

**City of Milwaukee
Health Department
Office of Violence Prevention**

***Ceasefire Milwaukee-
Neighborhood Based Violence
Prevention***

Request for Proposals (RFP)

Application Due: Monday, July 9th, 2018 @ 4:00 PM



Administered by the Community Development Grants Administration
200 East Wells Street
Milwaukee, Wi 53212
414-286-3647

Community Development Grants Administration

RFP Coordinator: Steven L. Mahan

Email: Steven.Mahan@Milwaukee.gov

Request for Proposals (RFP)

RFP Due: July 9th, 2018

This Request for Proposal and all of the applicable forms are available in PDF format on Community Development Grants Administration website.

Send one unbound original and four copies of your completed proposal by 4:00 PM to:

Community Development Grants Administration

City Hal, Room 606

200 East Wells Street

Milwaukee, WI 53202

ACKGROUND

Introduction

Mission

The Mission of the City of Milwaukee Health Department is to improve and protect the health of individuals, families, and the community.

Vision

The Vision of the City of Milwaukee Health Department is that Milwaukee becomes the healthiest city in the nation through bold leadership, effective partnerships, and innovation in thinking and practice.

Values

- **Excellence** – Our activities will be primarily evidence based and will be delivered with the highest quality.
- **Equity** – Our activities will address root causes of poor health outcomes and health disparities.
- **Integrity** – We will be honest, respectful, and ethical in all of our activities and interactions.
- **Impact** – We will measure our success by achieving significant, sustainable improvements in health outcomes for all.

In order to best serve and protect the health of Milwaukee residents, the MHD is organized into multiple divisions, with each responsible for overseeing several aspects of the public's health.

The work of MHD is undertaken within the following divisions:

- Disease Control and Environmental Health
- Family and Community Health
- Consumer Environmental Health
- Public Health Laboratory
- Research and Policy
- Medical and Academic Affairs
- Office of Violence Prevention
- Administration and Operations

The Office of Violence Prevention:

The Office of Violence Prevention provides strategic direction and oversight for City efforts to reduce risk of violence through linked strategies in partnership with government, non-profit, neighborhood, and faith organizations.

Summary

Ceasefire Milwaukee (Neighborhood-Based Violence Prevention):

Based on violence interruption efforts similar to Cure Violence sites in New York, Baltimore, and New Orleans, the Milwaukee Neighborhood-Based Violence Prevention Model will include practices adapted from previous models into our approach. This includes identification of priority blocks of an identified neighborhood; partner agencies to house the sites; and full time staff to manage and coordinate the program.

The Cure Violence model is a health-derived strategy aimed at reducing gun violence. The target populations are individuals at high risk of involvement in shootings and killings. Project staff, Violence Interrupters, and Outreach Workers must engage with key individuals in Neighborhoods. Key individuals are those who meet a minimum of three of the following criteria:

1. Member of a street organization or group known to be actively involved in violence;
2. History of criminal activity including crimes against persons;
3. Leader of a street organization, group or social network involved in violence;
4. Pending or prior arrest(s) for weapons offenses or auto thefts;
5. Victim of a recent shooting;
6. Recently released from prison; and
7. Between the ages of 14 and 25.

OVP maintains that violence is a learned behavior that can be prevented using disease control methods. This intervention targets at risk youth aged 14 to 25 and returned individuals identified for recidivism or re-injury, through regular individual interactions, conflict mediation, media campaigns, and community mobilization. The program aims to prevent violence through a three-prong approach: (1) identification and detection (2) interruption, intervention, and risk reduction, and (3) changing behavior and norms.

Through partnership with Employ Milwaukee, the site outreach teams will be increased in Summer Months by employing program participants that have completed the case management/life skills coaching. The program serves as both violence prevention and re-entry case management. Additionally, the team will canvass the neighborhood to recruit program participants, give social service referrals, and promote positive social norms regarding violence.

Workers mobilize the community to change norms by engaging leaders in the community as well as community residents, local business owners, faith leaders, service providers, and the high risk, conveying the message that violence should not be viewed as normal but as a behavior that can be changed.

Total Funds Available: \$280,000

CONTACT INFORMATION

Proposers are specifically directed not to contact any other City of Milwaukee department or staff member for discussions that are related to this RFP.

All communications regarding this RFP and the submittal process should be directed to:

David J. Muhammad, Program Manager
City of Milwaukee, Health Department
Office of Violence Prevention
1240 North 10th Street, Room 210
Milwaukee, WI 53205

Phone: 414-286-3637 Email: david.muhammad@milwaukee.gov (preferred method)

RFP TIMELINE

The following is the proposed schedule for the RFP. The DOA-Purchasing Division reserves the right to change the RFP schedule, issue addenda to the RFP, cancel the RFP, or reissue the RFP at any time.

