

City of Madison

Community Development Division

215 Martin Luther King Jr. Blvd.,
Third Floor
Madison, WI 53703-3346



REQUEST FOR PROPOSALS

RFP #8805-0-2019

Youth Mentorship 2019 Community Building and Crime Reduction: Our Neighborhood - A Safe and Beautiful Place

Release Date: January 7, 2019
Due Date: 12:00 p.m., NOON
Friday, February 11, 2019

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RFP SUMMARY

RFP NUMBER	RFP # 8805-0-2019										
RFP TITLE	Youth Mentorship 2019 CBCR: Our Neighborhood - A Safe and Beautiful Place										
DEADLINE FOR BID SUBMISSIONS	12:00 P.M. (NOON) CDT, Monday, February 11, 2019 Proposals received after the deadline will not be considered.										
SCOPE	The City of Madison, in partnership with Common Wealth Development applied for and received funds from the US Federal Department of Justice to provide two types of youth programs: A) Individual Mentoring B) Group Mentoring										
Funds Available	The City of Madison and Common Wealth Development anticipate allocating up to a total of \$220,000 in this process. Funds are expected to be available for use April 2019-September 2020.										
Application Form and Guidelines	Available at: Community Development Division Funding Opportunities Website <i>All applicants are <u>required</u> to attend a mandatory application workshop. (Registration below and on website)</i>										
E-MAIL PROPOSAL TO:	CDDapplications@cityofmadison.com All proposals must be submitted electronically in Excel Workbook format. Please put Youth Mentoring 2019 in email subject line.										
DIRECT ALL INQUIRES TO:	Hugh Wing, Community Development Specialist hwing@cityofmadison.com City of Madison Community Development Division Phone: 608-266-6520										
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="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Date</th> <th style="text-align: left;">RFP Activity</th> </tr> </thead> <tbody> <tr> <td>January 7, 2019</td> <td>Release of RFP</td> </tr> <tr> <td>January 14, 2019</td> <td>Mandatory Application Workshops, Register HERE</td> </tr> <tr> <td>January 25, 2019</td> <td>Deadline for scheduling consult with city staff in lieu of workshop</td> </tr> <tr> <td>12:00 p.m. (CST) Feb 11, 2019</td> <td>DEADLINE FOR SUBMISSION OF PROPOSALS</td> </tr> </tbody> </table>	Date	RFP Activity	January 7, 2019	Release of RFP	January 14, 2019	Mandatory Application Workshops, Register HERE	January 25, 2019	Deadline for scheduling consult with city staff in lieu of workshop	12:00 p.m. (CST) Feb 11, 2019	DEADLINE FOR SUBMISSION OF PROPOSALS
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	Feb 18, 2019	Applicant Presentations	
	March 19, 2019	Common Council Approval	
	March 20, 2019	Notification of Award	
	April 1, 2019	Anticipated contract start date	

SECTION 1: SCOPE OF WORK

1.1 INTRODUCTION

The City of Madison Police Department, in partnership with Common Wealth Development Inc. and the City’s Community Development Division, applied for and received a grant through the U.S. Department of Justice entitled “Our Neighborhood: A Safe and Beautiful Place”. Through a process that incorporated an extensive analysis of community assets and needs, and resident engagement on the West Side of Madison, an Implementation Plan for these funds has been developed. This plan identifies three “program pillars” that will work together to reduce crime and improve underlying social conditions that contribute to crime: Community policing, increased guardianship (including increasing opportunities for mentoring), and support for struggling parents. This is the first of at least two Our Neighborhood: A Safe and Beautiful Place Initiative RFPs that will be issued in 2019. An additional RFP will address the funding of a safe passages program that is intended to increase guardianship and youth outreach in areas traveled by youth during out of school time.

