



Request for Qualifications (RFQ)

Evaluation Services for California Violence Intervention & Prevention
(CalVIP) Program

Deadline for Submission:

Date: Friday, May 26, 2023

Time: 5:00 PM

RFQ Submittal:

Attention: Monserrat Cabral, Youth Services Network Manager

Phone: (925) 779-7077 | mcabral@antiochca.gov

BACKGROUND INFORMATION

The Public Safety and Community Resources Department of the City of Antioch (the “City”) is pleased to release this Request for Qualifications for a sub-grantee of the California Violence Intervention and Prevention (CalVIP) Grant Program. The City seeks an experienced external evaluator to partner with the City to evaluate the CalVIP program. The CalVIP program reduces gun violence through an evidence- and public health-based model developed with Advance Peace.

The selected organization will receive sub-grant funding through the City from CalVIP Grant Program to evaluate the program.

Deadline for Submission of Qualifications: May 26, 2023 at 5 pm.

INTRODUCTION & PURPOSE

Under the leadership and direction of Mayor Lamar Thorpe and the Antioch City Council, the City has received funding through the California Violence Intervention and Prevention (CalVIP) Grant Program through the Board of State and Community Corrections (BSCC). The CalVIP Grant aims to improve public health and safety by supporting effective violence reduction initiatives in communities disproportionately impacted by violence, particularly group-member-involved homicides, shootings, and aggravated assaults.

This initiative primarily focuses on providing violence intervention services to the population with the highest risk of perpetrating or being victimized by violence. According to the most recent data from the FBI, the total crime rate in Antioch is 25% higher than the national rate and 14% higher than the California total crime rate.

This Request for Qualifications (RFQ) aims to solicit quotes from experienced external evaluation organizations to evaluate the City’s Violence Intervention and Prevention program funded by the BSCC. The evaluation will provide data and analysis to assess the program’s effectiveness, identify areas for improvement, and ensure compliance with state regulations.

ELIGIBILITY CRITERIA

Any non-governmental organization applying must:

- Have been duly organized, in existence, and good standing for at least six (6) months before the effective date of its fiscal agreement with the City of Antioch
- Non-governmental entities that have recently reorganized or have merged with other qualified non-governmental entities that were in existence before the six-month date are also eligible, provided all necessary agreements have been executed and filed with the California Secretary of State before the start date of the grant agreement with the BSCC or the start date of the grantee subcontractor fiscal agreement;
- Be a nonprofit and recognized by the Internal Revenue Service as a 501(c)(3) organization;

- Employ persons or volunteers that have a minimum of three (3) years of combined experience in implementing violence reduction strategies and have implemented these strategies within the past five (5) years;
- Be registered with the California Secretary of State's Office;
- Have an Employer Identification Number (EIN);
- Have a valid business license, if applicable;
- Have any other state or local licenses or certifications necessary to provide the services requested (e.g., facility licensing by the Department of Health Care Services), if applicable; and
- Have a physical address in California. (An agent for service of process with a California address is insufficient.)

PROJECT DESCRIPTION

The applicant will create a viable Local Evaluation Plan that will allow the selected evaluator, in partnership with the City, to complete a successful Final Evaluation Report demonstrating the efficacy of the City's CalVIP program model at the end of the grant period. The Local Evaluation Plan will assess the overarching lessons learned during the CalVIP grant period 7/1/2022 – 6/30/2025.

Specific duties include:

- Complete a Local Evaluation Plan (LEP) and submit to the City by 7/28/2023;
- Collect and analyze data on program activities, outputs, and outcomes, including data on violence reduction, community safety, and participant satisfaction;
- Provide recommendations for the quality improvement process as part of the LEP;
- Further define any outcomes variables to be measured in preparation for the Final Evaluation Report at the end of the 3-year grant period;
- Evaluation design or model to be used to evaluate the effectiveness of the project components.