RFP Release Date	June 21 st , 2018
**Informational Meeting	June 26 th , 28 th and 28 th , 2018
Questions Due from Proposers	July 2 nd , 2018
Closing Date	July 9 th , 2018
Evaluation of Proposals	July 10 th – 16 th , 2018
*Selection of Highest-Ranked Proposer	*July 20 th , 2018
*Contract Negotiation	July 23 rd and 24 th , 2018
*Award of Contract	*July 25 th , 2018

* Tentative Date(s)

** Ziedler School of Public Health,
1240 North 10th Street,
Milwaukee, WI 53205

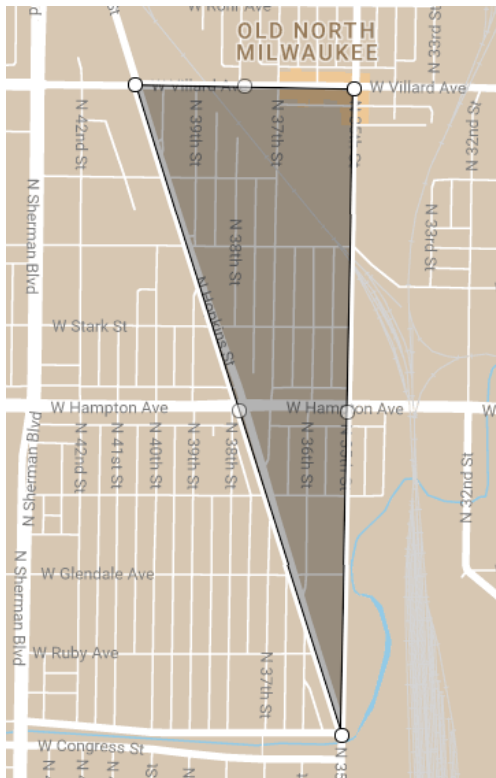
SCOPE OF SERVICES

Location:

This RFP is seeking providers to implement the Ceasefire (Neighborhood Based Violence Prevention) program in, or near, the communities that make up 25% or more of the homicides, non-fatal shootings, and aggravated assaults in the city of Milwaukee.

The identified program area is as follows:

Ceasefire Site 1- Old North Milwaukee: East: 35th; West: Hopkins; North: Villard; South: Congress



Online Maps and Neighborhood Statistics are available at:

414Life.com (Blueprint for Peace)
<http://city.milwaukee.gov/414Life>

<http://datayoucanuse.org/reports-and-presentations/>

Eligibility Requirements for the Provider

The Provider must be a not-for-profit organization that:

- Is currently designated as a 501(c)(3) organization by the IRS;
- Has obtained and maintained in good standing all licenses and registrations necessary to operate as a tax-exempt organization in the State of Wisconsin.
- The Provider must employ and supervise direct service staff to work in the Neighborhood applied for.

- The Provider must demonstrate financial ability to meet payroll for project staff for at least thirty (30) days in the event that payment under the contract is delayed or a financial penalty for inadequate performance is applied.
- The Provider may be defined as an umbrella agency for community-led violence prevention efforts.
- Expressly agree to strictly comply with all applicable state and federal CJIS laws, regulations and policies governing the use and dissemination of criminal history.

Provider Experience

The Provider will be evaluated on experience in the following:

- Disease intervention / high risk population outreach.
- Youth and Family outreach / case management.
- Experience hiring previously convicted employees or Re-entry work.
- Working with public education campaigns.
- Alcohol and Other Drug Abuse (AODA) Counseling.
- Connection with social services and other counseling support.

Implementation Period: Summer 2018 Launch, contract renewal annual pending performance review and availability of funding.

OVERVIEW

Role of the Applicant

The Provider will partner with Milwaukee Health Department Office of Violence Prevention (MHDOVP), and potentially in partnership with another agency, to hire all project staff. This process is subject to MHDOVP oversight and will include consultation from Cure Violence and community stakeholders. In addition, the Provider will be coordinating community mobilization; planning/participating in community activities and public education efforts; assisting with coalition building; leading and participating in other activities to engage the community in this intervention; and working with the program evaluators.

Role of MHDOVP

MHDOVP will serve as the leading technical support entity for the partner by coordinating the hiring process, providing orientation and training for project staff, participating in community activities, and supporting the Partner in effectively implementing the model in the priority neighborhoods. MHDOVP will also establish and manage partnerships between city agencies and the provider to include but not limited to: data sharing, facility access, public safety services, permits, etc.

WORK TO BE PERFORMED

The Provider asserts that the elimination of violence is part or all of its written mission statement and to that end agrees to implement the Neighborhood Based Violence Prevention (NBVP) strategy, using Cure Violence techniques with fidelity. Cure Violence focuses on mediation for conflict resolution, because mediation has been shown to be most effective in reducing shootings and homicides nationally.

The Ceasefire/NBVP utilizes Violence Interrupters and Outreach Workers to sustain previous efforts to eradicate violence by focusing on using the following approach:

- Identifying and detecting potential shooting events
- Identifying and detecting individuals and groups at highest risk of involvement of shooting or killing
- Interrupting potential violence by mediating conflicts and preventing retaliation
- Changing behaviors and norms of those at highest risk of involvement of shooting or killing
- Using data to inform daily efforts and make necessary changes to interruption strategies

Provider Deliverables:

Identification and Detection of Potential Shooting Events

Provide support for the team of Violence Interrupters and Outreach Workers who, among other duties:

- Conduct outreach in the target area on a daily basis to determine potential hot spots
- Convene or attend daily meetings to review crime data, as well as information acquired through canvassing and community contacts
- Develop a daily plan to address confirmed hot spots

Interruption of Potential Violence

Ensure that Violence Interrupters have the credibility, rapport, and knowledge to identify and work with individuals/groups at highest risk for involvement in shootings killings, and other violent crime to include the ability to:

- Conduct mediations between individuals and/or groups by employing mediation strategies and techniques learned during comprehensive training
- Establish rapport with new key individuals/groups (individuals returning to the community, etc.)
- Engage with key individuals/groups on a regular basis for the purpose of violence prevention

- Meet with individuals/groups at highest risk for retaliation to conduct mediation(s) and/or establish resolutions to the conflict
- Ensure staff members are following up with parties involved in the conflict on a consistent basis
- Conduct weekly reviews of Violence Interrupter documentation to ensure that staff members have the necessary relationships and are working with the highest risk individuals

