

**SACRAMENTO SAFE COMMUNITY
PARTNERSHIP
Request For Proposals (RFP)**

Street Outreach Services

Released by SACRAMENTO EMPLOYMENT AND TRAINING AGENCY (SETA)

Release Date: April 8, 2011

Bidders Conference: April 12, 2011 – 1:00 p.m. at SETA offices

Due Date for Proposals: May 2, 2011 by 3:00 p.m.

SACRAMENTO SAFE COMMUNITY PARTNERSHIP REQUEST FOR PROPOSALS (RFP)

Section I

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, Area Congregations Together (ACT), the California Endowment 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) or Ceasefire**.

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. A clear and respectful message that the violence must stop is delivered. They are encouraged to take advantage of a variety of services.
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 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 following links provide additional information on the Safe Community Partnership strategy and street outreach services:

http://www.nnscommunities.org/pdf/NNSC_FAQS_Spring2010.pdf

<http://www.ccgpn.org/Publications/Street%20Outreach%20Final%202010.20.09.pdf>

<http://www.nationalgangcenter.gov/Content/Documents/Implementation-Manual/Implementation-Manual-Chapter-9.pdf>

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 an applicant 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 RFP is to solicit, from prospective applicants, proposals:

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 RFP are from a variety of sources, both public and private and may be augmented, in the future, by a variety of sources including federal, state, local and private foundation funding. The current amount available is approximately \$150,000. However, this amount may increase depending on receipt of additional funding.

4. FORMAL SUBGRANT

All successful applicants will be required to enter into a standard formal 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 RFP 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. PRE-QUALIFICATION REQUIREMENTS/SUBMITTAL DEADLINE

This is a mandatory requirement that MUST BE MET BY ALL RESPONDENTS PROPOSING SERVICES UNDER THIS RFP.

A copy of SETA's Prequalification Requirements is included in Section III of this RFP. Please note that the deadline for submission of all prequalification documents to the SETA Contracts Unit is 4:00 p.m., Friday, April 15, 2011.

Any Respondent who is a current provider for SETA, or who has been a recent contractor of SETA and who has previously met pre-qualification documentation, must contact Heather Luke, Contracts Analyst, at (916) 263-4072 by 4:00p.m. Friday, April 15, 2011, to advise SETA of its intent to respond to this RFP based upon documentation already on file with the Contracts Unit.

Within 48 hours (two working days), SETA staff will review all documentation submitted and contact, via telephone, those respondents who have submitted prequalification documents, but failed to meet these requirements.

All respondents will then have until 4:00 p.m. Friday, April 22, 2011 to submit any missing, incorrect or incomplete prequalification documents.

FAILURE OF A RESPONDENT TO SUBMIT INITIAL PREQUALIFICATION DOCUMENTS OR TO NOTIFY STAFF OF ITS INTENT TO RELY ON PREVIOUSLY SUBMITTED DOCUMENTS BY 4:00 P.M. FRIDAY, APRIL 15, 2011 WILL DISQUALIFY SUCH RESPONDENT FROM ANY FURTHER FUNDING CONSIDERATION FOR THE FUNDING PERIOD COVERED BY THIS RFP.

7. BIDDERS CONFERENCE

SETA will conduct one Bidders Conference. This conference is provided so that applicants have the opportunity to raise any questions they may have pertaining to the development of their proposals. The Bidders Conference will be held:

DATE: Tuesday, April 12, 2011 at 1:00 p.m.
PLACE: SETA offices, 925 Del Paso Blvd., Sacramento, CA 95815

The conference will include a review of the RFP with questions and answers. It is preferable that all questions be submitted in advance. Questions can be faxed to Christine Welsch at FAX NUMBER (916) 263-4063, or emailed to christine@delpaso.seta.net. PLEASE BE ADVISED THAT QUESTIONS REGARDING THE PREPARATION OF INDIVIDUAL RESPONSES TO THIS RFP WILL NOT BE ANSWERED AFTER THE BIDDERS CONFERENCE.

Please note: It is suggested that, prior to the Bidders Conference, potential applicants review the source material and links noted earlier in this RFP. A brief overview of the Street outreach services will be provided at the Bidders Conference. However, the bidder's conference is not intended to provide training on Street outreach services.

8. DEADLINE AND SUBMITTAL PROCEDURE

All Proposals must be received by SETA no later than 3:00 p.m., PST, May 2, 2011. Proposals may be delivered or mailed to:

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

Proposals mailed to SETA must be received in the SETA office no later than 3:00 p.m., PST, May 2, 2011. Proposals received after 3:00 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 proposal developed in response to this RFP.

The proposal must be signed by an appropriate official who is authorized to submit the proposal for the responding agency. The proposal 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 RFP.

8. PROTEST PROCEDURES TO RESOLVE PROCUREMENT DISPUTES

All protests to resolve disputes concerning this RFP 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 May 26, 2011. In the absence of a properly submitted written protest, no party responding to this RFP 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 Proposal does not, in any way, obligate SETA to award a subgrant. SETA reserves the right to accept or reject any or all Proposals, to negotiate with all qualified sources, or to cancel in part or in its entirety this RFP 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 proposal 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 RFP 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 RFP Bidder's Conference.)

11. MODIFICATION OF SUBGRANTS

Any subgrant funded pursuant to this RFP 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. **SUBCONTRACTING**

Subcontracting to another entity for the provision of training services is not allowable. All training services provided with SETA funding must be provided by the respondent's staff. Subcontracting for specialized, technical portions of training services, may be permitted. In such instances, proposers must clearly delineate in the proposal any plans to subcontract, identify with clarity the nature and scope of any planned subcontracting activity, and identify and verify the capability of the proposed subcontractor(s). SETA reserves the right to approve the form and content of all subcontracts.

