



Request for Proposals

RFP # IPC1-2023

Community Violence Intervention & Prevention Services

Issued: May 24, 2023

Due: Monday, July 10, 2023, 12 pm (noon)

Designated Contact:

Connecticut Children's Medical Center identifies the following contact for all communications related to the submission of written proposals.

Kevin Borrup, DrPH, JD, MPA
Injury Prevention Center
Connecticut Children's Medical Center
282 Washington Street
Hartford, CT 06106
860-837-5309
kborrup@connecticutchildrens.org

1.0 Calendar of Events

Event	Date
Issuance of Request for Proposals	May 24, 2023
Bidder's Conference	June 13, 2023 2:00-3:00 pm
Deadline for Submission of Proposal	July 10, 2023 at 12:00 pm (noon)
Winning bidder(s) notification	July 24, 2023
Anticipated Contract Start Date	September 1, 2023

2.0 Overview

Through this Request for Proposals ("RFP"), the Injury Prevention Center (IPC) at Connecticut Children's Medical Center, under funding from the State of Connecticut Department of Public Health (CT DPH) and in consultation with the Commission on Community Gun Violence Intervention and Prevention, is seeking competitive proposals from community-based agencies to provide community violence intervention and prevention (CVIP) services as detailed herein. It is the IPC's intent to award seven (7) contracts from this procurement, conditional on adequate funds being provided by CT DPH.

2.1 Background

With support from the Connecticut Department of Public Health the IPC will fund seven awards in an amount up to \$88,330 annually, for up to three years. The sources of funding are as follows:

- American Rescue Program Act (ARPA) Funding for Community Violence Prevention Programs (SID=28158; DPH28158COMVIPV)
- ARPA Funding to Address and Respond to the Increase in Homicides (SID=28160; DPH28160ADDHOMC)

2.2 Term of Agreement

The term of the agreement is expected to be one (1) year with the successful bidder(s) qualifying for a no-bid one-year extension upon successful implementation during year one as determined by the IPC and the Department of Public Health. The successful bidder can have up to two no-bid extensions. The total term of the agreement is not to exceed three (3) years. Projects can be proposed for a term of one to three years. The contract will be valued at \$88,330 annually.

3.0 Bidder's Qualifications to Propose

The IPC will accept proposals from the following organization type:

- Community-based non-profit organizations (preference given)
- Local public health department/district, Youth Service Bureaus, or municipal offices charged with responsibility for community violence prevention work

The IPC will accept proposals from an organization which has senior staff who will be assigned to oversee the project who have demonstrated experience in violence intervention and prevention work. The bidder will attach resume(s) of key personnel who will be assigned to the program.

Failure to meet these Bidder Qualifications will result in a proposal being found non-responsive and eliminated from consideration.

4.0 Scope of Work

This section (i.e., subsections 4.1-4.4) describes the CVIP services that are required to be provided by the selected bidder(s). The selected bidder(s) must be able to provide all these services.

4.1 Performance Expectations

The selected bidder must provide the services and deliverables set forth in this RFP. The contract will be managed by the IPC. The overall goals of the contract resulting from the RFP are to:

- Address community violence and gun violence by proposing a new project, or requesting support for an existing project, or capacity-building, or a data collection project.
- Evaluate project implementation at the formative, process, and outcome level (The IPC will work with successful bidders to develop a full plan for evaluation).
- Target a specific defined geographic area: city, neighborhood, census tract, or street.
- Serve a defined population (i.e., age, race, ethnicity, sex, socio-economic indicators, and/or risk-level (e.g. youth with previous criminal activity)).

4.2 Deliverables

The contractor shall develop and conduct all contract tasks in consultation with IPC staff. The details of the tasks/deliverables are as follows:

4.2.1 Implementation & Evaluation Plan Conference

Within 90 days of the contract award notice, and annually for each contract thereafter, the contractor shall meet with the IPC and members of the CGVIP Commission to review their implementation plan and logic model.

4.2.2 Monthly Progress Report

On a monthly basis, contractor will provide an update to the IPC on implementation progress in alignment with the logic model (see section 6.4(G)).

4.2.3 Biannual Showcase

On a bi-annual basis, 4 to 6 months after the start of the grant year and again 10 to 12 months after the start of the grant year, contractor will participate in a virtual or in-person meeting to showcase the program's progress and to network with other grant recipients. Other meeting attendees will be the CGVIP Commission and Subcommittee members, state agencies, state legislators, and the public.

4.2.4 Final Report Including Project Metrics

The successful contractor will provide a written final report according to a format directed by the IPC. The contractor's representative will make an oral presentation to the IPC, CT DPH, or the CGVIP Commission at their request.

4.3 Other Services – Task Order Request Process

During the life of the contract the IPC may require the contractor to provide tasks that fall outside the scope of the contract. The IPC will submit via email a scope of work to the contractor. The contractor must develop a Statement of Work (SOW) to complete the requested deliverables. The SOW must include a timeline and budget. Upon receipt of the SOW, IPC will review and negotiate any changes prior to IPC final approval.

4.4 Account Management and Staffing

The contractor will be responsible for providing an experienced account team to manage the activities and oversee the project performance. This team will be responsible for establishing regular communications with the IPC and the Office of Sponsored Programs (OSP) at Connecticut Children's and to be responsible for providing documentation to satisfy state and or/federal requirements applicable under the CT DPH grant provided to Connecticut Children's.