Change Behaviors and Norms

Through credibility and rapport, ensure that Violence Interrupters and Outreach Workers are working to change the behaviors and norms supportive of violence in target community, to include:

- Distribution of public education materials promoting conflict resolution
- Providing information regarding available resources (job training, education, substance abuse treatment, etc.)
- Develop community responses to shootings. Within 48 hours of a shooting Ceasefire team contact next-of-kin/extended family to assess situation; coordinate vigil and/or community activity to urge residents to speak out against violence
- Partnering with community groups/organizations to conduct quarterly events
- Communicate violence prevention and conflict resolution strategies to key individuals/groups

Use Data to Inform Interruption Efforts

- Develop and implement a strategy for engagement with law enforcement to ensure notification of shootings, as well as receipt of crime data for target area.
- Provide Memorandum of Understanding between Milwaukee Police Department and respective districts, Partner Agency, and Office of Violence Prevention to provide data related to shootings and homicides occurring in and around assigned police district, identifying the mechanism by and timeframe within which data will be shared.
 - Ensure project staff map all data associated with the intervention to include:
 - Locations of violent crimes
 - Locations of interruption efforts
 - Locations of established relationships with key individuals
 - Confirmed hot spots
 - Locations of mediations
- Ensure project staff-use data to inform interruption strategies and identify daily plan.

PERSONNEL POLICIES AND PROCEDURES:

Personnel Selection

The Provider is responsible for ensuring compliance with all personnel requirements identified below for staff funded in whole or in part by the Ceasefire (Neighborhood Based Violence Prevention) program.

All staff shall be selected by a “Community Panel” consisting of a representative of the Provider, a representative of MHDOVP, a Law Enforcement representative, and at least one individual who lives or works in the community. However, staff selected by the Community Panel will be hired by and responsible to the Provider.

The Site Director and Violence Prevention Coordinator shall be selected from a pool of candidates identified as a result of the position being announced in appropriate forums and various media sites unless prior written approval for a waiver of this requirement is sought from and given by MHDOVP.

The Ceasefire sites will each house 5 full-time team members: Site Director; Violence Prevention Coordinator; Violence Interrupter; Outreach Coordinator; and an Outreach Worker.

Outreach Staff

The Outreach Coordinator and Outreach Worker(s) shall be selected from a pool of candidates that may include community residents, ex-offenders (except those convicted of domestic violence, child abuse or a crime of a sexual nature unless the candidate was convicted of domestic violence ten or more years ago), and others with a demonstrated ability to relate to the target population. Unless the individual to be hired was previously employed by the Provider in the position s/he would fill and s/he vacated the position in good standing, outreach workers and supervisors shall be hired upon the recommendation of the community panel. Hiring of any personnel shall be contingent upon these individuals successfully passing a criminal background check, drug screening, mental health assessment, financial screening and other appropriate review that would deem a candidate is fit for the position.

Inclusion of other community representatives on the hiring panel is encouraged. Up to two representatives of a single organization may participate on a panel provided the organization has only one “vote” in the selection of candidates to whom offers of employment will be extended. No candidates shall be offered employment without the agreement of MHDOVP, law enforcement, and the Provider.

Candidates who are deemed qualified by the panel but are not offered a position will be considered eligible for hiring for up to four months following the date of their interview with the panel. Hiring or reinstatement of any personnel shall be contingent upon these individuals successfully passing a criminal background check, drug screening, mental health assessment, financial screening, and other appropriate reviews that would deem a candidate is fit for the position.

Providers desiring to promote an internal candidate to any senior level position (Site Director, Violence Prevention Coordinator, or Outreach Supervisor) must announce the availability of the position and interview all qualified candidates based on the hiring panel model. The promotion of any personnel shall be contingent upon these individuals successfully passing a criminal background check, drug screening, mental health assessment, financial screening and other appropriate reviews that would deem a candidate fit for the position.

Violence Interruption Staff:

Violence Interrupters must possess knowledge of the identified neighborhoods, stakeholders, assets, and have demonstrated relationships with residents. Candidates must demonstrate the ability to work with key individuals at greatest risk for involvement in shootings/killings. They must maintain credibility and the respect of the individuals they aim to work with, this includes trustworthiness to mediate conflicts likely or very likely to result in a shooting/killing.

The team of Interrupters, including the Violence Prevention Coordinator, shall be selected from a pool of candidates that may include current outreach workers, community residents, ex-offenders (except those convicted of domestic violence, child abuse, or a crime of a sexual nature), and others with a demonstrated ability to relate to the target population. Candidates with a domestic violence conviction may be considered if the conviction was ten or more years ago and they are not under court supervision currently. Unless the individual to be hired was previously employed by the Provider in the position they would fill and vacated the position in good standing, Interrupters shall be hired upon the recommendation of the Community Panel. Inclusion of other community representatives is encouraged.

Up to two representatives of a single organization may participate on a panel provided the organization has only one “vote” in the selection of candidates to whom offers of employment will be extended. Hiring of any personnel is contingent upon successful passing of criminal background check, drug screening, mental health assessment, financial screening and other appropriate reviews that would deem a candidate fit for the position. **MHDOVP/NBVP will hire individuals who are currently on probation with a letter of recommendation from DOC.** No candidates shall be offered employment without the agreement of MHDOVP, law enforcement, and the Provider **(see attachment, Policy Guidelines for Hiring Ex-Offenders).**

All potential hires must adhere to the Provider’s approved ex-offender hiring policy. Providers are required to use Attachment C for their partnership in project hiring policy.

