



FY2023
REQUEST FOR QUALIFICATIONS
Communities Partnering 4 Peace
Violence Prevention Services

Request for Qualifications (RFQ) Communities Partnering 4 Peace Violence Prevention Services

I. Guidelines

The Metropolitan Peace Initiatives (MPI) Division of Metropolitan Family Services (MFS) is pleased to issue a Request for Qualification (RFQ) for Communities Partnering 4 Peace (CP4P) Violence Prevention Services. The purpose of this RFQ is to establish a roster of community-based organizations qualified to provide violence prevention services for high risk adults in the City of Chicago's twenty-five (25) most gun violent communities and requalify existing partners in current communities.

MPI seeks grant funds from public sources (Illinois Criminal Justice Information Authority [ICJIA], Cook County Justice Advisory Council [JAC], Chicago Department of Public Health [CDPH]) to provide sub-awards to agencies for outreach services to mediate and intervene with community firearm violent conflicts, and to provide case management and victim services to reduce shooting and homicide incidents in the City of Chicago's twenty-five most gun-violent communities.

MFS is not obligated to make any award as a result of this RFQ announcement. Subsequent funding for this RFQ is subject to budget appropriations from the various government agencies and the execution of subgrant agreements between MFS and funded applicants.

MFS and all funded applicants must comply with all applicable provisions of local, state, and federal laws and regulations pertaining to nondiscrimination, sexual harassment, and equal employment opportunity, including, but not limited to: The Illinois Human Rights Act (775 ILCS 5/1-101 et seq.), the United States Civil Rights Act of 1964 (as amended) (42 USC 2000a-and 2000H-6), Section 504 of the Rehabilitation Act of 1973 (29 USC 794), the Americans with Disabilities Act of 1990 (42 USC 12101 et seq.), the Age Discrimination Act (42 USC 6101 et seq.), and the Chicago Human Rights Ordinance, s2-160-010 et seq. of the Municipal Code of Chicago, as amended.

All materials and updates to the RFQ are available on MFS' webpage. MFS will have no responsibility or obligation to pay any costs incurred by any applicant in preparing a response to this RFQ or in complying with any subsequent request by MFS for information or participation throughout the evaluation and selection process.

If you have any questions about the RFQ, please contact Kanu Iheukumere via e-mail at iheukumerek@metrofamily.org.

II. Timeline

Request for Qualification Released	Tuesday, January 25, 2022
Application Deadline	Tuesday, March 8, 2022 by 5:00 p.m.
Planned Notification	Monday April 4, 2022

III. CP4P Program Description

Metropolitan Family Services (MFS), a 501(c) (3) not-for-profit corporation, has served Chicago and its suburban communities for 160 years. Its mission is to provide and mobilize the services needed to strengthen families and communities. MFS is accredited by the Council on Accreditation and the agency continues to lead on issues affecting Chicago and build partnerships with diverse stakeholders, organizations, and communities to remain responsive to communities. MFS uses a community-centered service delivery model, concentrating resources in over seventy (70) communities within Chicago, suburban Cook and DuPage counties. MFS brings a family focused approach to service delivery, providing wraparound supports for its clients that address four strategic service areas: Education, Emotional Wellness, Economic Stability, and Empowerment.

In 2016, in response to the gun violence in Chicago, MFS Leadership was part of a citywide task group of high level public officials, criminal justice stakeholders, private funders, leading social service agencies, and community-based agencies leading city efforts in conducting violence intervention work in Chicago. This group worked to strategize a response to the increasing high levels of gun violence in Chicago. The resulting framework, Communities Partnering 4 Peace (CP4P), focused on a community-driven model that was built upon research and best-practices that could be adapted based on the identifying needs, community-assets, and strategic partnerships that are uniquely Chicago. As the coordinating body of CP4P, MFS is responsible for managing, funding, and monitoring sub-award grantees who are implementing intervention service strategies under the CP4P model.

CP4P is a community violence mitigation model is driven by a geographically and racially diverse alliance of 14 hyperlocal community based organizations, providing services across 26 of the city's most gun violent communities. CP4P works to decrease and resolve instances of gun violence through collaboration and employing a standard implementation model. Each participating organization employs its own tactical approach based on outreach expertise, community familiarity, and hyperlocal influence. An overwhelming majority of hired personnel tasked to provide services "on the ground" are incumbent residents of the local communities where they work.

MPI serves as the CP4P model's central coordination apparatus leading all efforts related to: Data Collection; Evaluation; Compliance; Subcontract and Budget Development; Grant Monitoring and Reporting, and Technical Assistance. MPI also offers a holistic menu of ancillary services for funded staff and/or participants including:

- Outreach and case management training cohorts that professionalize careers in the violence prevention space;
- Workforce and education training and placement Services;
- Behavioral health services;
- Civil legal services;
- Frontline outreach management; and
- Community event activities that promote local community solidarity.

