

Human Sex Trafficking Outreach and Services

Request for Proposals (RFP)

Application Due: October 26, 2018



Administered by the Community Development Grants Administration
200 East Wells Street
Milwaukee, WI 53212

414-286-3647

Community Development Grants Administration

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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

Please allow normal mail delivery time to ensure timely receipt of the application.

Table of Contents

Table of Contents	3
Introduction	6
1. Background	6
Human Trafficking	6
2. Purpose of Request for Proposal.....	7
3. Service Framework.....	8
4. Funds Available	9
5. Project Period.....	9
Eligibility	9
1. Minimum Qualifications.....	9
Application Instructions.....	10
1. General Instructions.....	10
2. RFP	11-13
Billing.....	14
1. Billing for Grant Activities.....	14
Budget Categories and Guidance	14
1. Salaries	14
2. Benefits	15
3. Subcontracted Services and Consultant Fees.....	15
4. Goods and Services	15
Budget Justification.....	15
Deadlines.....	16
Application Checklist	17

Attachments

Attachment A: Budget Detail Worksheets

Introduction

1. Background

The City of Milwaukee Community Development Grants Administration (CDGA) serves as the contracting agent for the Human Sex Trafficking Outreach and Services request for proposal issued by the Common Council pursuant to File No. 161333. The intent of the Request For Proposal (RFP) is to secure a local anti- sex trafficking organization that will provide Outreach services and implement the Club Operators Against Sex Trafficking (COAST) program.

Human Trafficking

The Federal Trafficking Victims Protection Act (TVPA) of 2000 was the first law passed to combat the trafficking in persons. The Act was amended by the Trafficking Victims Protection Reauthorization Act in 2003, 2005, 2008 and 2013. The law focuses on combatting “severe forms of trafficking in persons” and provides an approach that includes prevention, protection and prosecution.

Under the TVPA, “severe forms of trafficking in persons” includes both sex and labor trafficking as defined in 22 USC § 7102 and means:

- **Sex trafficking** in which a commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such act has not attained 18 years of age.
- **Labor trafficking** is the recruitment, harboring, transportation, provision or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

2. Purpose of Request for Proposal

This Request for Proposal (RFP) seeks proposals from qualified organization to provide outreach activities that will focus on increasing awareness of services available to victims/survivors and individuals at-risk of labor or sex trafficking. In addition, the grantee working with the Executive Lounge, located at 730 North Old World Third Street, shall implement the Club Owners Against Sex Trafficking (COAST) program. COAST is an early warning system that includes working with the federal, state, county, and city law enforcement as well as local organizations dedicated to the elimination of sex trafficking. The COAST program implements safeguards to verify that employees and independent contractors are U.S. citizens and that authorized workers do not face discrimination with respect to hiring, firing, or recruitment because of citizenship or national origin;

Services will be culturally, linguistically and developmentally appropriate and available to all individuals regardless of immigration status, gender, age, sexual orientation, language, religion or disability.

The goal of this grant is to;

1. Increase the availability of support and Outreach (services) for victims/survivors of labor and sex trafficking.
2. Increase awareness of support and assistance available to individuals and communities at risk of being trafficked (labor and sex).
3. Build capacity of the COAST programming.

3. Service Framework

The National Association of Club Executives (ACE) works with local and federal law enforcement to combat human trafficking through its COAST program/ campaign. This anti-trafficking training program teaches ACE members about the problem of human trafficking in all industries and the action steps a COAST member can take to recognize, report and rescue suspected victims.

COAST activities include, but are not limited to:

- Hosting COAST Training Seminars
- Reporting suspicions to law enforcement at Home Security Investigations (HSI) and U.S. Immigration and Customs Enforcement (ICE)
- Encourage industry awareness of sex trafficking
- Distribute or post public awareness posters and materials against sex trafficking.

Outreach may include developing trust with a well-known community resource that has established relationships and history with individuals at-risk of human trafficking. Spending time getting to know this community resource and allowing time for them to get to know the advocate and their role is vital. This effort may assist with laying the groundwork for the community resource to share information with the community resulting in individuals feeling comfortable accessing support, asking questions or getting to know the advocate.

Outreach may include connecting with organizations and programs to let them know the types of support and assistance the advocate is available to provide and how the program can access the advocate.

