

REQUEST FOR PROPOSALS

RFP #10073

**Crisis Intervention
and
Prevention**

Release Date: September 22, 2021

Due Date: October 22, 2021

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RFP SUMMARY

RFP NUMBER	RFP # 10073												
RFP TITLE and SCOPE	<p>Crisis Intervention and Prevention:</p> <ul style="list-style-type: none"> • Crisis Intervention Support Services • Recovery and Stabilization Services • Prevention Services and Activities 												
DEADLINE FOR SUBMISSIONS	<p>October 22 12:00 P.M. (NOON) CDT, Proposals received a minute after the deadline will not be considered.</p>												
FUNDS AVAILABLE:	The CDD anticipates allocating up to \$1.9 million through this request for proposal process, however, the availability of funding is dependent upon Common Council decisions, which will be made later this year, regarding the City’s 2022 Operating Budget.												
APPLICATION FORM	<p>Available at: https://www.cityofmadison.com/dpced/communitydevelopment/funding/application-downloads/2537/</p>												
E-MAIL PROPOSAL TO:	CDDapplications@cityofmadison.com All proposals must be submitted electronically. Include Crisis Intervention and Prevention in subject line.												
DIRECT ALL INQUIRES TO:	<p>Yolanda Shelton-Morris, Community Resources Manager Email: yshelton-morris@cityofmadison.com</p> <p>Nancy Saiz, Community Development Specialist Email: nsaiz@cityofmadison.com</p>												
RFP CALENDAR	<p>Please Note: These dates are for planning purposes. They represent the City’s desired timeline for implementing this project. Any revision to the Due Date for submission of proposals will be made by addendum. All other dates may be adjusted without notice, as needs and circumstances dictate.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="background-color: #e1f5fe;">Date</th> <th style="background-color: #e1f5fe;">RFP Activity</th> </tr> </thead> <tbody> <tr> <td>August 3, 2021</td> <td>Introduce Resolution and Policy Paper to Common Council</td> </tr> <tr> <td>August 9, 2021</td> <td>Finance Committee</td> </tr> <tr> <td>August 25, 2021</td> <td>Community Services Committee (CSC) review and approval – Resolution and policy paper</td> </tr> <tr> <td>September 21, 2021</td> <td>Common Council Approval</td> </tr> <tr> <td>September 22, 2021</td> <td>RFP is Published</td> </tr> </tbody> </table>	Date	RFP Activity	August 3, 2021	Introduce Resolution and Policy Paper to Common Council	August 9, 2021	Finance Committee	August 25, 2021	Community Services Committee (CSC) review and approval – Resolution and policy paper	September 21, 2021	Common Council Approval	September 22, 2021	RFP is Published
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	September 27, 2021 October 4, 2021 October 6, 2021	Crisis Intervention Support Services Workshop Recovery & Stabilization Services Workshop Prevention Services and Activities Workshop	
	October 22, 2021	DEADLINE for Submissions	
	October 27, 2021 and November 17, 2021	Applicant Presentations	
	November 12, 2021	Staff recommendations are sent to CSC	
	November 16, 2021	Introduce to Council in name only	
	November 17, 2021	CSC Meets and finalizes recommendations	
	November 22, 2021	Finance Committee	
	December 7, 2021	Approved by Common Council	

Introduction:

The City of Madison's Community Development Division (CDD) seeks to create the necessary conditions for Madison residents to realize their full potential by ensuring residents and neighborhoods have access to needed services and resources. CDD's mission is to collaborate with residents, neighborhoods, community stakeholders, Community-Based Organizations (CBOs), and other government entities to overcome and remove barriers to opportunities, celebrate and honor vibrant communities, and support resident well-being.

This RFP seeks applications that will work with CDD's new, combined service area for 2022 titled Crisis Intervention and Prevention (CIP). CDD seeks to support community-based programs that can respond and address immediate safety needs, of persons affected by crime, homelessness, and traumatic events to restore some degree of stability. The purpose of the CIP RFP is to provide agencies with resources to work with individuals and households, to assist and offer equitable access to resources, and work together towards stability. With these funds, CDD hopes to support a system of coordinated service delivery and response for individuals, households, and communities. The City is seeking proposals from organizations to support the following three priority areas under Crisis Intervention and Prevention:

- **Crisis Intervention Support Services:**
Services that provide quick response and assistance to persons or households that experience, or are affected by, situations or events marked by violence. Violence is defined as the intentional use of physical force or power so as to injure, abuse, damage or destroy oneself or another person, group or community ([Madison Dane County Violence Prevention: A Road Map](#) glossary).
- **Recovery and Stabilization Services:**
Services that offer ongoing support and referrals to key systems including, but not limited to, healthcare, education, courts, public services, immigration, legal services, etc. The goal is to support individuals and households who might be at greater risk of instability, to build on protective factors and increase stability. This can also include programs supporting youth such as Restorative Justice.
- **Prevention Services and Activities:**
Services will provide information, skills and resources that build on protective factors, and help individuals and households. Activities should focus on providing skills and services that increase opportunities and provide adults a pathway out of poverty.

