQ)  
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Background:

The Safe Community Partnership is a public-private partnership among the Governor's Office of Gang and Youth Violence Policy, private funders, the Public Health Institute, and several California cities. The partners are working together to reduce homicides and gun-related street violence through implementation of an evidence based, data-driven approach modeled after Boston's *Ceasefire*. The goal is to make communities safer while providing young people at risk of violence with a real opportunity to turn their lives around.

In Sacramento, several public entities and private organizations, including the City of Sacramento Police Department and Neighborhood Services Department, the Sacramento Employment and Training Agency (SETA), the California State Parole Department, the Sacramento County District Attorney's Office, the Sacramento County Probation Department, the Sacramento City Unified School District, Area Congregations Together (ACT) and Kaiser Community Benefits Foundation, as well as many faith and community based groups, have formed a collaborative working relationship under the umbrella of the Safe Community Partnership. The collaborative is known as the **Sacramento Safe Community Partnership (SSCP)**.

The strategy developed by SSCP focuses on five building blocks for success:

1. **Data Analysis:** Collect and analyze the "who, what, when, and where" of gun-related violence; determine the areas of the City most impacted by this violence; identify the "drivers of violence;" and identify the small percentage of individuals who are the most likely to engage in gun violence.
2. **Direct Communication:** A "call-in" is conducted where those identified in Step 1 are invited to a meeting hosted by a range of partners that includes community members, young people formerly involved in gangs, service organizations, criminal justice agencies, family members, and faith leaders.
3. **Support Services Pipeline:** Those who accept the offer will be provided employment opportunities, vocational training, social services such as life coaching, mental health and substance abuse counseling, and ongoing support such as mentoring, and mutual support programs.
4. **Community Outreach:** Street Outreach programs, faith-based outreach efforts and community leaders will present a strong community presence in the target areas, spreading the violence prevention message, defusing tensions between individuals and gangs, and connecting at-risk individuals to educational opportunities, job training, and follow-up support.

5. **Coordination of Law Enforcement Efforts:** Criminal Justice agencies will make reducing violence in partnership with the community a priority. Coordinated law enforcement agencies will focus their efforts on those groups and individuals who disregard the message to stop doing violence in the target areas.

This approach has been replicated in at least 8 cities in the last 10 years, and is a proven success. Boston reduced their homicide rate by 76% over a seven-year period; in Stockton, the *Ceasefire* program reduced gang-related homicides by more than 75%; and a similar program in Chicago led to a reduction of homicides by 55% and a reduction in the recidivism rate by 30%.

The Sacramento Safe Community Partnership will monitor and fine-tune the strategy by tracking all aspects of the program, including crime statistics of targeted individuals and areas, quantities and types of social services provided, and recidivism rates for those who receive services. The Partnership has preliminarily identified 3 target areas, based on numbers and density of gun violence. The first area, in south Sacramento along the Mack Road corridor, has the highest concentration of gun violence in the City. The program will be initiated there, and will move to the other areas in Oak Park and Del Paso Heights after the program has been established. The Partnership will adjust the strategies and services provided for each area, to ensure that the specific needs of individual communities are met.

The Sacramento Employment and Training Agency (SETA) has assumed the responsibility to deliver and/or procure the services required for Steps 3 (Support Services Pipeline) and 4 (Community Outreach). In Sacramento County, Sacramento Works, Inc. (SWI) and the Governing Board of SETA are responsible for the planning and procurement of Workforce Investment Act Youth Services. SETA/SWI seeks to create opportunities for youth in employment and training, academic enrichment, leadership development, connections with the local job market, linkages between academic and occupational learning and infusion of services in the One Stop Career Center system. SETA is the administrator of the WIA funds and the designated One Stop operator for Sacramento County.

Respondents should be aware that SETA's activities, as well as those of any SETA-funded sub-recipient or contractor, are subject to any modifications required by: the Sacramento Safe Community Partnership and its funding sources, which may include the American Recovery and Reinvestment Act, WIA, the California Employment Development Department, the California Office of Emergency Services, the U.S. Department of Justice, private foundation and corporate funding; Federal or State legislation and their implementing regulations; the Governor and/or the California Workforce Investment Board; local Workforce Investment Board policies; and SETA policies and procedures.

SETA will determine, in partnership with lead Safe Community Partnership team members, whether to fund a quote and/or provide any augmentation of funded programs under these funding sources. Applicants will be required to adhere to the statutes, regulations, or policies applicable to the funding that is provided.

## 1. **PURPOSE OF SOLICITATION**

The purpose of this is RFQ is to solicit, from prospective applicants, quotes:

1. To provide targeted street outreach services to specific communities, organizations and other groups about gang involvement.
2. To participate as a member of the Safe Community Partnership team to identify and reach out to youth engaged in and/or at risk of gang involvement.
3. For Coordination of the Street Outreach team whose responsibilities include:
  - Creating a public safety presence of credible street workers in high violence areas;
  - Building relationships with residents, their families, and friends, including “street leaders,” to promote positive life choices that build healthy communities;
  - Connecting high risk individuals to resources; and,
  - Proactively preventing the escalation of tension that is likely to lead to violence;
  - Working with targeted populations of youth and young adults who are at the highest risk for involvement in street violence.