Eligible services and activities¹ are defined as those efforts that:

1. Respond to the emotional, psychological, or physical needs of crime victims;
2. Assist victims to stabilize their lives after victimization;
3. Assist victims to understand and participate in the criminal justice system; or
4. Restore a measure of security and safety for the victim

¹ As defined in the Victims of Crime Act Victim Assistance Program Final Rule <https://www.federalregister.gov/d/2016-16085>

5. Funds Available

1. There will be \$20,000 available for support, assistance and outreach to victims of human sex trafficking.

6. Project Period

The Human Sex Trafficking Outreach and Services award period will be for a 12 month period. CDGA anticipates a November 1, 2018 start date.

Eligibility

1. Minimum Qualifications

Eligible applicants for this RFP must:

1. Demonstrate a history of effective person-centered support, assistance and outreach to victims/survivors of human trafficking and/or individuals at-risk of human trafficking,
2. Demonstrate support from other sources. At least twenty-five percent of the program's funding in the prior year of, or the year preceding the award comes from sources, which may include other federal funding programs.
3. Be registered as a 501(c)(3) private nonprofit organization and as a State of Wisconsin Nonstock Corporation.

Applicants are strongly encouraged to review all resource links provided in this document before beginning the proposal.

Application Instructions

1. General Instructions

Applicants should follow the instructions below and as indicated elsewhere in this RFP, and on the attached forms. All sections, including attachments must be completed and submitted in the order requested.

- a) Read all instructions carefully. Be sure to include all of the information required including attachments.
- b) Do not provide additional materials that are not requested, such as brochures or samples of materials. These items will not be reviewed or scored.
- c) All narrative responses should be straightforward, detailed and concise. Answer all questions in the order presented with clear titles for each section.
- d) Format narrative responses as follows:
 1. Print pages single-sided
 2. Use a font style of 'Arial' with a font size of 12 points
 3. Single-spaced with one-inch margins
 4. Number each page of the narrative
- e) Bind proposal with staples or a clip. Do not use binders.
- f) Submit proposals by mail or delivery bound by a staple or binder clips, one (1) document marked "Original" and four (4) copies to the RFP Coordinator at the address indicated on Page 2. All copies must be identical in content to the original.

Proposal Response:

_____Applicant Narrative Response (16 page limit excluding title page)

Applicant Narrative (90 points)

Instructions: The applicant narrative response is comprised of Sections 1-4. You may attach no more than **16 pages** total for the applicant narrative response (not including the title page). The instructions and items below may be omitted for maximum space. Clearly label each section of the response. Include a title page and header or footer to the body of the narrative response that sequentially paginates the pages and clearly states: Applicant Narrative Response.

Section 1. Bidder Qualifications and Experience (30 Points)

You may use no more than six (6) pages for this section.

1. Focus area: Sex Trafficking

2. Describe your organization's mission, vision and guiding principles and how they support;
 - a. a culture that values working with individuals with multiple needs
3. Describe the organization's experience providing culturally, linguistically and developmentally appropriate person-centered services and support.
 - a. Describe how services are culturally, linguistically and developmentally appropriate and provide examples related to staffing, organizational structure, policies, procedures and/or addressing basic needs of clients.
 - b. Describe the current practice and criteria used to "screen" individuals for services.
4. Provide a description of the organization's experience developing relationships with, outreaching to and working with individuals and communities who are underserved and at-risk of violence?
5. Describe your organization's relationships and partnerships with systems, programs and community members that support victims/survivors of human trafficking, individuals at-risk and individuals with multiple needs.

Section 2. Staff Qualifications (20 Points)

You may use no more than three (3) pages for this section. Provide a response to **each** of the following questions.

1. Describe key staff's experience in providing the proposed services including prior victim services experience, experience providing outreach, experience working with individuals with multiple needs and victims/survivors of human trafficking and/or individuals at-risk. If staff will need to be hired, explain the process and timeline for recruiting and hiring them along with a description of the skills and experience to be sought.
 - a. Provide a job description for each proposed staff who will be providing direct service and outreach,
 - b. Provide a job description for staff who will be supervising direct service staff
2. Provide a brief description of relevant skills, specialized training and experience for personnel in key staff positions (direct services and outreach staff and supervisor).
3. Describe the staffing structure including who will supervise staff performing the proposed work, staff who will oversee the grant and how key staff will be supervised.

Section 3. Needs Assessment (20 Points)

You may use no more than four (4) pages for this section.