In particular, CDD seeks to create opportunities, for historically and currently marginalized populations, living in poverty. With this intention the City strongly encourages responses from organizations that are connected to, or have a history of working with, Black, Indigenous, People of Color (BIPOC), immigrants, and/or individuals who identify as Lesbian, Gay, Bisexual, Transgender, and Queer + (LGBTQ+).

Background

In 2012, Forward Community Investments (FCI) evaluated CDD funding processes, the recommendations were published in the 2015 [CDD Funding Process Study FCI Report](#). The Crisis Support Services was one of the first service areas that incorporated the FCI recommendations in its funding process in 2016. The FCI report defined Community Goal III: Resident and Community Wellbeing through Individual, Family, and Household Stabilization and Equitable Access to Resources. This goal area focuses on two service level goals:

- 1) Increase resident and community wellbeing through a continuum of strategies and services for persons and families in crisis to address homelessness and other issues affecting personal safety, trauma, and individual, family and household stability.

2) Strategies and services such as information, referrals, and case management that offer equitable access to resources and contribute to individual and family stability.

In 2017, an increase of gun violence occurred in the City of Madison (Neighborhood Indicators Project <https://madison.apl.wisc.edu/>). The City responded by adding funds towards programs and agencies that focused on gun violence victims, perpetrators, and youth. In addition, over the past two years Madison and has responded to a global pandemic. With this constant changing landscape, CDD is particularly interested in supporting agencies who can respond to and support the changing community needs and safety in Madison.

The CIP RFP encompasses funds from four previous program areas: Access to Resources, Crisis Support Services, Peer Support and Restorative Justice. City funds under the program areas listed below have happened through separate funding processes conducted at various times:

- Access to Resources – Last funding process conducted in 2012, allocated funds beginning in 2013
- Crisis Support Services – Last funding process conducted in 2015, allocated funds beginning in 2016
- Peer Support – Last funding process conducted in 2017, allocated funds beginning in 2018
- Restorative Justice – Last funding process conducted in 2018, allocated funds beginning in 2019

Allocations to individual organizations in each of the four program areas have remained largely unchanged since each funding process was completed. The CIP seeks to support programs that respond in flexible, creative ways to the changing community needs in Madison.

Funds Available:

The CDD anticipates allocating up to \$1.9 million through this request for proposal process; however, the availability of funding is dependent upon Common Council decisions, which will be made later this year, regarding the City's 2022 Operating Budget. Contracts will be developed after awards are finalized by the Common Council. CDD expects to renew the contracts annually through 2024, provided the Common Council authorizes sufficient funding in future budgets, and contingent upon satisfactory agency performance.

Target Population

All program areas and activities must focus on individuals and households suffering economic and whom identify as Black, Indigenous, People of Color (BIPOC), Lesbian, Gay, Bisexual, Transgender, and Queer+ (LGBTQ+), and/or immigrants. CDD recognizes the intersectionality of these aspects of identity and expects agencies to do the same. Additionally CDD places high priority on ensuring that funded programs and activities are culturally and linguistically responsive to all residents.

SECTION 1: SCOPE OF WORK

1.1 Crisis Intervention Support Services

Purpose

The goal of Crisis Intervention Support Services is to provide immediate as well as on-going services for victims of intimate partner violence (IPV), victims of sexual assault, runaway/youth experiencing homelessness, and assistance to persons or households that experience, or are affected by gun violence. *Violence is defined as the intentional use of physical force or power so as to injure, abuse, damage or destroy oneself or another person, group or community* ([Madison Dane County Violence Prevention: A Road Map](#)). The services will focus on supporting individuals and households who: face an active crisis situation or imminent threat to their safety or well-being; are connected to a specific episode of violent or criminal behavior; or, in the case of youth, lack safe housing alternatives due to a crisis. Service structures must include 24-hour crisis lines. CBOs funded through this RFP--and particularly staff who work directly with clients--must be trained and/or certified in de-escalation techniques, crisis intervention, trauma-informed care response, language accessibility, and culturally responsive approaches. Services proposed must address immediate threats to physical safety; de-escalate situations to prevent further violence or harm; secure safe, short-term housing or shelter, and/or facilitate the distribution of resources. CBOs are expected to provide connections to appropriate referral services as needed that are outside the agency's ability or capacity. Successful applicants should have intake procedures and a service plan, as well as progress and discharge tracking system that shows participants progress.

A. 24-hour Crisis Response

The 24 hour crisis response program must have set protocols to provide immediate response to situations, persons or households in crisis, and ability to arrange for support services and resources. This includes situations in which persons have been involved-in, perpetrated, or been affected by acts of violence and may be deemed at-risk of engaging in future violent or criminal behavior. Programs must be able to respond to individuals and households 24/7. All services and activities should operate through a trauma-informed lens that advances healing equitably for populations historically and currently underserved, marginalized, and adversely affected by persistent poverty.

Agency Requirements – Applicants must have a:

- Established crisis response policies and procedures;
- 24/7 staff schedule;
- Culturally and linguistically responsive staff;
- Capacity to manage all fiscal and reporting requirements to maintain contract compliance;
- Staff training and continuous improvement plan for service delivery; and
- Demonstrated collaboration with community partners.