This request for proposal process will focus on the allocation of funds to programs providing youth mentoring services that will achieve outcomes required to reduce crime and improve social conditions that contribute to crime. Mentoring programs will be required to follow guidelines and common principles set out in the [“Elements of Effective Mentoring Practices”, published by MENTOR: The National Mentoring Partnership](#). This document is in the public domain and available via the Department of Justice websites as a program of OJJDP. Funded programs are expected to comply with regulations and requirements regarding data collection and reporting on funded activities. Funded projects will work closely with city and Common Wealth staff to develop systems and processes to address these requirements.

Funded agencies will be expected to engage in an array of reporting processes including service and expense reporting, reporting on activities, outcome measures and data collection, accomplishments and challenges to grant administrators and community stakeholders.

Targeted Population and Geography:

The target population for these programs will be youth who are entering 6th grade and high school age who are identified as at risk or high risk for involvement in the juvenile justice system. For the purposes of this grant, we define at-risk and high-risk youth as those youth who are already involved in the Juvenile Justice system or referred to Restorative Justice programs, have an incarcerated parent, reside in environments that have high rates of community violence, and are grade deficient and/or are often truant from school.

Madison's application to the Dept. of Justice defined the targeted geography for these services as Madison's West side. The West side is defined as the **area that includes the following neighborhoods: Park Edge/Park Ridge, Russet Raymond & Balsam Road and Theresa Terrace. The following roads bound the target area: Schroeder Rd. to the north, McKenna to the west, Putnam and the city boundary to the south, and South Whitney Way to the east.** Activities funded in this grant are expected to occur in sites within or areas that can be made accessible to these neighborhoods.

1.2 ELIGIBILITY

Note: Potential applicants are required to attend a 2019 [Youth Mentoring RFP Application Workshop](#) or schedule a conversation with City Staff (Hugh Wing at 266-6520) on their proposal prior to 4:00 January 25, 2019 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.

1. Organizational eligibility is limited 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. If an organization needs a fiscal agent and is unclear on the process or availability of agencies that would qualify as fiscal agents, please contact Hugh Wing or Laura Noel at 266-6520.
2. Eligible expenditures include personnel costs, program/project supplies and costs, space and special costs. No more than 20% may be applied to overhead or administrative costs. With very few exceptions, Federal funds may not be used for food. Please consider using other funds for food costs. In awarding grants, the City may identify specific uses for allocations. Capital purchases related to purchase of vehicles or property will not be considered. All awarded funds must be utilized in the timeline outlined in resultant contracts. Any remaining funds not expended by the contract end date will not be available for project use.

1.3 FUNDS AVAILABLE

Up to \$220,000 will be allocated through this request for proposal process. It is expected that 2- 3 programs will be funded as a result of this RFP. Programs are expected to begin in April 2019 and all expenses must be incurred prior to September 30, 2020. Organizations may have to contribute additional funds to cover costs not eligible for federal funding. Applicant organizations will be asked to identify potential ongoing sources for support following the termination of this grant.

1.4 YOUTH MENTORING PROGRAM DESCRIPTIONS

This funding process introduces two program types that address the goals set forth in Madison’s Implementation Plan; Individual and Group Mentoring. Applicants may apply for funding to perform work within more than one program type. However, a uniquely separate application must be submitted for each project or program.

A) Individual Mentoring:

The most common mentoring model, one-on-one mentoring matches one mentor with one mentee. This program model allows both mentor and mentee to develop a personal relationship based upon common interests and provides individual support for the mentee.

The expected program cost for individual mentoring programs for 12-20 youth for 18 months is expected to be \$60-\$100,000.

B) Group Mentoring

Group mentoring requires a mentor to work with 3-4 mentees at one time, or two to four adult mentors to work with 10 – 15 mentees. The group meets two to four times a month to discuss various topics or participate in structured activities. The expected program cost for group mentoring programs serving 10—15 youth for 18 months is \$45,000-\$60000.

Applicants should be aware of and incorporate best practice standards outlined in this document in the planning, description and implementation of their proposals.