MFS is seeking to identify agencies with an established track record of accomplishment for delivering outreach services in the communities they serve and the ability to scale to capacity and administer the CP4P model. Agencies must demonstrate a track record of coordinating with government agencies such as the Chicago Police Department (CPD), Chicago Public Schools (CPS), Illinois Department of Corrections and the Cook County Sheriff's Office, as well as other community partners to implement a solid anti-violence infrastructure in their respective communities. Qualified community providers serve as the lead agency to administer all direct service operations within their assigned community. They leverage support of other community-based organizations, businesses, and other hyperlocal assets in order to engage and serve residents. Qualified community providers will be the primary point of contact within their assigned community for residents and stakeholders. They will also provide input into the design and implementation of the model.

IV. Criteria for Eligible Participants

The CP4P model serves individuals at the highest risk of being gun-violent involved. CP4P will provide services directly to and on behalf of individuals or groups of individuals who meet the following criteria:

- Between the ages of 18 and 49 years old
- Victim of gun violence
- Street gang involved
- Family members with a history of violence and/or street involvement
- Prior criminal history
- Firearm weapons Carrier
- History of Street Conflicts
- Key individual in street organizations
- High probability to shoot someone, participate in violence, or be a victim of violence
- Frequently participates and/or leads high risk behavior
- Displays violently aggressive online behaviors

V. Expected Service Components

A qualified CP4P violence prevention provider will have experience providing each of the following service components:

- Victim Services
- Case Management
- Street Outreach
- Light In the Night (Community Events)

VI. Program Design

A qualified CP4P violence prevention provider must adhere to the CP4P program design that includes the following minimum elements:

A. A qualified provider must hire and support a program manager who will work a minimum of 50% on the CP4P program to broaden and strengthen community relationships.

B. A qualified provider must distribute public education materials within the community to provide information and resources on the following: community resources, positive alternatives to violence, consequences of violent

behavior, and laws pertaining to violent crimes. Subcontractors are required to use MFS-approved CP4P messaging. All public education material must be pre-approved prior to implementation.

C. A qualified CP4P provider must hire and support a minimum of three (3) outreach workers, plus a lead worker or outreach supervisor, # of victim advocates, # of case managers to mediate and intervene with conflicts, establish non-aggression agreement between groups and engage case managers who provide other supports to individuals who, because of their backgrounds and present situations, are involved in or likely become involved in community firearm violence. Additionally, provide emergency support services to victims of violent crime.

D. General office and meeting space, space for having confidential conversations with program partners, and access to a telephone for all outreach staff.

E. Ensure regular communication with MPI Regional Site Supervisors who will: ensure model fidelity, identify training needs, facilitate coaching and training, problem solve, and monitor sites to identify program strengths and challenges.

VII. Minimum Agency Eligibility Requirements

Applications for this RFQ will be accepted from any legally constituted entities that meet the following minimum eligibility requirements:

- Applicant must be incorporated as a private non-profit corporation in the State of Illinois and must have been granted 501(C) (3) tax exempt status by the United States Internal Revenue Service. The applicant's 501(C) (3) status must be in good standing and must not have been revoked in the previous calendar year, and must not be debarred from receiving federal grants.
- Applicant must have a Federal Tax ID number/employer identification number (EIN)
- Applicant must have a minimum of three (3) years of successful experience providing all the identified service components of CP4P violence prevention services in Chicago, Illinois.
- Applicant must have an established site or office in the community for which it may be prospectively designated to provide violence prevention services.

VIII. Selection Process

All interested parties must submit a complete application packet by the deadline to be placed on the roster. All completed applications turned in on or before the deadline will be reviewed by MFS staff. To be found eligible to be placed on the CP4P Violence Prevention Services roster, applicants must:

- Submit a complete proposal, including narrative questions and attachments;
- Demonstrate that they meet the Minimum Agency Eligibility Requirements in Section VII; and
- Demonstrate that they meet the criteria of a qualified CP4P Violence Prevention Provider, as outlined in Section III of the Application Instructions and Materials.

MFS staff will evaluate each proposal for completeness, including addressing all narrative questions and required attachments. Staff will forward recommendations to the MPI Executive Director. Notification of roster eligibility will be sent to the Executive Director of the applicant organization (or similar level agency management staff indicated on the Application Cover Sheet)

Applications not meeting requirements of eligibility or application completeness will be deemed ineligible and will be eliminated from further consideration. MPI reserves the right to seek clarification and accept or waive any non-material irregularities or informalities in determining whether or not an application is eligible.

