Request for Qualifications

Youth Gang Reduction, Intervention and Prevention Coordinator

(City of Woodland's YGRIP Initiative)

November 5, 2012

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Submittal Process & Requirements

Request for Qualifications

The City of Woodland is requesting a statement of qualifications from individuals qualified to provide services related to implementation of the city's new Youth Gang Reduction, Intervention and Prevention (YGRIP) Initiative.

It is the city's intent to contract with a qualified individual(s) for services related to implementation and coordination of an evidenced-based framework that has been developed for addressing youth gang-related activities. The selected individual will be directly responsible for implementing and coordinating interagency prevention, intervention and suppression programs to provide assistance and support to youth that are actively, or at-risk of – involvement with gangs. Additionally, the YGRIP Coordinator will evaluate goals and policies, as well as monitor effectiveness of gang mitigation programs throughout the community. The position will also play a key role in identifying and securing resources needed to sustain and expand successful program implementation.

The City will use a two step process to select the consultant. The first step is open to any qualified individual(s) and consists of replying with a Statement of Qualifications. The City will review the SOQs and determine a short list of 2 to 4 prospective consultants. The short listed consultants will be invited to submit a more detailed Proposal. The City will review the detailed Proposals and select several consultants for follow-up interviews.

Compensation and Standard Consultant Agreement

The selected consultant(s) will be compensated in accordance with the terms of the City's standard consultant agreement (attached) on a time and materials basis. Final scope, schedule and fees will be negotiated after the conclusion of the selection process. The selected consultant(s) will be paid on a monthly basis for services rendered. Funding for this contract is expected to be in the range of \$80,000-\$90,000, based on full-time equivalent commitment of consultant time.

Please provide comments on the agreement language with your submittal. If no comments are provided, then the presumption will be that the standard agreement is acceptable as presented. Note that the consultant's statement of qualifications will be referenced as the basis for their standard of practice in providing these requested services.

Evaluation of Responses

Candidates will be evaluated based on qualifications and demonstrated competence in providing professional program management and coordination services. Contractors will also be evaluated based on a range of factors, including but not limited to, experience with similar projects/programs, capacity to provide timely and quality services, performance record with other agencies, etc. The City reserves the right to use all information at its disposal in determining the degree to which any prospective candidate meets the aforementioned criteria.

The City reserves the right to extend the schedule and/or introduce additional steps in order to fairly and objectively review and rank the consultant responses. In the event we do need to modify the process, notice will be given via email.

Confidentiality and Public Records

Until publication of the list, the City will hold all submittals in confidence and they will not be available for public review. Upon award of the contracts to the successful teams, the City will consider all submittals and communications as public records. No submitted documents will be returned to the firms.

Submittal Requirement

If you are interested in responding to this RFQ, please send four originals of the following information to:

Paul Navazio, City Manager, City of Woodland, 300 First Street, Woodland, CA 95695.

Also submit the following information in electronic format as a *.PDF file (or other non-proprietary format or Microsoft office files) on a CD.

- 1. Cover Letter or Statement of Interest
- 2. A separate sealed envelope containing hourly rates and other applicable fees. Note: This information does not constitute a bid. Separating the fee schedule ensures an objective review of the proposals before cost information is considered.

Submittals are expected to be concise, and limited to as few pages as possible. Lengthy submittals containing superfluous information may be penalized.

This information must be received at 300 First Street by 4:00 p.m., November 16, 2012. Late submittals will not be accepted.

Selection Panel

A selection panel comprised of city officials and representatives from selected partner agencies and community stakeholders will review the Proposals. Based on this review, one or more finalists will be invited for an interview. Depending on the qualifications of applicants, and the submitted proposals, the City reserves the right to make a selection after the conclusion of the ranking of the written proposals.

This RFQ does not commit the City to pay any costs incurred in the preparation and presentation of submittals nor does it obligate the City to select any interested firm which responds.