Required Program Features

- Commitment to positive youth development and violence reduction as an overall goal.
- Intentional program design with identified program standards and outcomes.
- Individual mentoring for middle and high school age youth or Community based group-mentoring opportunities for middle and high school age youth.
- Support young people’s efforts to celebrate their identities and explore issues that are relevant to their everyday life.
- Activities that help build skills in nonviolent conflict resolution.
- Commitment to training and continuous improvement for service delivery.
- Emphasis on youth and parent voices in the mentoring relationship.

The following table illustrates minimum requirements for funded programs:

Age Group	Program type	MINIMUM REQUIREMENTS			
		Programs are expected to run for 18 months			
		Located in Targeted Neighborhoods	Frequency	Hours	Ratios
Middle and High School youth	Individual Mentoring One adult matched to one young person.	Community-based: The mentor and mentee can meet anywhere, including attending events and activities.	4 – 6 contacts per month (minimum 1 per week)	2 hours per contact	1 to 1 adult/youth

Middle and High School youth	<p>Group Mentoring A small group of adults mentoring a larger group of youth. For example, 3 adults mentoring 10 youth.</p>	Group activities take place at a community venue or approved location, including attending events and group activities.	2 - 4 contacts per month	2 – 6 hours per event	1 to 3-4 adult/youth
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Strong proposals will include the following STRATEGIES:

1. RECRUITMENT AND SCREENING OF MENTEES

Recruit eligible participants who express interest in the mentoring experience and will benefit from involvement in the program.

- Program has community partnerships and recruitment strategies in place that will effectively engage youth and families in the stated target population.
- Program recruits mentees whose skills, motivations, interests and backgrounds best match the goals and structure of the program.
- In group mentoring programs, consideration of mentees ability to contribute to and benefit from a group experience.
- Recruitment strategies include outreach to parent(s)/guardian(s)/families to provide informed permission for their child to participate, and an intent to participate as appropriate.

2. RECRUITMENT, SCREENING, AND RETENTION OF MENTORS

Recruit and screen prospective mentors to determine whether they have the time, commitment, and personal qualities to be a safe and effective mentor.

- Program has community partnerships and recruitment strategies in place that are likely to attract a mentee pool with a diversity of backgrounds, interests and communication styles that will allow for successful matching with youth.
- Prospective mentors agree in writing to an 18-month minimum commitment for the mentoring relationship.
- Program conducts a comprehensive criminal background check on prospective adult mentors, including searching a national criminal records database, along with sex offender and child abuse registries and, driving records.
- Program conducts reference check interviews with multiple adults who know an applicant (ideally, both personal and professional references) that include questions to help assess his or her suitability for mentoring a youth.

3. TRAINING AND ORIENTATION

Train prospective mentors, mentees, and mentees' parents (or legal guardians or responsible adult) in the basic knowledge, attitudes, and skills needed to build an effective and safe mentoring relationship using culturally appropriate language and tools.

- Program provides pre-match training for mentors using training practices and materials that are informed by research.
- Program provides pre-match training for the mentor on positive youth development, intentional interviewing, active listening, trauma informed care, resources available, risk management policies and ethics and appropriate roles in mentoring relationships. Training should be matched to the program model, setting, and population served.
- Program provides mentees and their parents or guardian's orientation to the program including expectations for involvement, resources available and ethics and appropriate roles in mentoring relationships

4. MATCHING AND INITIATING

Match mentors and mentees and start the mentoring relationship using strategies likely to increase the likelihood that mentoring relationships will endure and be effective.

- Program considers the characteristics of the mentor and mentee (shared interests; proximity; availability; age; gender; race; ethnicity; communication style, personality; expressed preferences of mentor, mentee, and parent or guardian; goals; strengths; previous experiences) when making matches.
- Program arranges and documents an initial meeting between the mentor and mentee as well as, when relevant, with the parent or guardian.
- Program has the capacity to offer mentees and mentors choice in the selection of individual matches.

