



Request for Qualifications

Training and Technical Assistance

July 2016 – June 2018 Funding Cycle



Bidders' Conference
April 21, 2016

Background

- In November 2014, residents voted to approve the Public Safety and Services Violence Prevention Act (Measure Z), a parcel tax and surcharge on parking in commercial lots for the next 10 years
- Measure Z funds police, fire, and violence intervention and prevention and strategies that support at-risk youth and young adults
- Measure Z also establishes a Public Safety and Services Violence Prevention Commission to review implementation

Oakland Unite Strategy Areas Overview

Oakland Unite directs funding towards ten sub-strategies across five strategic investment areas (see <http://oaklandunite.org/>)

Strategy Area	Sub-Strategy
I. Life Coaching/ Intensive Case Management	Intensive Youth Case Management
	Intensive Adult Case Management
II. Education & Economic Self-Sufficiency	Youth Employment/Education Support
	TAY & Young Adult Employment/Education Support
III. Violent Incident and Crisis Response	Street Outreach
	Shooting/Homicide Response and Support Network
	Commercially Sexually Exploited Children Intervention
IV. Community Asset Building	Family Violence Intervention
IV. Community Asset Building	Young Adult Leadership Council
V. Innovation Fund	Innovation Fund

Vision and Guiding Principles

Vision: 1) Reduce violence in Oakland among youth and young adults; 2) Create a well-integrated violence intervention system

- Prioritize resources where violence is most prevalent
- Align with other funding sources
- Use evidence-based programs and/or best practices
- Support efforts towards innovation & improvement
- Utilize data-driven analysis & outcome-based evaluation
- Focus on highest-risk individuals most likely to be involved in & directly affected by violence
- Support of intensive interventions centered on strong relationships
- Engage participants during defining moments
- Focus on risk & resilience factors
- Integrate family & community
- Emphasize coordination

Measure Z Training/TA Funds

- Council and SSOC approved use of Measure Z funds to provide training/TA to providers
- Seeking two qualified agencies or individuals to provide support services in two specified categories
- Selected contractors will act as partners to increase the effectiveness of the City's network of violence prevention and intervention service providers

Contract Term and Amount

- Approximately \$350,000 annually is available in two categories through this RFQ:
 - \$100,000 for Service Category #1 [Employer Engagement]
 - \$250,000 for Service Category #2 [Training/TA Program]
- Funding is an estimate – actual annual funding is dependent on tax base
- The RFQ covers a 2 year funding cycle:
 - Initial contracts for 1 years (July 2016-June 2017)
 - Option to renew for 1 year (July 2017-June 2018)

Service Category #1: Employer Engagement

Goal: Plan and implement a strategy to increase employer engagement with funded providers to increase sustainable employment opportunities and job placements for participants

Qualifications Sought:

- Knowledge of incentives for hiring people with criminal records
- Knowledge of funding available for training/supportive services
- Experience working with employers, business associations, unions, industry associations, training providers
- Experience working with groups of employers

Service Category #1: Employer Engagement

Activities may include:

- Facilitate partnerships with large, local employers to streamline hiring of appropriate Oakland Unite participants
- Build connections to career pathways through partnerships with education and training partners
- Develop connections to labor unions and other apprenticeship programs
- Facilitate efforts to utilize City policies, resources and reputation to encourage hiring of people with criminal records
- Work cooperatively with providers to improve their ability to provide job-ready candidates

Please note: Oakland Unite is not seeking a job developer



Service Category #2: Training/TA Program

Goal: Plan and coordinate comprehensive training and technical assistance efforts for Oakland Unite providers, including process oversight and contracting with training providers

Qualifications Sought:

- Familiarity with some or all of the violence intervention strategies employed by Oakland Unite
- Ability to provide project management across multiple partners to accomplish a complex project with similar activities and goals

Please Note: Due to the fiscal oversight required, respondents will be required to submit audited financial statements or equivalent documentation before contract award



Service Category #2: Training/TA Program

Activities may include:

- Develop comprehensive training schedule in partnership with Oakland Unite staff
- Provide project management, coordination and administer contractual/payment agreements for training/TA
- Respondent may propose to deliver trainings/TA on designated topics in demonstrated areas of expertise

Training may include:

- Group trainings (estimated 80 to 100 participants)
- In-depth technical assistance (3 to 5 provider agencies)
- Delivery of a specific curriculum or training program
- Sample topics developed with provider input – see RFQ for details

HOW TO APPLY:

Submission Requirements



Required Proposal Elements

1. **Transmittal Letter**
2. **Project Team:** describe agencies, firms, project teams or individuals included; include business license for LBEs/SLBEs
3. **Project Personnel:** resumes for prime contractor and any identified sub-consultants
4. **Relevant Experience:** describe work on 3 similar projects
5. **Project Approach and Organization:** ID service category and outline how project activities would be completed
6. **References:** 3 for prime consultant, 2 for project manager
7. **Billing Rates:** include hourly rates and proposed budget
8. **Required Schedules:** must include E and O with proposal

Submitting the Proposal

- Applicants must submit six complete hard copies
- Please use:
 - 8 ½ x 11 inch paper with 1 inch margins
 - Double-spaced, with the exception of charts/tables
 - Standard 12 point font
 - Please do not staple or bind proposal
- **Proposals must be received no later than 2 P.M. May 5, 2016, at the Department of Human Services, 150 Frank H. Ogawa Plaza, Suite 4340, Oakland, CA 94612**

Review Process

- HSD staff will review proposals for timeliness and completeness
- HSD will work with a panel of subject matter experts who will conduct a thorough review of each proposal
- Reviewers will use the scoring rubric included in the RFQ
- Interviews will likely be held for short-listed applicants
- Funding recommendations will be forwarded to City Council for review and approval
- City Council makes all final funding decisions

Anticipated Timeline

- Distribution of RFQ Friday, April 8
- Pre-proposal Meeting 9:00 AM, April 21
- Deadline to Submit Questions 2:00 PM, April 29
- Deadline to Submit Proposals 2:00 PM, May 5
- Evaluation of Rankings Week of May 9th
- Notification of Interviews Week of May 9th
- Interviews Week of May 16th
- Public Safety Committee Tuesday, June 28
- City Council Approval Tuesday, July 5,
- Contract Negotiation and Award July 2016

Contract Compliance

- Applicants strongly encouraged to apply ASAP for certification as a Local, Small and Very Small Local Business Enterprise (50% participation required)
- Other City policies listed starting on page 15 of RFQ – please be sure to review prior to submission

RFQ Questions

Questions regarding RFQ materials

- E-mail (no calls) jwarner@oaklandnet.com
- Responses will be posted on Oakland Unite website
- Last Day to Submit Questions is April 29, 2016, by 2 P.M.
- For Q&A and updates, check <http://oaklandunite.org>

Contract Compliance Questions

- Direct to Vivian Inman, vinman@oaklandnet.com



Q & A