Providers, with assistance from MHDOVP, must evaluate all staff members at a minimum of once per quarter to ensure that team members still possess the credibility and skills needed to work with key individuals/groups. Individuals must pass random drug screening and monthly criminal background checks. Individuals that do not pass the random drug screening and monthly criminal background checks are subject to immediate dismissal.

All providers must adhere to the approved OVP ex-offender hiring policy for all potential hires. The policy template is provided in **Attachment C**.

Provider Deliverable:

- All personnel hired shall meet the requirements detailed in the job descriptions included in **Attachment B**. The Provider agrees to maintain records documenting compliance with all aspects of this hiring process.
- Sites must be in compliance with the hiring process.
- All staff hired as full-time workers must be offered employer-sponsored health insurance in addition to an hourly or salaried wage.
- Criminal background checks must be completed for each individual to be hired, including those who admit to having been convicted of felonies and/or having served time in prison.
- New hires must be drug tested to assure they are drug-free and agree to periodic drug testing either randomly or for cause.

REIMBURSEMENTS FOR COMPENSATION PAID TO PERSONS HIRED IN VIOLATION OF THE PROCESS AND POLICIES INDICATED IN THIS RFP WILL NOT BE APPROVED.

TRAINING

Provider Deliverable:

- Successful candidates are required to complete the basic outreach worker training delivered by MHDOVP and Cure Violence within 30 days of their employment with the Provider, if the training is available in Milwaukee or at another site nationwide.
- Successful candidates are required to complete 40 hours of Advanced Interruption Techniques training delivered by Cure Violence within 30 days of their employment with the Provider.
- All senior staff candidates (Lead Violence Interrupter) must complete management training within 45 days of their employment or promotion in addition to completing basic Violence Interrupter training, if the training is available in Milwaukee or at another site nationwide.
- Workers who were previously employed by the Provider as a Violence Interrupter, Outreach Worker, Outreach Supervisor or Site Director and are rehired after a lapse of no more than 60 days need only attend a booster session.
- Participation of staff in all trainings, problem-solving, data sessions, and other meetings required by MHDOVP; notice of these meetings will be forwarded to the Provider by MHDOVP in advance of the meetings.

Equipment

Provider Deliverable:

Individuals hired will be provided with the equipment they need to fulfill their duties, including cell phones and access to a computer with internet service, and a base of operation that is located in or in close proximity to the identified neighborhood.

PERSONNEL MONITORING

Provider Deliverable:

- Notification to MHDOVP, in writing, of vacancies, suspensions or terminations of staff within 48 hours of any employee's change in status. Failure to maintain a minimum of four (4) Staff per site for more than 30 days can result in suspension/termination of the contract.
- Providers must perform pre-employment background checks on all hired before beginning work. Annual background checks of all employees must be completed to maintain employment.
- All arrests and convictions must be reported to MHDOVP within one (1) business day. Any worker arrested and charged with a felony or serious misdemeanor must at minimum, be suspended pending review by a personnel committee. Any employee convicted of a felony or misdemeanor must be terminated.
- Providers must agree to institute disciplinary measures for employees who fail to perform job duties. Disciplinary actions should include, but are not limited to, verbal warnings, written warnings, suspension, and termination.
- The Provider, with MHDOVP assistance, will conduct an assessment of each staff member on a yearly basis, at minimum, to ensure that they possess the skills and knowledge necessary to provide violence interruption for their assigned area. Staff members who no longer possess the credibility or required relationships with key individuals/groups may be terminated from employment.
- Results of criminal background checks and drug tests should be retained by the Provider in a secure location and available for review during the monthly audit.
- The Provider must submit their Arrest/Conviction and Substance Abuse policies to MHDOVP.

TERM OF AGREEMENT

The agreement shall be for a term of one year.

FUNDING

Approximately \$280,000 for program year will be available for one (1) award.

- The Provider should consider the cost for training and recruiting staff, providing adequate equipment, office supplies, communications, and other costs in developing a budget.

- The Provider must maintain compliance with all applicable laws and regulations.
- MHDOVP reserves the right to withhold up to 10% of reimbursement for expenses pending satisfactory performance as reflected on the year-end report.

Fiscal/ Budget

Provider Deliverable:

- The Provider must create a budget that provides the reasonable allocations to each budget line and must submit the budget to MHDOVP for approval.
- The Provider must submit the budget using the appropriate forms provided in **ATTACHMENT D** as well as a budget narrative.
- The following positions must be included in the budget; Site Director, Violence Prevention Coordinator, Violence Interrupter, and Outreach Supervisor, Outreach Worker
- **The Provider must secure a 10% match of the annual budget in subsequent years of grant renewal. The source of matching funds, as well as how the match will be allocated must be identified by date of contract renewal.**
- Modifications made to the budget that involve more than a 10% adjustment within line items require prior written approval of the MHDOVP.
- All purchases made with project funds in excess of \$500 require prior MHDOVP approval, unless items are covered in the approved budget.

Reimbursement

The Provider may request that payment be made monthly. MHDOVP shall reimburse the provider for satisfactorily rendering services, at the sole discretion of MHDOVP. MHDOVP shall use reasonable efforts to make payment within thirty (30) days of presentation of a request for payment by the Provider.

All reimbursement requests must be submitted using the Report of Actual Expenses and Receipts form and the Quarterly Reimbursement Request Chart (**Attachment D**).