Insurance Requirements

The following insurance requirements must be met by the selected consultant, as well as any sub-contractors:

- A. Worker's Compensation and employer's Liability a prescribed by applicable law.
- B. Comprehensive General Liability Insurance (Bodily Injury and Property Damage) in the amount of \$2,000,000 per occurrence and annual aggregate.
- C. Automobile bodily injury and property damage liability insurance, the limits of which shall not be less than \$1,000,000 per occurrence.
- D. City shall be named as an addition insured on all of the above policies.
- E. Design Professional Liability Insurance covering negligent acts, errors or omissions of Consultant, the limits of which shall be \$2,000,000.

Questions

If you have any questions regarding the project work, please contact:

Chief Dan Bellini
Public Safety Chief
City of Woodland
Dan.Bellini@cityofwoodland.org
(530) 661-7865.

Electronic Communication

It is the City's intent to take advantage of electronic communications. Please submit contact information (name, phone, firm, email) upon receipt of this letter. The city will maintain a list of consultants and email any questions, clarifications or addenda to all interested consultants.

Sincerely,

Paul Navazio City Manager

Attachments:

YGRIP Coordinator - Description / Scope of Services
Review / Selection Timetable
Evaluation and Selection Criteria
Standard Form of Consulting Services Agreement
Youth Gang Intervention and Prevention (YGRIP) Initiative - Draft Document

YGRIP Coordinator – Description / Scope of Services

Under direction of the Woodland YGRIP Advisory Committee and reporting to the City Manager of the City of Woodland, the YGRIP Coordinator will coordinate and chair all committees and workgroups associated with Woodland's youth violence and gang initiative. For the purposes of developing systematic interventions and strategies to positively impact problems associated with youth gang participation, the YGRIP coordinator will build and manage a collaborative comprised of representatives from city governments, county agencies, local law enforcement, local business, education, health, social service groups, and community and faith-based organizations.

Responsibilities include developing, implementing, and coordinating interagency prevention, intervention, and suppression programs to provide assistance for youth that are gang involved or at-risk of gang involvement. Additionally the YGRIP Coordinator will evaluate goals, policies, and procedures; and monitor the effectiveness of gang mitigation programs; identify and apply evidence-based practices; assess community gang problems and community risk and protective factors; and identify resources to aid in and facilitate intervention and rehabilitation of individuals that are gang involved or at risk of gang involvement.

DISTINGUISHING CHARACTERISTICS

The YGRIP Coordinator position performs administrative and program management responsibilities while reporting to the City Manager. The coordinator should have experience engaging multiple formal and informal community stakeholders, and possess an understanding of generally accepted principles of organizational change and community action.

DUTIES

The information provided below is indicative but not exhaustive of types of duties the YGRIP Coordinator might perform:

- Develop a collaborative business model, identifying vision, goals, objectives, and outcome measure while establishing accountability mechanisms for stakeholder participation; ensure achievement of goals
- Lead planning and project development across member agencies
- Develop evidence-based recommendations and policies for youth gang reduction, intervention, and prevention strategies
- Represent the collaborative by providing regular progress reports regarding assessments and progress on efforts to reduce or eliminate youth gang activity
- Make recommendations regarding Initiative policies and strategies
- Organize and direct a technical assistance team to assist in the assessment of community gang problems, community risk and protective factors, and program evaluation
- Coordinate initiative activities and act as a liaison with other related County and City efforts associated to YGRIP goals
- Coordinate community engagement strategies and develop public awareness documents
- Gather and analyzes data regarding interagency and departmental operations; studies organizational policies, procedures, and budgetary requirements to prepare initiative reports

- Maintain a clearinghouse of information and resources for community members interested in addressing gang crime at a personal or family level
- Coordinate the education of law enforcement, judicial personnel, educators, and public nonprofit and faith-based organizations
- Assess organizations at all levels and jurisdictions to determine the potential to support and/or participate in YGRIP programs
- Identifies community resources to aid and facilitate interventions of individuals that are gang involved or at-risk of gang involvement and gang violence
- May supervise, interview, and develop subordinate personnel

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of:

- Current gang-related issues effecting the community of Woodland and surrounding region
- Organizational change, function and structure of public agencies, non-profit entities, and faithbased organizations
- Collaborative process and stakeholder engagement strategies
- Standards, policies, and procedures associated with social services and criminal justice
- Existing local agencies' programs and services (schools, social services, law enforcement, courts/corrections), and local units of government
- Principles and practices of budget preparation
- Gang intervention, prevention, and suppression strategies
- Basic statistical principles, data analysis, and assessment