5.0 Connecticut Children's Reserved Rights

Connecticut Children's reserves the right to:

1. Reject any or all proposals received in response to the RFP;
2. Withdraw the RFP at any time, at the agency's sole discretion;
3. Make an award under the RFP in whole or in part;
4. Disqualify any bidder whose conduct and/or proposal fails to conform to the requirements of the RFP;
5. Seek clarifications and revisions of proposals;
6. Prior to the bid opening, amend the RFP specifications to correct errors or oversights, or to supply additional information, as it becomes available;
7. Prior to the bid opening, direct bidders to submit proposal modifications addressing subsequent RFP amendments;
8. Change any of the scheduled dates;
9. Eliminate any mandatory, non-material specifications that cannot be complied with by all of the prospective bidders;
10. Waive any requirements that are not material;
11. Negotiate with the successful bidder within the scope of the RFP in the best interests of Connecticut Children's and the State of Connecticut;
12. Utilize any and all ideas submitted in the proposals received;
13. Require clarification at any time during the procurement process and/or require correction of arithmetic or other apparent errors for the purpose of assuring a full and complete understanding of a bidder's proposal and/or to determine a bidder's compliance with the requirements of the solicitation.

6. Proposal – *Bidders must use this format*

6.1 Title Page

Submit a Title Page providing the RFP subject and number; the Bidder's name and address, the name, address, telephone number, and email address of the Bidder's contact person; and the date of the Proposal.

6.2 Table of Contents

The Table of Contents should clearly identify all material (by section and page number) included in the proposal.

6.3 Documentation of Bidder's Qualifications

Bidders must submit documentation or a written narrative that provides sufficient evidence of the Bidder's ability to fulfill the RFP. This narrative may reference specific portions of the technical proposal where details relating to experience is requested.

6.4 Approach to Project

Bidders should write a narrative that is numbered/lettered to correspond to each item set forth under this section. Each section will be scored by a review panel during the selection process based on 100 available points.

A. Introduction and Problem Statement (5 points)

Describe the project and be specific about the data and other resources you propose to use.

B. Goals and Objectives (5 points)

Describe the overall purpose of what you plan to do, what is your overall goal? Detail one or more objectives that support reaching or accomplishing your overall goal. In other words, how will you know that you helped folks.

C. Target Population (5 points)

Describe in detail the folks that your program targets.

D. Detailed Program Description (20 points)

Describe your approach in detail, step-by-step. Please include your key personnel in this section.

E. Program Evidence-base (20 points)

Is what you are proposing a new innovation or a program that has been implemented here or elsewhere before? What evidence is there that what you are proposing will work? Is there support in the academic literature for what you do? Does a study of this program exist? If so, tell us about it.

F. Program Evaluation (15 points)

Describe your approach in establishing performance metrics and reporting on your project (e.g., case reviews, surveys, validated scales/instruments, medical records, school records).

G. Logic Model (10 points)

Describe your approach and rationale for the project using a logic model that has the following structure:

Resources	Activities	Outputs	Short-term objectives	Long-term objectives
<i>List the things you need to implement your project</i>	<i>List the things you plan to do, including your evaluation activities</i>	<i>List the measure you will use to track implementation such as # participants, % participants completing evaluation, etc.</i>	<i>How will you improve the lives of the folks you serve in the short-term (<1 year)</i>	<i>How would this project impact folks in the long-term</i>

H. Budget (5 points)

Please include a proposed budget for the project. Budget detail should breakdown expenses in broad categories, such as; salaries, program supplies, incentives, equipment, and other.

I. Existing Funding and Partnerships (10 points)

Detail the existing funding for your agency and the percentage that is directed to CVIP work for the last two years, if available. For each funding source, please provide the start and end dates.

J. Sustainability Plan (5 points)

What is your plan for sustaining this project beyond the 3 years of potential funding? Please also share your sustainability plan for your organization.

7. Proposal Submission

Proposals should be submitted by July 10, 2023 at 12 noon via email to Kevin Borrup, Executive Director, Injury Prevention Center, Connecticut Children's Medical Center, kborrup@connecticutchildrens.org.

8. Review, Selection Process and Bid Notification

All submitted bids will be reviewed by IPC staff and the Grant Review Subcommittee of the Gun Violence Intervention and Prevention Commission. Bids will be scored as detailed in section 6.4, above. The (7) bidders with the highest scores will be awarded contract funding, contingent on funding availability and successful contract execution. The winning bidder(s) will be notified on July 24, 2023.

9. Bidder Resources

A bidder's conference will be held on June 13th at 2:00 to 3:00 pm via teleconference. To receive an invitation, email Kevin Borrrup at kborrrup@connecticutchildrens.org requesting an invitation. The grant RFP will be reviewed and bidders will be able to ask questions.

Bidders are encouraged to consult the following resources in preparing their response:

CDC Technical Packages for Violence Prevention: This technical package represents a select group of strategies based on the best available evidence to help communities and states sharpen their focus on prevention activities with the greatest potential to prevent youth violence and its consequences.

<https://www.cdc.gov/violenceprevention/communicationresources/pub/technical-packages.html>

Developing a Logic Model from VetoViolence: A graphic depiction of the relationship between your program's activities and its intended effects.

<https://vetoviolence.cdc.gov/apps/evaluation/assets/pdf/Logic-Models.pdf>