Provider Deliverable

- Fiscal Activity Reports: The provider agrees to submit invoices for billing in a format prescribed by MHDOVP on a Monthly basis. All invoices shall be signed and dated by authorized personnel on the site. Failure of the Provider to submit required invoices in a timely manner will be considered immediate grounds for the suspension and justification for the non-renewal of future contracts.
- The Provider shall submit vendor invoice requests for payment within 15 days of services being rendered. In the event that the 15th day does not fall on a business day, the request for payment shall be sent on the next business day. Provider's request for payment shall indicate the time periods and services for which payment is requested, and shall adhere to instructions and format to request payment for services provided.

- The Provider is expected to retain all original source documentation for examination by MHDOVP (bills, invoices, receipts, payroll registers, timesheets etc.) for a period of three years after the date of the final payment.

Program Documentation

The Provider is responsible for maintaining records in the Cure Violence Database to document all program activity including but not limited to:

- Violence Interrupter logs
- Shooting/Homicide Data
- Number of Conflict Mediations Performed
- Team Meeting Forms
- Individual Supervisions

Program Deliverable:

- The Provider agrees to maintain the records required by MHDOVP to document activity completed by personnel, to complete the work and achieve the results expected of the grant.
- The Provider agrees to oversee the completion, at a minimum, of the forms listed in **Attachment E**. All documentation must be stored in a locked file cabinet and be made available for review by MHDOVP.
- Timesheets for all staff funded are required to be maintained on site, approved by a supervisor, and available for review during the MHDOVP monthly audit. Documentation of work completed by funded staff should reflect the time staff are paid.

Reporting Requirements

Monthly Program Activity Reports measure the efforts of the team for the reporting period.

Monthly reports must contain the following (reporting document to be provided):

- A brief (one to two page) narrative describing activities undertaken for the month and plans for the next month
- Number of key individual contacts
- Number of mediations conducted
- Identification of confirmed hot spots
- Copies of completed Conflict Mediation and Mediation Follow-Up Forms
- Copies of completed Shooting Incident Review forms
- Copies of daily Interrupter Logs
- Copies of Weekly Team Meeting forms

Additional information may be requested

Provider Deliverable:

- The Provider agrees to submit program data and other information required by MHDOVP regarding activities and outcomes in a form and manner according to a schedule specified by MHDOVP.
- Reports are to be submitted by the 10th day of each month (reporting documents will be provided). If the 10th falls on a weekend or holiday, reports will be submitted on the next business day.
- Narrative reports documenting activity performed on behalf of Ceasefire/NBVP are required for all staff with 15% or more of their salary funded and whose work is not otherwise reflected in the monthly activity reports (i.e. administrative work).

Property

Equipment procured is to be used to implement the NBVP program in the community served by the Provider. Items with a purchase value in excess of \$500 that have been reimbursed by MHDOVP shall become the property of MHDOVP.

Provider Oversight

Compliance with all requirements is considered essential to the successful implementation of Ceasefire/NBVP. Therefore, the Provider must:

- Maintain appropriate supervision and overall management of the project;
- Ensure that program staff are adhering to all conditions;
- Have knowledge of site operations, progress towards outcomes and areas in need of improvement; and,
- Must be involved in the creation and implementation of a corrective action plan, if required by MHDOVP.

The Provider will receive the Site Review Chart (**Attachment E**) on a monthly basis. This chart utilizes a point system to monitor site progress toward outcome measures. In any given month, if a site falls below an average of one (1) in any of the sections, MHDOVP may allow the Provider five (5) business days to submit a Corrective Action Plan (**Attachment E**) which is acceptable to MHDOVP. Further, upon written notice from MHDOVP, the Provider shall immediately cease to use the official grant funded logos on any and all publications, promotional materials, articles of clothing and other surfaces and to refer to their work as implementing any or all parts of the Cure Violence/NBVP model.

Media

Media plays a vital role in promoting violence prevention as a public health strategy, creating positive perceptions of the initiative by the public, and as a way to inform potential funding opportunities. MHDOVP will serve as the central point for all media contacts related to affiliate sites and the overall initiative; is responsible for speaking to the implementation of the citywide initiative and model; and will provide media training and refreshers for site staff. Providers are responsible for speaking to media on behalf of the work of their specific Ceasefire/NBVP site.

Provider Deliverable:

- Provider will have all site staff who participate in media interviews successfully complete a media training provided by MHDOVP.
- The Provider agrees that only staff that has successfully completed the media training will be eligible for interviews with media representatives.
- The Provider agrees to notify MHDOVP of all media coverage within five (5) business days of contact with media outlet.

Branding and Use of Logo

Unauthorized use of the NBVP brand (Ceasefire Milwaukee) can result in contract termination and/or legal action.

Provider Deliverable:

- The Provider agrees to utilize the “Ceasefire Milwaukee” logo on its publications and acknowledge MHDOVP as a co-sponsor of its anti-violence events.
- The Provider shall submit a request 48 hours prior to using the logo on any public education messaging including but not limited to, printed materials (fliers, posters, event promotions, promotional materials, etc.), videos and collateral items.
- The Provider agrees to utilize funds received to implement Ceasefire/NBVP from other sources to implement the strategies described in this RFP. Any funding received from additional sources to implement, maintain, or enhance the Ceasefire/NBVP initiative must be report to MHDOVP in writing within 30 days of receipt.
- Funding for enhancements must be in adherence to the Cure Violence/NBVP model and cannot be for projects outside of the scope of work. Enhancements to the program must be reported to MHDOVP in writing prior to implementation.

Relationship to MHDOVP

The Provider will work with MHDOVP staff to complete community specific short (and intermediate) term objectives for the Provider’s Ceasefire/NBVP identified neighborhood. These goals include anticipated reductions in shootings and killings in Ceasefire/NBVP identified neighborhoods, and participation in regularly scheduled meetings for the purpose of administrative oversight and technical support. These meetings will provide a forum for training, problem-solving, and reporting the progress toward community goals.