Programmatic Objectives and Requirements- Service must include:

- Immediate response to victims;
- Information and education regarding victims' rights;
- Intake assessment that identifies immediate dangers, risk factors, and services needed by individual(s) and/or households;
- Service plan and goals to address individual's risk factors and needs; and
- Policies and protocols to support and maintain individual confidentiality and privacy.

Coordination and Resource Linkage

The City of Madison supports efforts to build a comprehensive system of support for individuals and families experiencing crisis. Successful applicants will be those that demonstrate connections to BIPOC communities and/or geographic areas, and that have existing collaborations with key stakeholders such as Neighborhood Centers, Schools, Community Safety Intervention Team, Public Health Madison and Dane County, Joining Forces for Families, District Attorney’s Crime Response Program, Madison Police Department and other relevant service providers. Community agencies named as partners and/or collaborators must provide a letter of support detailing roles and responsibilities along with application.

Measurements of Success

Funded programs must identify clear and measurable outcomes appropriate to crisis response services. Those outcomes should clearly demonstrate the program or service, effectiveness in supporting individuals and families experiencing crisis. The City of Madison will work with providers to develop standardized outcomes and measures for similar program models.

B. Shelter Services

Agencies requesting funding to support shelter services must have a physical space at which to provide safe shelter for an individual or household experiencing IPV or, in the case of youth, to provide safe shelter to those without safe housing alternatives. Service structure must include 24-hour crisis response lines. The applicants must have established policies and protocols in place for shelter space and staff, as well as ongoing training for staff. All services and activities should operate through a trauma-informed lens that advances equity for populations who have historically been adversely affected by persistent poverty, violence, and inequality.

Agency Requirements- Applicants must have:

- Established shelter services policies and procedures;
- 24/7 staff schedule;
- Culturally and linguistically responsive staff;
- Capacity to manage all fiscal and reporting requirements to maintain contract compliance;
- Provide shelter services to individuals and households experiencing interpersonal partner violence or homeless youth;
- Capacity to manage all fiscal and reporting requirements associated with the contract;
- Staff training and continuous improvement plan for service delivery; and
- Demonstrated collaboration with community partners.

Programmatic Objectives and Requirements – Services must include:

- Immediate safe shelter to victims;
- Intake assessment of immediate danger, risk factors, and services needed by; individual(s) and/or households;
- Service plan and goals to address individual’s risk factors and immediate needs;
- Discharge plan that provides long-term safe shelter and connections to supportive systems; and
- Policies and protocols to support and maintain individual confidentiality and privacy.

Coordination and Resource Linkage

The City of Madison supports efforts to build a comprehensive system of support for individuals and families experiencing crisis. Successful applicants will be those that demonstrate connections to BIPOC communities and/or geographic areas, and that have existing collaborations with key stakeholders such as the

Community Safety Intervention Team, Public Health Madison and Dane County, Joining Forces for Families, and other relevant service providers. Community agencies named as partners and/or collaborators must provide a letter of support detailing roles and responsibilities along with application.

Measurements of Success

Funded programs must identify clear and measurable outcomes appropriate to crisis support services. Those outcomes should clearly demonstrate the program or service, effectiveness in supporting individuals and households experiencing crisis. The City of Madison will work with providers to develop standardized outcomes and measures for similar program models.

1.2 Recovery and Stabilization Services

Purpose

Recovery and Stabilization Services offer long-term support and referrals to key systems including, but not limited to, healthcare, education, courts, public services, and legal services. These services support individuals and households who are at risk of instability and other negative outcomes by increasing protective factors and creating opportunities for individuals and households to pursue self-identified goals. All services and activities should operate through a trauma-informed lens that advances equity for populations historically and currently underserved, marginalized, and adversely affected by persistent poverty and inequality.

A. Resource Service Facilitation and Case Management

Resource Service Facilitation and Case Management will assist individuals and households with long-term service navigation. Applicants must have knowledge of a broad range of Madison and Dane County resources necessary to successfully assist individuals and households access, navigate, and connect to needed services, including but not limited to: medical, social, emotional, educational, and legal support. Caseload expectations will depend on population served and level of funds awarded. Effective services will use strategies to reach and engage individuals and households in need of services.

These must include intake, developing rapport, creating goals, assisting with immediate and basic needs, offering supportive services, and providing referrals to appropriate resources. Program staff positions that fit under this program area are: Peer Support Specialist, Service Facilitators, Community Safety Workers, Case Managers, Community Navigators, and Client Service Specialist.

Agency Requirements - Applicants must have:

- Culturally and linguistically responsive staff;
- Capacity to manage all fiscal and reporting requirements to maintain contract compliance;
- Specific training and/or relevant lived experience to provide quality service delivery to households and individuals of the population served;
- Demonstrate collaboration with community partners;
- Participation in a workgroup of community providers, facilitated by City staff, which will develop intersectional collaboration standards.

Programmatic Objectives and Requirements – Services must include:

- Expert level system navigation through staff’s extensive knowledge of services and resources available in the Madison area as well as relationships with relevant providers;

- Individualized service plans;
- Intake and assessment of needs of the individual and or household.
- Referral, advocacy, and coordination with other service providers to meet the specific needs and preferences identified in each client’s service plan.
- Policies and protocols to support and maintain individual confidentiality and privacy.