13. **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 the 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 RFP for "inherently religious activities." This means that applicants may neither apply for, nor use, any part of funding received from the Safe Community Partnership initiative funds to provide religious worship, instruction or proselytization. Rather, applicants may request use of these funds only to support the non-religious aspect of their services. Therefore, applicants approved and receiving 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.

14. PROGRAM START DATE

If awarded, the program is anticipated to begin no later than July 1, 2011.

15. IMPORTANT DATES and TIMES:

April 8, 2011	Release of RFP
Wednesday, April 12, 2011 1:00 p.m.	Bidders Conference at SETA offices
April 15, 2011 4:00 p.m.	PreQualification notification due
May 2, 2011	Proposals due to SETA by 3:00 p.m.
May 24, 2011	Recommendations for funding released (This date is subject to change based on the review process.)
June 2, 2011	Approval by SETA Governing Board
July 1, 2011	Program services begin.

16. DESCRIPTION OF SERVICES REQUESTED

The following services are being requested in this RFP:

Targeted Street Outreach Team services

17. REQUIRED RESPONSES

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

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.

SUBGRANT BUDGET AND COST ALLOCATION PLAN

Subgrant #:
<input type="checkbox"/> Original or <input type="checkbox"/> Mod #
Activity: Choose One

Subgrantee Name:	
Street Address:	City: , CA Zip:
Program Contact:	Phone:
Fiscal Contact Person:	Phone:
E-Mail Address:	
BUDGET PERIOD:	

BUDGET SUMMARY - COST REIMBURSEMENT			
TYPE OF COST	SSCP	Non-SSCP	TOTAL
A. Personnel			
B1. Fixed Asset Purchases			
B2. Other Equipment Costs			
C. Other Costs			
Total Cost			

COST ALLOCATION PLAN

ACTUAL METHODS (Do not give dollar amounts), which will be used to charge/allocate a FAIR SHARE of ACTUAL costs to this budget ("Budget" column) and to cost categories (administration and program) within the budget ("Cost Category").

Cost Item	Use abbreviation at bottom of page	
	Budget	Cost Category
A. Personnel Costs		
B. Equipment Costs		
C. Other Costs		
D. Direct Participant Costs		

ABBREVIATIONS: (Some commonly used methods. If a method you use is not listed, add it to the list)

- DC Direct Charge:** Not a share cost. ACTUAL costs charged to a budget or cost category will be directly identified with the budget or cost category.

- SF Square Footage:** Shared Cost. ACTUAL costs will be allocated to a budget of cost category based upon the % of ACTUAL space used for the budget or cost category.

- ST Staff Time:** Shared Cost. ACTUAL costs will be allocated to a budget or cost category based upon the % of total ACTUAL staff time spent on the budget or cost category.

- SF/ST Square Footage Combined with Time of Staff Using Space:** Shared cost. ACTUAL costs will be allocated to a budget or cost category based upon the % of total ACTUAL space and the % of total ACTUAL staff time within the space used for the budget or cost category.

- #S Number Served:** Shared cost. ACTUAL costs will be allocated to a budget based upon the % of total ACTUAL participants served by the budget.

- U Usage:** Shared cost. ACTUAL costs will be allocated to a budget or cost category based upon the % of total ACTUAL usage for the budget or cost category. The backup documentation for ACTUAL usage will be:

A. Personnel Costs							
Job Title	Dates From – To (mm/dd/yy – mm/dd/yy)	Full Salary Per Month	Number of Months	% SSCP FTE (ex: .25 = 25%)	Costs For This Program		
					SSCP	Non- SSCP	Total
	-						
	-						
	-						
	-						
	-						
	-						
	-						
	-						
	-						
	-						
	-						
	-						
	-						
	-						
	-						
	-						
	-						
	-						
	-						
Total Salaries							
Total Fringe Benefits (Employer's Contribution Only)		(% of Salaries)					
Total Personnel Costs (Salaries + Fringe Benefits)				Total Costs			

B. Equipment Costs					Costs For This Program		
1. Purchases of Fixed Assets*		Full Purchase Price	% SSCP (ex: .25 = 25%)		SSCP	Non-SSCP	Total
Total Purchases of Fixed Assets							
2. Other Equipment Costs		Full Purchase Price X # of items X % SSCP (Ex. 1,000 x 1 x .25) Or Full Cost/Month X # of Months X % SSCP (Ex. 1,000 x 12 x .25)					
Select One P = Purchase L = Lease R = Rent D = Depreciation U = Use Allowance	Equipment Description				SSCP	Non-SSCP	Total
Total Other Equipment Costs							

* Fixed Assets: Equipment (non-expendable personal property) with an acquisition cost of \$5,000 or more per unit and a useful life of more than one year.

C. Other Costs Direct Cost	Full Cost Information			Costs For This Program		
	Monthly Cost	# of Months	% SSCP (ex: .25 = 25%)	SSCP	Non-SSCP	Total
Facility: Address: Non-Owned: <input type="checkbox"/> Rent <input type="checkbox"/> Lease Owned: <input type="checkbox"/> Depreciation <input type="checkbox"/> Use Allowance						
Utilities						
Telephone						
Office Supplies						
Duplication/Printing						
Other:						
Insurance: Fidelity/Depositors' Forgery						
Property						
General Liability						
Vehicle Liability						
Other:						
Travel: Local Mileage						
Other:						
Other:						
Subcontracts: Contractual						
Other:						
Other:						
Total Direct Costs						
Indirect Costs - Approved Rate:	X	Costs:				
Total Costs						

*Attach copy of approval letter from cognizant agency