1. Please describe the geographical area the proposed project will serve and describe how you have determined there is a need in the identified area. Address the need for each service below :
 - a. support and assistance for victims/survivors of labor or sex trafficking
 - b. support and assistance for individuals at-risk of labor or sex trafficking
 - c. outreach to individuals and communities at-risk of labor or sex trafficking
2. Describe the types of services and outreach anticipated to meet the self-identified needs of victims/survivors of human trafficking and individuals and communities at-risk.
 - a) How did you determine the types of outreach needed?
 - b) Based on the demonstrated need, gaps and current resources in the geographical area, describe how the proposed project will address the needs while building upon current resources.

Section 4. Proposed Services and Activities (20 Points)

You may use no more than three (3) pages for this section.

Please describe the specific services and activities that will be implemented. The description should include:

- the types of services proposed to support and assist victims/survivors and individuals at-risk,
 - estimated number of victims/survivors that will receive support and assistance
 - estimated number of individuals at-risk that will receive support or an introduction to the advocate or services available (outreach)
- the types of outreach planned for individuals and groups/communities
 - names of programs, organizations, groups and others that will receive outreach
 - estimated number of outreach activities

Billing

1. Billing for Grant Activities

Grantee may request reimbursement for services either monthly or quarterly.

Budget Categories and Guidance

The budget is divided into five categories. Below are definitions for the different categories along with some additional guidance for developing a proposed budget. Please remember to complete the narrative for each worksheet on which funding is requested.

1. Salaries

Please list each position to be paid by the grant, name of employee, and full-time equivalent (FTE). Show the annual salary rate and the full-time equivalent (FTE, based on 2080 hours/year) of the position to be funded with the grant.

The cost of paying staff salaries to:

- provide direct services and/or outreach,
- supervise employees who are providing direct services and/or outreach, and
- provide programmatic support services, such as a bookkeeper or receptionist

List each position to be paid with these grant funds by name of employee and title, if available. Show the annual salary rate and full-time equivalent (FTE) of position to be funded with this grant.

Calculating FTE

Calculation is based on 40 hours/week x 52 weeks/year (40 x 52 = 2080 hours).

1.0 FTE - Calculation: 2080/2080 (40 hrs./week x 52 weeks = 2080 hours)

.50 FTE - Calculation: 1040/2080 (20 hrs./week x 52 weeks = 1040 hours)

.25 FTE - Calculation: 520/2080 (10 hrs./week x 52 weeks = 520 hours)

If your agency's full-time work week equals 35 hours instead of 40, the FTE for a person working full time equals .87 FTE, not 1.0 FTE.

Please contact CDGA if you need further help determining staff FTE.

2. Benefits

You can only include costs for the personnel named in the salary category. Benefits should be based on actual known costs or an established formula.

3. Subcontracted Services and Consultant Fees

The cost to pay individuals and/or agencies to provide subcontracted services.

Subcontract costs must be explained in the budget.

Please include a detailed description of the services that will be performed by subcontractors, such as therapists. Indicate why you propose to subcontract for the service.

4. Goods and Services

Goods and Services items must be related to the provision of Human Sex Trafficking Outreach and Services grant activities and may include, but is not limited to, mileage, costs associated with staff attending training (mileage, per diem, lodging), phone service, and project supplies.

Applicants are encouraged to include the cost for training for staff and supervisors allocated to this grant.

Budget Justification

You must include descriptions and calculations of costs for each line item in your budget. Provide this information on the budget detail worksheets.

For example:

Goods and Services – Rent - \$5,000

Cost of rent for providing advocacy services based on the agency's cost allocation plan. The budget justification should include a description of how the percentage of costs was calculated.

Goods and Services – Cell phone - \$975

Cost for cell phone for 1 FTE advocate to support and assist victims/survivors.
\$65 month x 15 months = \$975

Please see Attachment A for Budget Detail Worksheets.

Deadlines

Proposals must be received **no later than October 26, 2018** at 4:00 pm to the Community Development Grants Administration. Please allow normal mail delivery time to ensure timely receipt of the application.

Submit one original proposal and four copies to:

Steven L. Mahan
Community Development Grants Administration
City Hall, Room 606
200 East Wells Street
Milwaukee, WI 53202

Application Checklist

This checklist is for your convenience and does not need to be included with your proposal.

Please submit one original and four copies of the following:

Proposal Response:

____ Applicant Narrative Response (16 page limit excluding title page)

Forms:

____ Attachment A: Budget Detail Worksheets

***PLEASE MAKE SURE TO KEEP A COPY OF THIS PROPOSAL
FOR YOUR FILES***