MHDOVP will provide the following to facilitate the implementation of Neighborhood Based Violence Prevention:

- Technical Assistance, both on and off-site, to Provider to facilitate the successful implementation of Ceasefire/NBVP. This includes:
 - Assisting the Provider to implement and sustain the initiative according to the model; AND
 - Providing onsite assistance for analysis of all crime data relevant to the project.

- Initial and Ongoing Training for all site staff related to the successful implementation of Ceasefire/NBVP.
- Materials, if available, to be used in public education and other efforts to persuade those at risk of involvement in shootings or killings to change their behavior and members of their community to become involved in Ceasefire/NBVP.
- Documentation, Information, and Data about the impact of Ceasefire/NBVP in partner communities and any research that supports the work of MHDOVP and the work of its partners.
- Publicize the work of the project and its partners.
- Monitoring its work and that of partners to ensure that professional management of all aspects of NBVP, including MHDOVP's fiduciary duties. This includes:
 - Monthly review of program files.
 - MHDOVP staff will visit each site at least once weekly to verify compliance with this scope of work statement and to help the site to maintain "fidelity to the model".
 - Site visits may include shadowing or "walk-alongs" with Violence Interrupters.
 - MHDOVP will collect and review performance data on a regular basis. This data will be used to assist the Provider to plan its activities and strategies and to address any problems quickly and effectively.
- Fiscal Support including training on preparation and submission of required reports and reimbursement for invoices within 30 days of receipt of all required documentation

As part of its monitoring efforts, MHDOVP shall have the right to direct the Provider to engage in certain project activities, such as outreach in confirmed hot spots and responses to violent events.

The Provider must cooperate and be responsive to MHDOVP's monitoring efforts.

Evaluation: MHDOVP will separately provide support for an evaluation of Ceasefire/NBVP. The Provider must cooperate fully with MHDOVP and its designated evaluator to design and conduct the evaluation, establish reporting and record keeping requirements, establish performance measures, design data collection tools, and other activities related to evaluation of the program.

RELATIONSHIP TO CITY-WIDE NBVP (Ceasefire) AND OTHER ANTI-VIOLENCE INITIATIVES

The Provider will participate in City-wide NBVP (Ceasefire) initiatives and other citywide anti-violence activities as required by MHDOVP, particularly citywide youth violence prevention campaign events.

The Provider will be expected to participate in City-wide Violence Interrupter meetings consisting of the lead agencies from all target communities, representatives from community coalitions, MHDOVP, and others as required.

PUBLICATION

MHDOVP shall have copyright, property, and publication rights in all written or visual material or other work products developed in connection with the grant.

The Provider agrees that any publication (written, visual or sound, including press releases, newsletters, and issues analyses) issued by the Provider describing this project shall contain the following statement: *“This project was supported by the City of Milwaukee Health Department Office of Violence Prevention. Points of view or opinions presented are those of the author and do not necessarily represent the official position of or policies of the Milwaukee Health Department, the City of Milwaukee, or its funders.”*

GRIEVANCE PROCEDURES

Only grievances with respect to individual awards will be addressed. A grievance should be submitted in writing to the Director of the Office of Violence Prevention and the Commissioner of Health. Procedures governing the City of Milwaukee bid and contract process will be followed.

GENERAL TERMS AND CONDITIONS OF THE CITY OF MILWAUKEE

The City of Milwaukee Health Department Office of Violence Prevention shall be responsible for reimbursement of services performed under this program. Payment shall be based on quarterly invoices with supporting source documentation as required by MHDOVP. Required documentation may include receipts, records of salaries and fringe paid, performance measures, narrative progress reports, and other material as provided in the contract. Every effort will be made to make payment under the contractual agreement within thirty days of presentation of a request for payment.

OVP reserves the right to withhold up to 10% of reimbursement for expenses pending satisfactory performance as reflected on the year-end report.

All invoices and requests for advances and performance reports shall be made using standard forms in **Attachment D** or as designated by MHDOVP.

MHDOVP is responsible for the proper stewardship of all grant funds and activities. The Provider is expected to maintain sound and effective business management systems to assure the proper stewardship of funds and activities. These systems must meet the requirements outlined by the Department of Administration – Procurement Services (Purchasing Department) and the Office of Justice Programs for recipients of Federal funding. Relevant information can be found at the following links:

City of Milwaukee Community Development Grants Administration (CDGA):

<http://city.milwaukee.gov/CommunityDevelopment310.htm>

Office of Justice Programs: <https://ojp.gov/>

For All Institutions/Organizations (non-profit or for-profit): Office of Justice Programs Financial Guide (at <https://ojp.gov/financialguide/DOJ/index.htm>), particularly information related to sub-recipients, and cost principles for state and local governments.

For Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations: OMB Circular A-110 Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations; OMB Circular A-122 Cost Principles for Non-Profit Organizations; and OMB Circular A-21 Cost Principles for Educational Institutions. (<https://www.gpo.gov/fdsys/granule/CFR-2012-title2-vol1/CFR-2012-title2-vol1-part215>)

The Provider shall obtain an audit in accordance with the Chapter 19 of the Office of Justice Institutions of Higher Education and Other Non-Profit Institutions. A copy of the audit needs to be forwarded to the Fiscal Operations Office at the City of Milwaukee Health Department. MHD requires a “certificate of good standing” all licenses and registrations necessary to operate as a tax-exempt organization in the State of Wisconsin.