Coordination and Resource Linkage

The City of Madison supports efforts to build a comprehensive system of support to facilitate referrals and access to supportive services. Successful applicants will demonstrate connection to BIPOC communities, geographic areas, have existing collaborations with key stakeholders, such as the Community Safety Intervention Team, Public Health Madison and Dane County, Joining Forces for Families, Neighborhood Resource Teams, neighborhood centers, schools, neighborhood associations, faith based organizations, and other relevant service providers. Community agencies named as partners and/or collaborators must provide a letter of support detailing roles and responsibilities along with application.

Measurements of Success

The City of Madison seeks standardized outcomes and measures for similar program models. Funded programs must identify clear and measurable outcomes appropriate to prevention services. Those outcomes should clearly demonstrate the program or service effectiveness in supporting individuals and households accessing prevention services and support.

B. Youth Restorative Justice

Youth restorative justice programming provides an alternative to the costly and often harmful consequences of youth involvement in the justice system while building positive relationships, community trust, mutual accountability and diversion from future involvement in that system. Restorative Justice offers the opportunity for youth to accept responsibility for their behaviors while taking steps to through an individualized plan to repair any harm their actions may have caused and support positive youth development, rather using punitive actions that further a youth’s disconnection from the community and additional harm. Restorative Justice is part of Madison’s efforts to combat bias in the justice systems that disproportionately harm black and brown youth.

Youth Restorative Justice Programs funded through this RFP will provide services that support youth ages 12-16 years and may include youth courts, victim and crime restoration and/or circle sentencing concepts, or other innovative approaches. The services and implementation practices must be consistent with a balanced approach to juvenile justice. ([Balanced and Restorative Justice BARJ](#))

Agency Requirements – Applicants must have:

- Established relationships and working agreements with all justice system stakeholder groups, including law enforcement and judicial representatives;
- Policies and procedures that support the Balanced and Restorative Justice approach;
- Culturally and linguistically responsive staff;
- Capacity to manage all fiscal and reporting requirements to maintain contract compliance;
- Staff training and continuous improvement plan for service delivery; and
- Demonstrated collaboration with community partners.

Programmatic Objectives and Requirements – Services must include:

- Established comprehensive Restorative Justice program for the effective delivery of services including intake procedures, individualized service plans and evaluation processes that include outcome measurements and consumer satisfaction information;
- Demonstrated ability to provide innovative opportunities for youth to participate in service-learning and other restorative justice approaches;
- Effective working relationships with key stakeholders and other community service providers to increase programming and resource options available to youth and continually improve Madison’s youth restorative justice system;
- Culturally and linguistically responsive staff with the ability to address the needs of youth;
- Evidence-based practices ([Restorative Justice for Juveniles: A product of the Model Programs Guide](#))

The goals of a high-quality Restorative Justice Programming model will include the following:

- Increased community support for at-risk youth
- Increased youth’s awareness of the emotional, and psychological impact of crime on those victimized by it;
- Increased diversity and availability of service-learning restorative justice options;
- Increased pro-social attitudes and behaviors ;
- Improved community safety and trust; and
- Reduction of youth violence in the City of Madison.

Coordination and Resource Linkage

The City of Madison supports efforts to build a comprehensive system of restorative justice services for youth. Successful applicants will demonstrate connection to BIPOC communities and have effective collaborative relationships with key stakeholders, including schools, law enforcement, municipal court, juvenile justice, human services systems and other relevant service providers. Community agencies named as partners and/or collaborators must provide a letter of support detailing roles and responsibilities along with application.

Measurements of Success

The City of Madison seeks standardized outcomes for similar program models, using standardized measures. Funded programs will establish clear and measurable outcomes that demonstrate the effectiveness of the program providing restorative services to youth.

C. Community Court – Homelessness Restorative Project

The Homelessness Restorative Project is an alternative to municipal court that offers individuals experiencing homelessness an alternative method to pay City fines. The purpose of the project is to: 1) remove financial barriers to finding housing by eliminating debt owed to the Court; 2) realize both public and private cost savings by assisting individuals experiencing homelessness to become stable; and 3) collectively address systematic barriers that people experiencing homelessness face that perpetuate homeless episodes. Examples of these fines include disorderly conduct, illegal camping and open container/alcohol.

The target population is individuals and families who are sleeping in places not meant for human habitation such as streets, vehicles, and tents. The priority will be given to assisting unsheltered single adults in the

greater State Street/downtown area, but this does not preclude connecting with homeless individuals and families in other City of Madison locations. Occasionally, individuals and families staying in emergency shelters may be served if their initial contacts were at unsheltered locations.

Homeless Restorative Justice Project may serve individuals sheltered or unstably housed as well as unsheltered. But the priority for services will be given to individuals who are experiencing unsheltered homelessness.

Agency Requirements – Applicants must have

- Culturally and linguistically responsive staff;
- Capacity to manage all fiscal and reporting requirements to maintain contract compliance;
- Staff training and continuous improvement plan for service delivery; and
- Demonstrated collaboration with community partners.