PROPOSAL REQUIREMENTS

Please include the following information in the proposal submittal:

- Introduction and Description – Provide a program description conveying an understanding of the issues and how the organization meets the minimum qualifications. Include a summary of the proposed approach that outlines the methodology, data collection tools, and analysis approach.
- Staffing Model for Program Management and Other Support Personnel – Provide an organizational chart with identified positions. Detail key individuals assigned to the program, their qualifications, and respective roles.

- Related Experience and References - Provide a list of 2 references, including the scope of work performed and contact information. Emphasize projects and services delivered to cities, agencies, and communities.
- Availability – Identify the time window indicating availability to start the program. The selected organization must enter a written contract with the City of Antioch in a form approved by the City Attorney. It is expected that work will commence upon the award of the contract.
- City’s Services Contract – Identify any sections of the City’s sample agreement (Attachment B) that pose significant concerns and would require negotiation/modification to be acceptable.
- Estimated Budget – Provide an estimated budget for services proposed in the potential scope of work. The budget will be reviewed to determine if the proposed fees and costs are fair and reasonable.

MINIMUM QUALIFICATIONS

The applicant should have:

- Expertise in evaluating state or local government-funded programs. They should be familiar with the policies, regulations, and reporting requirements that apply to these programs.
- A knowledge of the specific regulations and requirements for programs funded by the State of California. This could include knowledge of the California Evidence-Based Clearinghouse for Child Welfare, the California Department of Education, and other relevant state agencies.
- Experience in evaluating Violence Intervention and Prevention programs and should be familiar with evidence-based practices in the field and have experience measuring outcomes such as reductions in violence and improved community safety.
- Substantial data collection and analysis skills, including experience with quantitative and qualitative data collection methods and statistical analysis software.
- Strong reporting and presentation skills, including presenting complex data clearly and understandably to a range of audiences, including elected officials, program staff, and stakeholders.
- Adherence to ethical principles in program evaluation, including maintaining confidentiality and ensuring participant safety and well-being.
- Availability to work within the City’s timeline and deliver timely reports and updates throughout the evaluation process.

SCHEDULE

The estimated timeline for the selection of the private patrol security service provider is as follows:

RFQ Issued:	May 15, 2023
Qualification Due:	May 26, 2023 at 5:00 pm.
Staff Review:	May 30, 2023, to June 2, 2023 (subject to change)
Presentation of Contract to City Council:	June 13, 2023 (subject to change)

GRANT PERIOD

The anticipated duration of the agreement will be 18 months, with the term to begin July 1, 2023, and end December 31, 2025. The award of grant funding will be subject to the execution of the Consulting Services Agreement with the City. Any proposed amendment to the example agreement included below must be delivered to the City before the due date for the Submission of Qualifications. By submitting a proposal and receiving grant funding, applicants agree to comply with all requirements of the CalVIP Grant Program.

PROPOSAL DUE DATE AND SUBMISSION INSTRUCTIONS

All correspondence shall be transmitted electronically to Monserrat Cabral, Youth Services Network Manager, at mcabral@antiochca.gov. The letter of interest and proposal shall be submitted as an Adobe Acrobat PDF file. The maximum number of attached pages (each printed side equals one page) shall not exceed: 8 pages.

When emailing, please identify "CalVIP RFQ" in the subject line. Respondents are solely responsible for any costs and expenses arising from or related to their participation in this RFQ process.

QUESTIONS

Questions can be submitted in writing to Monserrat Cabral, Youth Services Network Manager, at mcabral@antiochca.gov no later than May 22, 2023.

EVALUATION OF PROPOSALS

Written proposals will be reviewed and ranked based on the evaluation criteria referenced in Attachment A. The City reserves the right to interview all organizations or only top-ranked and short-listed organizations. The City may, in its sole discretion, conduct negotiations with respondents and request best and final offers.

BASIS OF AWARD

The City intends to award a contract to the responsive and responsible respondent whose proposal is the best overall value to the City based on the evaluation criteria outlined herein. After a respondent is selected, the award of a contract (agreement) is contingent

upon the successful negotiation of terms, acceptability of fees, and formal approval by the City Council.