The PROVIDER shall not commence work under this Agreement until it has obtained all the insurance required under this section. Further, such insurance shall remain in force during the life of this Agreement. The PROVIDER shall name the City of Milwaukee as additional insured on all policies. The PROVIDER, at its sole expense, shall procure and maintain during the life of the Agreement the following required insurance coverage:

Professional Liability, Errors and Omissions Insurance, with annual, aggregate limits of no less than One Million Dollars (\$1,000,000), pertaining to services rendered by professionals on behalf of the Provider. If coverage is purchased on a “claims made” basis, the Provider warrants continuation of coverage, either through policy renewals or the purchase of an extended discovery period from the date of contract termination, and/or conversion from a “claims made” form to an “occurrence” coverage form.

Commercial General Liability Insurance at limits of not less than One Million Dollars (\$1,000,000) per occurrence for claims arising out of bodily injuries or death, and property damages. With those policies with aggregate limits, a minimum limit of Three Million Dollars (\$3,000,000) is required. This policy shall include broad form property damage if the Provider uses any City of Milwaukee owned facility (or facilities). Such insurance shall include (a) contractual liability insurance and (b) sexual and/or physical abuse liability coverage.

Business Automobile Liability Insurance at limits of not less than One Million Dollars (\$1,000,000) per occurrence for all claims arising out of bodily injuries or death and property

damages. The insurance shall apply to any owned, non-owned, leased, or hired automobiles used in the performance of this Agreement.

Workers' Compensation coverage as required by the State of Wisconsin, as well as any similar coverage required for this work by applicable federal or "other state's" state law.

The Provider, at its sole expense, shall secure a fidelity bond to insure the City against any and all loss of funds provided hereunder due to misuse, mismanagement, and/or theft of such funds by the Provider, its officers, employees, agents or assigns. The amount of this bond shall be thirty-three percent (33%) of the reimbursement award provided for in this Agreement.

Compliance with Tax Obligations - Prior to the execution of a contractual agreement, the provider must be in compliance with federal, state and local tax requirements.

Confidentiality - all records and other identifying information shall be maintained in a secure place. The Provider shall follow all confidentiality practices prescribed by federal, state and local laws, ordinances, rules and regulations. Provider will expressly agree that it will strictly comply with all applicable state and federal CJIS laws, regulations and policies governing the use and dissemination of criminal history.

In accepting City of Milwaukee Health Department Office of Violence Prevention funds, the Provider agrees to share any information it possess on participants and their families pursuant to services provided under this agreement with MHDOVP on request.

MHDOVP reserves the right to charge the vendor a minimum of 10% of the contract costs for non-compliance with program and fiscal report submission deadlines.

MHDOVP reserves the right to increase or decrease awards within the funding period due to failure to achieve contracted goals and objectives in a timely fashion.

Provider will be required to agree to indemnify the City and will be required to abide by all applicable Local Hiring and Women/Minority Owned Business regulations and any other City requirements.

STRUCTURE OF RESPONSES

In order to simplify the review process and to obtain the maximum degree of comparability, proposals should be submitted in the following sequence. Failure to comply with these requirements may be cause for the proposal to be considered non-responsive and not receive further consideration.

Title Page - The Cover Page shall include at a minimum, the name and address of the proposing organization as well as the name, phone number, e-mail address of the contact person, and a reference to "Request for Proposal (RFP) Ceasefire Milwaukee.

Table of Contents – The table of contents should identify the material by section, the beginning and ending page number of each section, and any appendices.

RFP Document and All Addenda – Proposers are required to manually sign the original copy of the RFP binding signature page, the addendums (unless instructed otherwise), the Cost Proposal, and the Slavery Disclosure Affidavit (If Applicable). Proposers are also required to submit all of the pages applicable to the RFP document with their proposal submittal.

Designation of Confidential and Proprietary Information – Proposers should identify those sections of their proposal submittal that they would like to be kept confidential. This document should be signed and submitted with the proposal even if they do not designate anything in their proposal as confidential and proprietary.

Project Narrative – Providers must submit a project narrative, as listed below, describing their interest in the program and demonstrate experience and capability to fulfill the requirements of the Ceasefire program.

References – Proposers must provide a minimum of three references.

Cost Proposal –The proposed budget and budget narrative must be completed and submitted and clearly marked **“COST PROPOSAL DOCUMENTS”**.

EVALUATION AND AWARD CRITERIA

The City will use specific criteria for evaluating proposals to perform the requested services. All contracts are subject to the approval of the City’s legal counsel and the Purchasing Director, prior to execution. The evaluation will assign points to each response several categories that are listed below:

Compliance with RFP submittal requirements	Pass/Fail
Interest in advancing public safety as a core mission of the agency.	15 Points
Experience Administering community-based interventions for human services, disease intervention, public health, violence prevention, Youth and Family outreach, re-entry programs, public education campaigns, and/or AODA Counseling.	30 Points
Capacity for working with the populations within the priority area of Ceasefire Site 1- including having current office space and/or proposed plan to obtain office space.	20 Points
Partnership experience with the City and Community agencies- including but not limited to law enforcement, public health, CDBG, Municipal Court, NOS, youth serving agencies, faith-based institutions, etc.	20 Points
Completed budget with clear description of expenses and applicable revenue sources and competitiveness of staff salaries.	15 Points
Bonus: SBE participation: Proposers who utilize a City-certified SBE vendor for this contract will be eligible for 10 additional points for subcontracting a portion of the work	10 additional points

with a City certified SBE vendor.	
Bonus: If a Local Business Enterprise (LBE) is a responsive and responsible Proposer, an additional number of points equal to 5% of the maximum number of points used in the evaluation of the RFP shall be applied to the total score attained by the LBE.	5 additional points

Bonus Points

Small Business Enterprise (SBE) participation: Proposers who utilize a City-certified SBE vendor for this contract will be eligible for up to 10 additional points for Subcontracting a portion of the work with a City certified SBE vendor. In order to qualify for these additional SBE points, Proposers must provide details in their proposal response as to the percentage of the contract that will be subcontracted to the SBE vendor and a description of the meaningful services that the SBE subcontractor will be performing. **SBE Form A must be completed and submitted with your proposal if you intend to utilize an SBE subcontractor.** Failure to return the properly completed form may result in disqualification for receiving the additional points for SBE participation. Contact the Office of Small Business Development (OSBD) at 414-286-5552 for additional information.