Program Objectives – Services must include

- Recruitment and training of volunteers for the Homeless Restorative Project Advisory Committee;
- Facilitation of the Advisory Committee and Restorative Justice Circles;
- Intake procedures, service plan and outcome information for participants;
- Support for participants to complete their restorative and secure agreement; and
- Communication and information sharing systems with collaborative partners and key stakeholders

Coordination and Resource Linkage

Successful applicants will have collaborative relationships with organizations that serve individuals experiencing homelessness, law enforcement, municipal court, and other relevant service providers and stakeholders. Community agencies named as partners and/or collaborators must provide a letter of support detailing roles and responsibilities along with application.

Measurements of Success

- Reduction of City fines paid by individuals experiencing homelessness

1.3 Prevention Services and Activities

Prevention Services will provide agency outreach and information that builds on protective factors and assists individuals and households to pursue their own goals and objectives. Prevention Services programs and activities may be viewed as programs that provide community connection and promote pathways out of poverty and instability. This includes outreach, information, and specific resource and support programs such as transportation services, literacy education, citizenship classes, etc. All services and activities should operate through a lens that advances equity for populations historically and currently underserved, marginalized, and adversely affected by persistent poverty and inequality.

A. Outreach and Information

This program area supports agencies to hire individuals with strong customer service skills that can provide information about both their own agency as well as resources in the community. Individuals and households should be able to readily connect with this staff person. This may happen at the physical agency location or out in the community. Additional resources offered under this program could include access to phone and

internet access at agency available for community use and venues (newsletters, flyers, etc.) to provide relevant community information.

Agency Requirements – Applicants must have:

- Culturally and linguistically responsive staff;
- Capacity to manage all fiscal and reporting requirements to maintain contract compliance; and
- Effective working relationships with other community service providers to increase programming and resource options available to neighborhood groups, households, and individuals.

Programmatic Objectives and Requirements – Services must include:

- Outreach to and engagement with underserved populations;
- Excellent customer service;
- Staff attendance and participation in relevant community events to represent the organization, conduct outreach, build relationships and provide information about services;
- Community resource information and facilitate referrals that promote community connection and participation.
- Information on resources that promote individual and household wellbeing.
- Policies and protocols to support and maintain individual confidentiality and privacy.

Coordination and Resource Linkage

The City of Madison supports efforts to build a comprehensive system of support to facilitate referrals and access to supportive services. Successful applicants will demonstrate connection to BIPOC communities, geographic areas, have existing collaborations with key stakeholders, such as Joining Forces for Families, Neighborhood Resource Teams, neighborhood centers, schools, neighborhood associations, faith based organizations, Public Health Madison and Dane County, other relevant service providers, and community members. Community agencies named as partners and/or collaborators must provide a letter of support detailing roles and responsibilities along with application.

Measurements of Success

The City of Madison seeks standardized outcomes and measures for similar program models. Funded programs must identify clear and measurable outcomes appropriate to prevention services. Those outcomes should clearly demonstrate the program or service effectiveness in supporting individuals and families accessing preventions services and activities.

B. Specialized Program Support

This includes specific programs and activities that promote pathways out of poverty such as transportation services, literacy education, citizenship classes, driver’s license recovery programs, etc. Programs and resources should be provided with the goal of assisting individuals and households to address challenges, build protective factors, and ultimately allow for pursuit of individual’s goals and objectives.

Agency Requirements- Applicants must have:

- Culturally and linguistically responsive staff;
- Capacity to manage all fiscal and reporting requirements to maintain contract compliance;
- Demonstrated collaboration with community partners.

Programmatic Requirements and Requirements – Services must include:

- Activities based on expertise in providing education and/or training on the identified specialized topic;
- Recruitment or identification of participants for the program, class, or training offered.

Coordination and Resource Linkage

The City of Madison supports efforts to build a comprehensive system of support to facilitate referrals and access to supportive services. Successful applicants will demonstrate connection to BIPOC communities, geographic areas; have existing collaborations with key stakeholders, and other organizations that offer similar services. Community agencies named as partners and/or collaborators must provide a letter of support detailing roles and responsibilities along with application.

Measurements of Success

The City of Madison seeks standardized outcomes and measures for similar program models. Funded programs must identify clear and measurable outcomes appropriate to targeted program and activities. Those outcomes should clearly demonstrate the program or service effectiveness in supporting individuals and families to promote pathways out of poverty and instability.

1.4 Eligibility

1. Eligibility is open to non-profit organizations and agencies that have obtained tax-exempt status under 26 USC 501(c)(3) OR groups that can secure, as fiscal agents, organizations that have obtained such status. Please see the Fiscal Agent packet available on the Funding Process website for more information. Organizations that are identified to serve as Fiscal Agents on behalf of applicants will be asked to indicate their understanding of the City’s expectations and agreement to act on the applicant’s behalf.
2. Applicants may apply for funding to perform work within one or more of the following services:
 - Crisis Intervention Support Services
 - Recovery and Stabilization Services
 - Prevention Services and Activities

Each service type has separate criteria for implementation and reporting. Applicants may apply for funding to perform work within one or more program type. Applicants should be aware of and incorporate best-practice standards outlined in this document in the planning, description and implementation of their proposals.