Eligible and complete applications will be reviewed based on the criteria for providing the required services outlined in the Guidelines and Application materials. MPI reserves the right to contact the primary contact person listed on the agency's completed Application Cover Sheet (Attachment 2) to clarify application contents. MPI also reserves the right to schedule and conduct interviews and/or site visits with some or all applicants prior to forwarding recommendations to the MPI Executive Director.

MPI reserves the right to make a determination without further discussion of the proposal submitted. Therefore, the application should be submitted on the most favorable terms.

MPI also reserves all rights not expressly stated in the RFQ, including making no selection.

IX. Appeal Process

There is no appeal process.



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APPLICATION
Instructions and Materials

This Application Instructions and Materials packet contains information and materials for respondents submitting an FY2023 Communities Partnering 4 Peace Request for Qualification. The RFQ guidelines is a separate document that outlines the RFQ notification process and provides more details on the service and funding requirements.

I. Submission Instructions and Deadline

Completed application packets are due by 5:00 pm (CST) on Tuesday, March 8, 2022. Packets must be submitted via e-mail. No faxed proposals will be accepted.

Late proposals will not be accepted or reviewed for roster consideration.

It is advisable to upload application documents several hours prior to the deadline in case you encounter an issue with your internet connectivity which impacts your ability to upload documents. MPI is not responsible for ensuring that applications are received by the deadline.

Electronic Submittal: Application packets are to be submitted electronically to Kanu Iheukumere, MPI Director of Program Operations, at iheukumerek@metrofamily.org.

II. Format Instructions

- A. Applications will be reviewed only on the information requested and outlined in this RFQ including any clarifying information requested by MPI. Do not include a cover letter, brochures, or letters of support. Applications that do not follow the required format may be deemed ineligible and may **not** be reviewed.
- B. The application should be typed or word processed on single-sided, letter-sized (8 ½ x 11-inch) sheets. Please use one-inch margins, single spacing, and minimum size 11-point font.
- C. The application may not exceed a total of three (3) pages including the narrative section. The requested attachments do not count towards the page limit. Pages which exceed the page limitation will not be included in the review.
- D. Organize your application according to the section headings that follow in Section III. For the narrative questions, please include section titles, and question numbers. You do not need to rewrite the questions for specific elements of each question.

III. Narrative

Write a narrative response to sections A – C. Answer each section completely according to the questions. Do not exceed a total of 3 pages for sections A – C combined.

NARRATIVE QUESTIONS
<p>A. EXPERIENCE AND CAPACITY</p> <ol style="list-style-type: none">1. Describe how undertaking the provision of CP4P Violence Prevention Services aligns with the mission of your agency.2. Describe your agency's experience providing the violence prevention service components described in Section V (page 4). Please address <u>all</u> the expected components, including examples of your success in:<ul style="list-style-type: none">• Victim Services• Case Management• Street Outreach• Light in the Night (Community Events)
<p>B. PROGRAM DESIGN AND STAFFING</p> <ol style="list-style-type: none">1. Describe your plan for staff recruitment, training, and supervision for the CP4P Violence Prevention Program.2. Attach a bio statement for all key personnel who will have a significant role in program coordination and service delivery (This attachment does not count toward the 3-page narrative limit). Bio statements should describe the experience of each staff person, including experience in priority areas established in Section VI (page 4) of this RFQ.3. Attach one copy of your current organization chart (This attachment does not count toward the 3 page narrative limit).

IV. Completed Application Requirements

To be considered complete, your application packet must include all of the following items or the application will be deemed incomplete:

1. A completed and signed one-page Application Cover Sheet (Attachment 2).
2. A completed Narrative response (see Sections II & III for instructions).
3. Program personnel bio statements.
4. A current organization chart.
5. Current verification of non-profit status or evidence of incorporation or status as a legal entity. Your agency must have a federal tax identification number/employer identification number.
6. If your agency has an approved indirect rate, a copy of proof that the rate is approved by an appropriate federal agency or another entity.

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Request for Qualification Application Cover Sheet

1. Applicant Agency:			
2. Agency Executive Director:			
3. Agency Primary Contact <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> Name: Address: Email: Phone #: </div> <div style="width: 45%;"> Title: </div> </div>			
4. Organization Type <input type="checkbox"/> Non-Profit <input type="checkbox"/> For Profit <input type="checkbox"/> Public Agency <input type="checkbox"/> Other (Specify):			
5. Federal Tax ID or EIN:		6. DUNS Number:	
8. Proposed Program Name:			
9. Office or site address (if different than above):			
<p>Authorized physical signature of applicant/lead agency</p> <p><i>To the best of my knowledge and belief, all information in this application is true and correct. The document has been duly authorized by the governing body of the applicant who will comply with all contractual obligations if the applicant is awarded funding.</i></p> <div style="margin-top: 10px;"> Name and Title of Authorized Representative: _____ </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Signature of Authorized Representative: _____ Date: _____ </div>			