OTHER

Proposal Questions

The deadline for submitting questions regarding this RFP is no later than July 2nd, 2018. Questions are to be submitted to David Muhammad via email (only) at david.muhammad@milwaukee.gov. Answers to the questions submitted will be posted in the form of an addendum to this RFP no later than July 5th, 2018. **Questions submitted after the deadline will not be considered. (No exceptions)**

Contractor’s Relationship to the City of Milwaukee

It is expressly understood that the successful vendor is in all respects an Independent Contractor as to the work, and the vendor is no respect an agent, servant or employee of the City of Milwaukee.

Insurance

The successful proposer will be required to provide the City with evidence of Insurance coverage that is in full compliance with the City’s Insurance Requirements. The “City of Milwaukee” must be named as an additional insured with respect t liability coverage other than

professional liability. The City shall be provided with at least a 30 days written notice of cancellation, non-renewal, or material limitation of coverage of any and all insurance policies required by this contract.

It is the successful proposer's responsibility to provide its insurance agent with a copy of the City's insurance requirements.

It is the successful proposer's responsibility to check the Insurance Certificate before it is sent to the City to verify that these documents are in full compliance with the City's insurance requirements.

An original copy of the fully compliant Insurance Certificate and shall be furnished to the City no later than fifteen calendar days after proposer receives notification of award.

Exceptions

Any exceptions taken to the Scope of Services should be provided in writing to the Program Manager listed on the cover page of this RFP no later than two (2) weeks prior to the closing date. The written request should include any and all changes or exceptions proposed by the consultant to the requirements detailed in this Request For Proposal. The request shall be under consideration for negotiation and proposed exceptions will not be considered a disqualification of any consulting firm, nor should inclusion of the exceptions be viewed as acceptance by the City, without negotiation. Exceptions not provided in this manner, will not be considered.

Addenda

It is the responsibility of the Proposer, prior to submitting a response to the RFP, to periodically check the CDGA webpage to ensure that all addendums for this Request for Proposal have been downloaded and that all of the information, documentation, etc. that has been requested has been included in the RFP response.

Jurisdiction, Venue, Choice of Law

This RFP and any resulting contract shall be governed by and construed according to the laws of the State of Wisconsin.

Follow-up Interviews

Should the department request follow-up interviews, proposers must be available for these follow-up interviews/presentations at City facilities or by teleconference on specific dates and times. **The contractor's and consultant's proposed primary point of contact person must be present at this meeting or during the teleconference call to lead the interview team.**

Negotiations

After interviews and final evaluations are completed, the City may at its sole option open negotiations with three or more of the highest ranked proposers prior to award. The City also reserves the right to open negotiations with one or more of the next highest ranked proposers if negotiations with one or more of the previously selected highest ranked proposers are not successful.

Incurred Costs

Those Proposers submitting proposals do so entirely at their expense. There is no expressed or implied obligation by the City to reimburse any individual or firm for any costs incurred in preparing or submitting proposals, for providing additional information when requested by the City or for attending and/or participating in any follow-up interviews and negotiation sessions.

Confidential Matters

- **City Data:** All data and information pertaining to this RFP, shall be treated by the Proposer and its agents as confidential. The Proposer and its agents shall not disclose or communicate the aforesaid matters to a third party or use them in advertising, publicity, propaganda, and/or in another job or jobs, unless written consent is obtained from the City.
- **Vendor Data:** If any information submitted in the proposal is confidential or proprietary, the Proposer must identify this information by completing and including the Designation of Confidential and Proprietary Information with their proposal.

Assignment

The Proposer may not reassign any portion of the work that is awarded as a result of this RFP, without prior written consent from the City.

Rejection

The City reserves the right to reject any and all proposals, to waive any informality in the proposals that are received, to accept or reject any or all items in the proposal, and to award contracts to three or more environmental contracting and consulting firms in whole or in part. Moreover, the City reserves the right to make no selection if the proposals are deemed to be outside the fiscal constraint or not in the best interests of the City.

PROJECT NARRATIVE

1. Interest: Please describe the interest of your agency in advancing public safety as a core mission. Include how the purpose and approach of Ceasefire align with your agencies core mission.

Score: _____ (15pts)

2. Experience: Please describe relevant experience of your agency administering community-based interventions for human services, disease intervention, public health, violence prevention, Youth and Family outreach, Re-entry programs, public education campaigns, and/or AODA Counseling.

Score: _____ (30pts)

3. Community Capacity: Describe your knowledge and experience working with the populations within the priority areas of Ceasefire- including having current office space and/or proposed plan to obtain office space.

Score _____ (20pts)

4. Partnership Experience: Please describe any experience partnering with city and community agencies including but not limited to Department of Corrections, law enforcement, public health, CDBG, Municipal Court, MPS, youth serving agencies, faith based institutions, etc..

Score _____ (20Pts)