3. Eligible expenses include personnel, program/project supplies, space and special costs. No more than 20% may be applied to overhead or administrative costs. In awarding grants, the City may identify specific uses for allocations. Capital expenses related to the purchase of vehicles or property are not eligible. All awarded funds must be utilized in the timeline outlined in resultant contracts. Funds not expended by the contract end date will not be reimbursed.
4. Funds are available to support only currently existing programs, projects, or activities that will entirely, or primarily, benefit residents in the City of Madison.

Collaborative Proposals

Joint proposals that request funding for multiple agencies participating in a collaborative effort are encouraged. Community partners named in any collaboration will have to provide a letter of support detailing roles and responsibilities. Joint proposals are appropriate when:

- Joint funding would increase program capacity or enable the existence of a program that would not otherwise be possible due to cost burden, staffing capacity, access to participants, or another similar reason.
- Joint funding will reduce administrative burdens for involved agencies.
- Joint funding strengthens the collaboration of agencies involved, the neighborhood, community, or connections between partners.

Note: Potential applicants are required to attend a 2021 PCI RFP Workshop, or schedule a conversation with City staff ([Yolanda Shelton-Morris](#) or [Nancy Saiz](#)) about their proposal by October 15, 2021, at 4:30 pm to be eligible to apply. Applications will not be accepted from entities that have not attended a workshop or consulted with staff on their proposals.

2021 Application Process for 2022 Contracts

Contracts awarded through this RFP process may extend up to 3 years pending the availability of funding in future City operating budgets and satisfactory completion of contract goals.

1.5 Application

All documents-related information including the required application form, the Fiscal Agent Information packet and form, additional information on contracting requirements, and updated timelines are available on the [City of Madison Community Development Division Funding Opportunities website](#). If an applicant is not a 501c(3) organization it must identify a fiscal agent with which it will partner and complete and submit the [Fiscal Agent Roles and Responsibilities](#) form to the CDD applications mailbox, by the application due date. Fiscal agents will be required to meet with City staff. Please note that any written materials, including letters of support, brochures, pictures, or other materials not specifically requested in the application form will not be included in information given to reviewers or committee members, or considered in the evaluation of proposals.

Submit your proposal to by **12:00 noon on Friday October 22, 2021 CDT**. *Please note that proposals are time stamped electronically as they are received, not when they are sent. In the interest of fairness to all, any proposals received and stamped after 12:00 p.m. will not be accepted. No exceptions will be made.*

1.6 Award Criteria

Submitted proposals will be reviewed for completeness and compliance with RFP guidelines by staff representing different agencies whom are familiar with Madison specific neighborhood projects. Proposals shall include all required submittals and shall be signed and dated. IF applying in partnership or as a collaborative, please include partner's letters. In the event that no submissions meet all of the RFP requirements, the City of Madison reserves the right to continue the evaluation of the proposals that most closely meet the requirements. All areas of this RFP will be reviewed using the same proposal review criteria.

Proposal Review Criteria	Points Available
a. Organization demonstrates relevant qualifications and experience including appropriate levels of supervision and capacity to carry out program or activity.	15
b. Organization demonstrates cultural competency and has a history of and ability to authentically engaging with BIPOC, LGBTQ+, immigrant, and or low income households and individuals.	20
c. Organization describes relevant and key partnerships. If a collaboration is proposed, a signed letter with information on the role of the collaborator(s) are provided.	15
D. Does the agency have an appropriate way to collect data and keep client/participant data confidential?	10
E. Program or activity goal aligns with the priority areas described in the RFP guidelines and are thoughtfully designed.	15
F. Program or activity is likely to assist in stabilizing individual and/or household by either lessening current crisis or trauma OR making future crisis or trauma less likely.	15
G. Program or activity is provided at reasonable intervals and at times of day that participants are likely to be able to attend.	10
H. Program or activity has created reasonable, measurable outcomes of success.	10
I. Budget is reasonable and appropriate to scope of program or activity, and staff wages are adequate. The organizational budget indicates a variety of funding sources and appropriate fundraising goals.	20
Total Available Points	130

1.7 Contract and Reporting

All allocated funds will be administered through the City of Madison, Community Development Division. Funded agencies will be required to submit a final program and expense report. If funded, the City of Madison reserves the right to negotiate the final terms of a contract with the selected organization. City purchases of service contracts include requirements regarding nondiscrimination, consideration of vulnerable populations, Affirmative Action, and mandatory insurance coverage. If you have any questions about these requirements or processes, please contact the Community Development Division at 266-6520 or program specific staff listed on the [CDD Funding Opportunities website](#).

SECTION 2: PROPOSAL SUBMISSION REQUIREMENTS

2.1 Response Format

1. Applicant agencies will utilize the provided application documents. The response to the RFP should be complete and comprehensive but succinct. Attachments or documents not specifically required should not be submitted.
2. **Proposal materials must be submitted by e-mail.**

2.2 Required Information and Content of Proposals

Please include only the required submittals specified below. Additional materials will not be accepted.

- A. [RFP Application forms](#)
Available on the [Community Development Division Funding Opportunities Website](#)
- B. [Fiscal Agent Form](#)
Complete the form if applicable.

SECTION 3: GENERAL RFP ADMINISTRATIVE INFORMATION

3.1 Point of Contact

The RFP contact identified below is the sole point of contact regarding the RFP from the date of release of the RFP until selection of the successful proposer.