Skills/Abilities to

- Bilingual strongly preferred (English & Spanish)
- Experience working within Hispanic communities
- Develop, implement and coordinate programs to gain support, involvement, and contributions from organizations, the business community, and the public
- Forge and institutionalize working relationships with key community partners; a track record in community resource building
- Coordinate efforts of multiple organizations and supervise various community programs
- Handle highly specialized assignments and flexibility to operate in a wide-range of environments
- Strong desire to work with diverse communities and build and lead a team
- Network effectively develop and maintain a collaborative
- Utilize appropriate interpersonal relationships and communication methods to gain acceptance, cooperation, and agreement of a program plan
- Read, understand, and interpret laws and procedures
- Develop policies and procedures
- Communicate effectively both orally and in writing
- Work with high-risk, gang involved populations
- Identify community resources to assist with project implementation
- Analyze problems, develop alternative solutions, project consequences of proposed recommendations, implement strategies in support of project objectives
- Assign, coordinate and schedule the work of departmental staff while determining training needs

- Exercise judgment regarding appropriate information sharing and meet confidentiality requirements
- Set priorities and work independently in the absence of supervision
- Use Microsoft office tools and demonstrate computer proficiency

MINIMUM QUALIFICATIONS:

<u>Education</u>: Graduation with a bachelor's degree from a four-year college or university that is

acceptable within the United States' accredited college or university system.

Experience: Four (4) years of full-time, paid experience, or commensurate experience in

coordinating, developing and implementing community inter-agency

prevention/intervention programs involving at-risk youth.

<u>Substitution</u>: Possession of a master's degree from an accredited college or university that is

acceptable within the United States' accredited college or university system may

be substituted for two (2) years of the required experience.

OR

Additional qualifying experience may be substituted for the required bachelor's

degree on a year-for-year basis.

<u>License:</u> Position requires incumbent to possess and maintain a valid California driver's

license, Class C or higher, to carry out job related duties. Individuals who do not

meet this requirement due to physical or mental disability may request

reasonable accommodation.

Interest: Must demonstrate interest in and knowledge of local and state criminal justice

reform issues. Candidates do not need to be criminal justice experts, but must have facility in working with subject matter experts, front-line personnel, and understand and distill complex information into policy, communication, and

implementation strategies.

Environmental Factors:

Incumbents will perform working inside and outside a building, work alone and with others. Incumbents exercise moderate use of fingers and hands while walking, stranding, and sitting for moderate to considerable periods of time; considerable use of eyes and speech is required. Incumbents may also be assigned tasks, which require the physical ability to move freely in confined spaces, scale obstacles, squat, bend, stoop, to search over, under, and around objects, traverse stairs or uneven surfaces.

Schedule

The following is the procurement schedule of the SOQ for the City to select and establish the shortlist of applicants, negotiate contract term and initiate engagment.

SCHEDULE

Milestones	Date	
Request for qualifications issued	October 22, 2012	
Responses / Proposals Due	November 16, 2012	
Proposal review and evaluation	November 19-23, 2012	
Determination of Short List	November 19-23, 2012	
Hiring Committee Interviews	November 19-23, 2012	
Negotiation of services	+	
Council Approval of Consultant Selection and Budget Authorization	December 4, 2012	
City finalize agreement and execute Consultant Services Agreement	December 17, 2012	
Consultant start work	January 2, 2013	
Dates are approximate and may be adjusted depending on work circumstances at the time.		

Evaluation and Selection Criteria

The evaluation and selection process will be based on the criteria and weights as presented in the following Table.

SELECTION CRITERIA AND WEIGHTS

Criteria	Weight	Scores	Weighted Scores
Responsiveness to the RFQ	10%		
Professional Capacity & Location	15%		
Related Experience	25%		
Public Agency Project Work	15%		
City of Woodland Familiarity & Knowledge	20%		
References ¹	15%		
Total	100%		

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¹ City may choose to check references on the short listed consultants only.

STANDARD CITY OF WOODLAND CONSULTANT SERVICES AGREEMENT

(Short Form)