## **2. QUALIFIED APPLICANT AGENCIES**

Established faith-based or community-based organizations  
Private non-profit agencies/institutions

## **3. AVAILABLE FUNDS**

Funds available for allocation through this RFQ are from the Governor’s CalGRIP Initiative and may be augmented, in the future, by a variety of sources including federal, state, local and private foundation funding. The amount of funding available through this RFQ is approximately \$93,000.

## **4. FORMAL SUBGRANT**

All successful applicants will be required to enter into a standard form subgrant agreement with SETA. A copy of the most recent form of this subgrant agreement is available for review at SETA. Subgrant agreements entered into under this RFQ will be in similar form.

## **5. TERM/EXTENSION OF SUBGRANT**

All Subgrants will be awarded for up to an initial one-year term and may be extended for an additional one-year term. Subgrant agreements will include a maximum dollar amount, which cannot be exceeded. Unspent funds will be returned to SETA.

## **6. DEADLINE AND SUBMITTAL PROCEDURE**

All quotes must be received by SETA no later than 1:00 p.m., PST, September 8, 2010. Quotes may be delivered or mailed to:

Sacramento Employment and Training Agency  
925 Del Paso Blvd., Suite 100  
Sacramento, CA 95815  
Attn: Christine Welsch

Quotes mailed to SETA must be received in the SETA office no later than 1:00 p.m., PST, September 8, 2010. Quotes received after 1:00 p.m., PST, will not be considered – **NO EXCEPTIONS.**

To be considered for funding, respondents must submit ONE (1) copy with original signature and two additional reproducible copies of their quote developed in response to this RFQ.

The quote must be signed by an appropriate official who is authorized to submit the quote for the responding agency. The quote must also include documentation indicating by what authority (resolution) the person(s) is/are authorized to negotiate and contractually bind the responding agency, if selected.

## **7. SELECTION CRITERIA**

The criteria to be utilized in the selection of service providers shall be:

- (a) The effectiveness of the agency or organization in delivering comparable or related services based on demonstrated performance.
- (b) The specific responses to the questions set forth in the Required Responses section of this RFQ.

## **8. PROTEST PROCEDURES TO RESOLVE PROCUREMENT DISPUTES**

All protests to resolve disputes concerning this RFQ shall be written, must specify in detail the grounds of the protest, the facts and evidence in support thereof and the remedy sought. The written protest must be delivered to the Clerk of the Boards at SETA by October 1, 2010. In the absence of a properly submitted written protest, no party responding to this RFQ shall be eligible for any remedy.

## **9. LIMITATION**

SETA shall not pay for any costs incurred by the responding agency in the preparation of responses to this request. Completion of the RFQ does not, in any way, obligate SETA to award a subgrant. SETA reserves the right to accept or reject any or all quotes, to negotiate with all qualified sources, or to cancel in part or in its entirety this RFQ if it is in the best interest of SETA to do so.

SETA will require successful respondent agencies to participate in subgrant negotiations and to submit any programmatic, financial, or other revisions of their quote as may result from negotiations prior to any subgrant finalization. SETA shall reserve the right to terminate, with or without cause, any subgrant entered into as a result of this RFQ process.

## **10. ADMINISTRATIVE DOCUMENTS/INSURANCE REQUIREMENTS**

Prior to contract execution and commencement of program performance, all successful applicants will be required to:

- a) Submit all required administrative documents, certifications and disclosures
- b) Meet SETA's Insurance Requirements

(Information about the administrative documents and insurance requirements will be provided at RFQ Bidder's Conference.)

## **11. MODIFICATION OF SUBGRANTS**

Any subgrant funded pursuant to this RFQ may be unilaterally modified by SETA upon written notice to any successful respondent agency under the following circumstances:

- a. the successful respondent agency fails to timely meet its performance standards as set forth in the subgrant, or
- b. The Federal, State or local government or private source increases, reduces, or withdraws funds allocated to SETA, or,
- c. There is a change in Federal or State law or regulations or the policies and procedures of SETA are amended, revised or modified.

## **12. PROGRAM AND REPORTING REQUIREMENTS**

### Management Information System/Fiscal Reporting Requirements

SETA and the Sacramento Safe Community Partnership will establish specific reporting processes to administer these services. These may include:

- 1) Management Information Systems (MIS) reports;
- 2) Monthly Fiscal Reports;
- 3) Documentation of services on a monthly and quarterly basis;
- 4) Funded programs will also be accountable to provide information on the progress of the program in relation to other indicators of success identified by the Sacramento Safe Community Partnership.

The details for accomplishing the above will be provided to funded programs.