5. MONITORING AND SUPPORT

Monitor mentoring relationship, and support matches through supplying ongoing access to staff, training, problem-solving and resources for the duration of each relationship.*

- Program contacts individual mentors and mentees at a minimum frequency of twice per month for the first three months of the match and once a month thereafter, in order to support the developing relationship and ensure movement toward program outcomes.
- Group Mentors receive regularly scheduled check-ins with supervisor re: group planning, group dynamics, strengths and challenges and progress toward program outcomes.
- Program provides mentors with access to relevant resources (e.g., expert advice from program staff or others, publications, Web-based resources, experienced mentors) to help mentors address challenges in their mentoring relationships as they arise.
- Program has policies and protocols to address concerns that may arise from mentees, families, mentors or community partners about matches and/or ongoing relationships.
- Documentation systems are in place to collect information needed to determine eligibility and screening criteria for program, demographic information on mentors, mentees and their families,

activities in mentee/mentor relationships, progress toward contracted outcome measures and all other information necessary for federal reporting.

6. FAMILY ENGAGEMENT

Provide support and guidance for structured activities for mentors, mentees, or families that promote family engagement in the program and the larger community.

- Programs allow parents or guardians to give feedback about the selected mentor prior to matching.
- Program staff will be in regular contact with parents, guardians of mentee.
- Program hosts one or more group activities for matches and mentees' families.
- Program provides mentees and parents or guardians access or referrals to relevant resources to help families address needs and challenges as they arise.

7. PROGRAM ACTIVITIES

Program activities will be designed to focus on positive youth development, building connection and engagement and interest and career exploration.

- All mentees and mentors will be encouraged to have conversations and explore activities that build on mentee strengths and interests.
- Programs will offer structured activities that promote community building and engagement, offering youth and their families opportunities to build connections to the larger community.
- Programs will involve the youth in the planning of all activities.
- Programs will provide monthly calendars of events, offer tickets to events, or provide opportunities to participate in structured activities are usually associated with positive outcomes.
- Programs will document information about each mentor-mentee meeting including, at a minimum, the date, length, and description of activity completed.
- Programs will utilize collaborative relationships with schools, post-secondary educational institutions, private business, community based organizations, municipal court, juvenile justice and human services systems to connect youth and their mentors to a continuum of appropriate resources and opportunities that address a range of skills and abilities as well as age and life stage needs.

8. TRANSITIONS

Facilitate helping the mentoring relationship transition when the formal program ends in a way that affirms the contributions of the mentor and mentee and offers them the opportunity to prepare for the transition and assess the experience.

- Program offers structured activities and communication tools that provide opportunities for mentees and mentors to evaluate their experiences in the program.
- Program has procedures to manage conflicts or issues, anticipated closures or unanticipated closures, when members of the match are willing and able to engage in the closure process.

- Program conducts exit interview with mentors, mentees, and with parents or guardians.

9. SUSTAINABILITY

Provide training, planning and activities that support skills and experiences acquired through the mentoring process by all involved- mentees, mentors and families, and lay the groundwork to be able to attract future resources.

- Program design includes opportunities for positive feedback to mentees, mentors and families about skills learned, and the impact they are having on each other and their community through their involvement in this program.
- Program will have systems in place to quantify outcome measures and capture narratives that demonstrate program effectiveness and lessons learned, both for ongoing development and to position the program to utilize this funding as a demonstration pilot when approaching other/future funders.

10. LANGUAGE ACCESS AND CULTURAL RELEVANCE

Programs will support experiences that are language accessible to mentees and their families, and that help to build positive self-identity.

- Program will be language accessible to target populations and their families.
- Program staff and volunteers will reflect the racial and cultural diversity of youth and families served.

