



## Planning and Hosting 2019 Summer Evening Events in Oakland Neighborhoods Impacted by Violence

### Request for Bid

Oakland Unite, a division in the Human Services Department in the City of Oakland, is seeking four Oakland non-profit/neighborhood organizations to provide community events that engage city residents in efforts to change community norms around violence.

Oakland Unite is charged with implementing violence intervention programs for the City of Oakland. Oakland Unite provides direct services and funding to community-based organizations to serve people and families at the center of violence. For more information, please visit the Oakland Unite website at <http://oaklandunite.org>.

Oakland Unite has coordinated the Friday Summer Nights program to change community norms around violence through engagement and participation for the past eight years. In 2011, Oakland Unite piloted Friday Nights in the Park events in East Oakland. Due to the success of the events, the program grew and for several years, the Friday Summer Nights events have taken place in East and West Oakland neighborhoods impacted by violence. The Friday Summer Nights program has brought over 150 community members to each site every Friday for six-weeks to dance, eat, play sports, and celebrate their neighborhood. A 2015 study found that the Friday Night events are associated with reduced crime incidents in the area closest to the events.

Youth and volunteers are key to the success of the events as they are the driving force behind the event planning and execution. Friday Summers Nights has been a community effort, as young people from each area help plan, organize and participate in the events. Many other community volunteers are needed to cook and serve food, run activities, and help with clean-up efforts at the end of the events.

Organizations must be able to demonstrate deep-rooted community relationships around the identified location and experience planning and managing event logistics. In addition, the organization must have experience managing and recruiting volunteers.

The amount available is \$40,000 for each site. The contract period for this agreement is April 1, 2019 through August 31, 2019, with most of the work to be completed from June 1 through August 3.

We anticipate the scope of work will include:

- Hosting 5-6 consecutive, free evening community events in the summer of 2019 (Evening events must be held between June 1st and August 3rd)
  - Managing and recruiting volunteers
  - Coordinating food, activities, entertainment at each evening event
  - Providing tabling opportunities for community partners to offer free resources at the events
- Developing an outreach plan for community engagement and participation
- Identifying and providing stipends or wages to youth and young adults that plan and coordinate the events

If you are interested in hosting evening events for the community in the summer of 2019, please provide the following on organizational letterhead along with proof of current 501 (c) (3) status or identified fiscal sponsor. **Please limit your submission to 5 pages in total.**

- a. Describe the mission of your organization and connections to the specific site in the City of Oakland that events will take place at include why this site needs community engagement to change community norms around violence
- b. Describe your experience hosting community events
- c. Describe your experience recruiting and managing youth and adult volunteers
- d. Briefly describe your agencies proposed activities to achieve the scope of work including an overview timeline (provide specific dates proposed for evening events)
- e. Using the Oakland Unite Budget Template for summer events, provide a cost proposal to perform the scope of services described above

**Please Note:** Oakland Unite staff will act as a liaison between City agencies and will coordinate all city permits, please do not include permit fees in your budget.

Please respond to this request by emailing your proposal to [jargueta@oaklandca.gov](mailto:jargueta@oaklandca.gov) no later than **December 28, 2019. DEADLINE EXTENDED DUE TO IMPROPER EMAIL**

If you have any questions, please feel free to contact Jennifer Argueta at [Jargueta@oaklandca.gov](mailto:Jargueta@oaklandca.gov) or 510-238-2056.