### Faith-based applicants' consideration

Consistent with Establishment Clause and the Free Exercise Clause of the First Amendment to the United States Constitution, successful faith-based applicants shall not expend any funds awarded under this RFQ for "inherently religious activities". This means that applicants may not apply for nor use any part of funding from the Safe Community Partnership initiative funds to provide religious worship, instruction or proselytization. Instead applicants may request use of these funds only to support the non-religious aspect of their services. Therefore, applicants approved and receiving said funding should take identifiable steps to separate, in time and/or location, any

inherently religious activities from any services they offer related to this grant. Another aspect is that faith based applicants may offer and encourage potential service recipients to be involved in their religious activities. However, participation must be voluntary and may not be either intrusive or a pre-condition for services. Finally, approved applicants may use space in their facilities to provide services funded under this grant without removing religious art, icons, scriptures, or other symbols.

#### Nondiscrimination Requirements

All programs must not deny any individual an opportunity to participate in services based on grounds of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in financially assisted program or activity. Furthermore, the agency agrees to ensure that all qualified applicants receive consideration for employment and that employees are treated during employment without regard to their race, color, religion, sex, national origin, age, disability, political affiliation or belief, and for beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any financially assisted program or activity.

#### **13. PROGRAM START DATE**

If awarded, the program is anticipated to begin no later than October 1, 2010.

#### **14. IMPORTANT DATES and TIMES:**

|   |  |
|---|--|
| <b>August 18, 2010</b>                      | Release of RFQ   |
| <b>Wednesday, August 25, 2010 1:30 p.m.</b> | Bidders Conference at SETA offices   |
| <b>September 8, 2010</b>                    | Quotes due to SETA by 1:00 p.m.  |
| <b>September 22, 2010</b>                   | Recommendations for funding released (This date is subject to change based on the review process.) |
| <b>October 1, 2010</b>                      | Program services begin.  |

#### **15. DESCRIPTION OF SERVICES REQUESTED**

The following services are being requested in this RFQ:

Targeted Street Outreach Team services

#### **16. REQUIRED RESPONSES**

Interested applicants must respond to this RFQ using the response format provided below. In responding, no substitutions in format, design or activities will be considered.

Activity Proposed:

**Safe Community  
Partnership Street  
Outreach Team services**

**RFQ REQUIRED RESPONSE FORMAT**

Agency Name:

Address:

City:            State:            Zip:

Contact person:            Title:

Telephone #:            Fax:

E-mail Address:

Total funds requested:

**Assurance and Certification**

I, (We), the undersigned, as the duly authorized representative(s) of the respondent agency, affirm that the information and statements contained within this quote to the best of my (our) knowledge, are truthful and accurate, and further, that I (we) am (are) duly authorized to submit this quote from the respondent agency to deliver services.

**The corporate resolution, or other valid instrument, is attached as 'Exhibit A' that certifies the authority expressed.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Required Response Section:

Please respond to the following items. Please limit responses to no more than 6 pages (not including the budget forms and reference section).

- 1) Describe your organization's experience in operating the proposed program or similar programs.
- 2) Describe your organization's involvement and/or knowledge of the Sacramento Safe Community Partnership.
- 3) Describe your agency's primary geographic target areas. This initiative will target the entire Sacramento community. If required, describe your agency's capacity to serve the entire community including your knowledge of the issues facing specific communities.
- 4) **Qualifications and Experience:** The Proposer shall include qualifications and experience of the organizations and resumes (or job descriptions) of key individuals who would be assigned to this project, including any experience of the assigned individuals in working on similar projects. The applicant should outline all linkages and agreements they have established with other organizations to assist on the project.
- 5) Street Outreach is a critical component of this strategy and it is important that appropriate staff is assigned to the team. The interview and selection process of the Street Outreach team members will be conducted collaboratively with key members of the SSCP Strategy team. Provide your commitment to support this collaborative staffing approach.
- 6) Describe your existing staff's bilingual and cultural capacity and the recruitment process that you will use to ensure that the Street Outreach team reflects the communities that they are serving.
- 7) Describe in detail and in narrative format, the targeted outreach activities that will be conducted including:
  - Groups and/or areas targeted for outreach
  - Outreach tools or mediums to be utilized
  - Specific outreach activities to be conducted
  - Other outreach strategies/plans
- 8) Describe any additional outreach or direct services that you will provide to decrease the number of youth involved in violence or gang activity.
- 9) SSCP partners will use an established client tracking system. Describe the process you will use to document, evaluate and monitor the services, and formally document the results, including:
  - Methods that will be used to measure services and outcomes
  - Data collection method to support measures

- Frequency of performance review
- How will the collaborative address poor program performance
- Staff assigned to document, monitor and evaluate services.

10) Under separate cover, provide three references from organizations and groups affirming your knowledge and experience in providing the proposed services.

11) Describe your organization's internal fiscal system, including:

- a) Type of accounting system used by your organization and description of automated supports.
- b) The staff person responsible for preparation of fiscal reports;
- c) The internal controls used; and,
- d) How your agency would repay any potential disallowed costs.

12) Complete the attached Budget forms.

13) ATTACHMENTS:

- A. Exhibit A – Corporate Resolution
- B. References (see #10 above)

14) Please note: The Sacramento Safe Community Partnership retains the right to request additional information during the selection process.