CONTRACTING REQUIREMENTS

1. City of Antioch Business License Requirements: After award of contract, the contractor is required to obtain a City of Antioch Business License.
2. Insurance Requirements: Contracted firms and individuals must comply with the City of Antioch's Insurance Requirements, which can be located on the City's webpage.

ATTACHMENT A

EVALUATION CRITERIA

City staff will review submissions to ensure all required elements were submitted based on the directions in this RFQ by the submission deadlines. Applications that are complete and comply with the RFQ requirements will be reviewed and scored by outside reviewers with expertise in the relevant service areas. Reviewers will score proposals on a 100-point scale (see below for scoring criteria). The average score (from all reviewer scores) will determine the initial ranking of submissions by sub-strategy. All applicants who score above 70 will be deemed qualified for funding under the RFQ. Not all applicants who are deemed qualified will be recommended for initial funding. Qualified applicants may be advised for funding in the initial contract period and/or may remain on the qualified list for consideration if additional funding is secured through state/federal grants, philanthropy partners, or other means.

Following review, applicants will be notified of preliminary funding recommendations via email. Staff will forward funding recommendations to the City Council for review. City Council approves all final funding decisions.

EVALUATION OF PROPOSALS

Reviewers will use the following criteria to evaluate the proposals for 100 points.

Agency Overview (Not Scored)

- Demonstration of the agency's years providing services to cities, agencies, and/or communities.
- Indication of intended sub-strategy priority population.

Relevant Experience (40 points)

- Demonstrated experience and participation in a publicly funded program with grant requirements.
- Experience working with best practices around evaluating violence prevention and intervention models that focus on those individuals at the highest risk of being a perpetrator or victim of gun violence.
- Experience with developing prevention and restorative approaches to public safety.
- Working knowledge assessment tools and methods.
- Administrative and staff capacity to document expenditures and perform program reporting.

Project Approach (25 points)

- A clear and specific outline of the proposed services that reflects the program objectives and needs described in the RFQ.
- An articulated understanding of how service activities will lead to intended outcomes and contribute to broader citywide efforts to reduce violence.
- Ability to identify potential challenges and suggest possible solutions.
- Track record of using data and evaluation to inform and improve services.

Quality And Feasibility of the Evaluation Plan (20 Points)

- A well-designed evaluation plan guides the data collection and analysis processes and ensures that the evaluation produces meaningful and actionable results.
- A clear plan of the methods that will be used to collect and analyze data, as well as the types of data that will be collected, including a clear timeline for the evaluation and the deliverables that will be produced.
- Evidence that the evaluation is practical and realistic given the available resources, timeline, and budget, considering the resources and capacity of the organization, as well as any potential challenges or limitations that may affect the evaluation process.

Completeness of Submission (10 points)

- Introduction and Description – Provide a program description conveying an understanding of the issues and how the organization meets the minimum qualifications. Include a summary of the proposed approach that outlines the methodology, data collection tools, and analysis approach.
- Staffing Model for Program Management and Other Support Personnel – Provide an organizational chart with identified positions. Detail key individuals assigned to the program, their qualifications, and respective roles.
- Related Experience and References - Provide a list of 2 references, including the scope of work performed and contact information. Emphasize projects and services delivered to cities, agencies and communities.
- Availability – Identify the time window indicating availability to start the program. The selected organization must enter into a written contract with the City of Antioch in a form approved by the City Attorney. It is expected that work will commence upon the award of the contract.
- City's Services Contract – Identify any sections of the City's sample agreement (Attachment B) that pose significant concerns and would require negotiation/modification to be acceptable.
- Estimated Budget – Provide an estimated budget for services proposed in the potential scope of work. The budget will be reviewed to determine if the proposed fees and costs are fair and reasonable.

Quality of the references provided (5 points)

- Substantial experience and performance on similar projects that provides insight into the organization's ability to deliver high-quality work on time, adhere to budgets, communicate **effectively with clients, and meet project goals and objectives.**

ATTACHMENT B
SAMPLE AGREEMENT