Yolanda Shelton-Morris, Community Resources Manager

Email: yshelton-morris@cityofmadison.com

Nancy Saiz, Community Development Specialist

Email: nsaiz@cityofmadison.com

All communications relating to this RFP must be directed to the designated contact for this RFP. All bidders, proposers, protestors or individuals acting on their behalf are hereby prohibited from attempting to persuade or influence any City agents, employees or any member of the relevant selection team, for or against a specific cause related to a pending solicitation, unless otherwise directed by the RFP contact.

3.2 Inquiries and Clarification of Specifications

Proposers shall carefully examine the bid and contract documents, correlate their observations with the RFP specifications, and exercise their own judgment as to the nature and scope of the work required. If applicable, visit the Department's website, [CDD Funding Opportunities](#). Consider federal, state and local laws and regulations that may affect cost, progress, performance or furnishing of the work.

Proposers shall immediately notify the RFP contact of any questions, exceptions, clarification of any ambiguity, error, conflict, discrepancy omission or other deficiency or additions they have concerning the RFP document. Failure to do so will be at bidder's own risk.

This RFP will serve as the basis for or will become part of the resulting agreement. No plea of ignorance of conditions or difficulties that exist or may hereafter arise in the execution of the work under this contract as a result of failure to make necessary examinations and investigations, shall be accepted as an excuse for any failure or omission on the part of the bidder to fulfill the requirements of the contract.

3.3 Contracting Agency

Community Development Division, City of Madison, will administer the contract resulting from this RFP.

3.4 Addenda / Official Communication

During the solicitation process for this RFP, all official communication between the City and proposers will be made via the [Community Development Division Funding Opportunities website](#). The City will post such notices, which will include, but not be limited to, addenda for any modifications to administrative or performance requirements, clarifications to requirements, and the announcement of the apparent winning proposer(s). It shall be the responsibility of the proposers to regularly monitor this website for any such postings. Failure to retrieve such addenda and include their appropriate provisions in your response, may result in your proposal being disqualified.

3.5 Oral Presentations / Site Visits / Pre-Bid Meetings

Proposers may be asked to attend pre-bid meetings, make oral presentations, or make their facilities available for a site inspection as part of this request for proposal process. Such presentations, meetings or site visits will be at the proposer's expense.

3.6 Acceptance/Rejection of Proposals

1. The City reserves the right to accept or reject any or all proposals submitted, in whole or in part, and to waive any informalities or technicalities, which at the City's discretion is determined to be in the best interests of the City. Further, the City makes no representations that a contract will be awarded to any proposer responding to this request. The City expressly reserves the right to reject any and all proposals responding to this invitation without indicating any reasons for such rejection(s).
2. The City reserves the right to postpone due dates and openings for its own convenience and to withdraw this solicitation at any time without prior notice.

3.7 Incurring Costs

This request for proposals does not commit the City to award a contract, pay any costs incurred in preparation of proposals, or to procure or contract for services or equipment.

3.8 Proposer Qualifications

The City of Madison may make such investigations as it deems necessary to determine the ability of the proposer to perform the work, and the proposer shall furnish to the City all such information and data for this purpose, as the City may request. The City reserves the right to reject any proposal if the evidence submitted by, or investigated of, such proposer fails to satisfy the City that the proposer understands the full scope of work and is properly qualified to carry out the obligations of the contract and to complete the work contemplated herein.

3.9 Proposal Content

The evaluation and selection of a Contractor and the contract will be based on the information submitted in the vendor's proposal plus any additional information required. Additional information may include references, on-site visits or oral presentations. Failure to respond to each of the requirements in the RFP may be the basis for rejecting a response.

Elaborate proposals (e.g. expensive artwork, news stories, letters of support) beyond information required to present a complete and effective proposal, are not necessary or desired. Information provided by the applicant in addition to the required proposal may not be considered in the evaluation of the proposal.

3.10 Withdrawal or Revision of Proposals

1. A proposer may, without prejudice, withdraw a proposal submitted at any point in the process by requesting such withdrawal in writing (email is sufficient) to the RFP contact.
2. Proposals may not be modified or altered after the deadline.

3.11 Sample Contract Documents

A sample CDD Purchase of service Contract is available on the [CDD Funding Opportunities](#) website.

3.12 Designation of Proprietary Information

Proposers are hereby notified that all information submitted in response to this RFP may be accessible to the public through the Community Development Division website and/or made available for public inspection according to public records laws of the State of Wisconsin or other applicable public record laws. Therefore, proposers are encouraged to refrain from submitting information that cannot be open for public inspection. However, if proposers must include information deemed confidential and proprietary by the proposer, proposer must comply with these instructions:

1. All restrictions on the use or inspection of data contained within a proposal shall be requested prior to submission of the proposal itself. Written requests for confidentiality shall be submitted to the RFP contact by the proposer prior to the proposal submission date.
2. Requests shall use the following process:
 - Email or phone the RFP contact to discuss your concern.
 - Any information to be considered confidential or proprietary must clearly be stated
 - Any information to be considered confidential or proprietary must be separated from the rest of the proposal. Co-mingling of confidential/proprietary and other information is not acceptable.
 - Applicants may be asked to submit a written request for information to be considered confidential or proprietary. Provide specific information related to the claim for confidential and proprietary information including: RFP section, page number, topic and specific concern that supports claim.
3. Allocation requests always become public information through the selection committee process. Information usually cannot be kept confidential unless it involves a trade secret as defined in S.134.90(1)(c), Wis. Stats. Any information that will be included in any resulting contract cannot be considered confidential. A proposal, in its entirety, will not be considered confidential and/or proprietary.
4. Proprietary information submitted in a proposal, or in response to the RFP, will be handled in accordance with the applicable Wisconsin State Statute(s). However, the City cannot ensure that the information will not be subject to release if a request is made under applicable public records laws. The City will not provide advance notice to a proposer prior to release of any requested record.
5. The Selected Contractor agrees to hold the City harmless for any damages arising out of the release of any material unless they are specifically identified. In the event the designation of confidentiality of this information is challenged, the Selected Contractor also agrees to provide legal counsel or other necessary assistance to defend the designation of confidentiality and, further, agrees to hold the City harmless from any penalties, costs, damages and fees, including attorney's fees, awarded to the requestor and ordered to paid by the City, in any such legal action.
6. To the extent permitted by law, it is the intention of the City to withhold the contents of the proposal from public view until such times as competitive or bargaining reasons no longer require non-disclosure, in the opinion of the City. At that time, all proposals will be available for review in accordance with the Wisconsin Open Records Law.

3.13 Sample Contract for Purchase of Services (Attachment A)

Proposers are responsible for reviewing this attachment prior to submission of their bid. The Sample Contract for Purchase of Services shall serve as the basis of the contract resulting from this RFP. The terms

of this template contract shall become contractual obligations following award of the RFP. By submitting a proposal, proposers affirm their willingness to enter into a contract containing these terms.

3.14 City of Madison Additional Standard Terms and Conditions (Attachment B)

Proposers are responsible for reviewing this attachment prior to submission of their proposal. City of Madison Additional Standard Terms and Conditions are the minimum requirements for the submission of Proposals.

3.15 Proposal Evaluation and Award

1. PRELIMINARY EVALUATION

Submitted proposals will be reviewed for completeness and compliance with RFP guidelines. All incomplete RFP submissions may be determined nonresponsive and removed from further consideration. To be considered complete, RFPs shall include all required submittals and shall be signed and dated. In the event that no submissions meet all of the RFP requirements, the City of Madison reserves the right to continue the evaluation of the proposals that most closely meet the requirements.

2. PROPOSAL EVALUATIONS, INTERVIEWS AND/OR SITE VISITS

The City's designated RFP Selection Committee will make the final selection and recommendation following the evaluation of the proposals which may include presentations, site visits and interviews, if deemed necessary, with some or all of the proposers. However, the City may make preliminary selection(s) on the basis of the original proposals only, without negotiation, interviews and/or site visits with any proposers. If presentations, interviews and/or site visits are conducted, the Selection Committee may choose to assign additional points for these processes or re-evaluate, re-rate and/or re-rank the finalists' proposals based upon the written documents submitted and any clarifications offered in the interviews.

3. BEST AND FINAL OFFER

The designated Selection Committee may request best and final offers from one or more proposers determined to be reasonably susceptible to being selected for award for the purpose of clarification to assure full understanding of, and responsiveness to, the solicitation requirements. Proposers shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals, and such revisions may be permitted after submissions and prior to award for the purpose of obtaining best and final offers. If best and final offers are requested, they will be evaluated against the stated criteria, scored and ranked. The City reserves the right to negotiate the terms of the contract, including the award amount, with the selected proposer(s) prior to entering into a contract. If contract negotiations cannot be concluded successfully with the selected proposer(s), the City may negotiate a contract with the next highest scoring proposer.

4. CLARIFICATION OF PROPOSALS

During the evaluation of proposals, the City reserves the right to contact any or all proposers to request additional information for purposes of clarification of RFP responses, reject proposals which contain errors, or at its sole discretion, waive disqualifying errors or gain clarification of error or information.

5. PRICE AND/OR COST ANALYSIS

The City reserves the right to conduct a price and/or cost analysis to determine if the price is fair and reasonable. If only one responsive proposal is received, a detailed price and/or cost analysis may be requested of the single proposer. Proposers shall cooperate as needed with the City's efforts to perform said analyses.

6. NEGOTIATION

The City reserves the right to negotiate final fees and scope of services with the selected Contractor.

7. PROCESS

At any phase, the City reserves the right to terminate, suspend or modify this selection process; reject any or all submittals; and waive any informalities, irregularities or omissions in submittals, all as deemed in the best interests of the City.

8. COMMUNICATION WITH SELECTION COMMITTEE

Proposers may not contact members of the Selection Committee at any time during the evaluation process, except at the City of Madison CDD request.

9. RIGHT TO REJECT PROPOSALS AND NEGOTIATE CONTRACT TERMS

The City reserves the right to reject any and all proposals and to negotiate the terms of the contract, including the award amount, with the selected proposer(s) prior to entering into a contract. If contract negotiations cannot be concluded successfully with the selected proposer(s), the City may negotiate a contract with the next preferred proposer.