1.5 CLEAR AND MEASURABLE OUTCOMES

As a federally funded project, funded programs will utilize two uniform clear and measurable outcomes consistent across all funded youth mentoring program models. These outcomes reflect alignment with published Federal Department of Justice guidelines for youth mentoring programs expected to have an impact on reducing youth violence and crime.

Applicants will be asked to identify one additional outcome measure for their proposed program and report, at the point of application, and report how they will collect and track this data. The required outcomes measures are listed below. Funded programs will be provided a pre and posttest tool to be utilized with mentees and relevant support people within the pre and posttest structure. Applicants will be encouraged to identify an additional outcome measure from the list below and describe how they will collect the necessary data. Outcomes listed are meant to demonstrate the effectiveness of the program towards improving outcomes for youth and reducing violence and crime.

Required Outcomes

- #1 85% of participants will build social & emotional skills and knowledge as shown by improvement on pre/post measurement tool.
- #2 85% of parent(s), custodial adults or other significant adult family members will report improved communication with youth.
- #3 For those youth with prior formal municipal violations or juvenile justice involvement: 85% of youth will have no further municipal violations or juvenile justice involvement during the time of program participation.

Additional Suggested Outcome Measures

Positive Youth Development

- Youth will report a greater sense of belonging, connection and attachment to community and school.
- Youth will report having greater ability to identify a future path for themselves.
- Youth will be able to identify at least two new career or personal interests they intend to pursue in the next 2 years.

Youth Risk Behaviors

- Decreased involvement in high-risk behaviors and increased prosocial behavior.
- Decreased truancy rates

Community Connectivity

- Youth will be able to name at least two new people for their own personal support or development.
- Youth will be able to name at least two community efforts or groups that they might utilize to become more involved in their community.

- Youth would state intent to engage with at least one community efforts or groups that they will utilize to become more involved in their community

1.6 CRITERIA FOR PROPOSAL REVIEW

Funding allocations will be made with the consideration of each proposal’s role in supporting Madison’s “Our Neighborhood A Safe and Beautiful Place” Initiative in decreasing the prevalence and impact of youth violence, improving underlying social conditions that contribute to crime, and addressing the RFP Guidelines. Application scores will be an important, but not the sole factor in making decisions. The following criteria will be used when reviewing each proposal:

Youth Mentoring 2019 Proposal Review Criteria	Points Available
1. Applicant org: Applicant organization has the organizational capacity to complete tasks required by federal funding and demonstrated experience providing individual and youth mentoring programs as described.	5 points
2. Targeted neighborhood and collaborations: Organization has experience working in the targeted neighborhood and is able to demonstrate active partnerships and collaborations that will contribute to the success of this program.	10 points
3. Recruitment- Mentees: The proposal clearly describes recruitment, intake and assessment processes that will be used to determine eligibility and ensure that targeted neighborhood youth will benefit from the program.	5 Points
4. Recruitment-Mentors: The proposal clearly describes recruitment and screening processes that are likely to ensure that mentors are likely to be commit and successfully engage youth.	10 Points
5. Training: Orientation described conveys clear program guidelines and expectations for mentees and families. Curriculum for mentors aligns with stated priorities in RFP guidelines.	10 points
6. Matching: Applicant organization has outlined processes and strategies that will result in effective matching of mentees with mentors.	5 points
7. Monitoring and Support: Applicant organization has outlined the training and support necessary to acheive desired outcomes.	5 points
8. Family Engagement: Applicant organization has outlined effective methods of engagement of mentees’ families in the programing. (Training, Matching, Activities and Outcome goals)	5 points
9. Program Activities: Applicant organization has outlined activities that promote youth skill development, engagement and community building.	5 points

10. Transitions/ Terminations: Applicant organization has outlined the processes for the mentor and mentee to prepare for transitions and assess their experience in the program.	5 points
11. Staffing and Scale: Applicant organization has outlined staffing structure and expertise that can provide consistent program support given the proposed scope of services.	5 points
12. Outcome Measurement and Data Collection: Applicant organization has outlined measurement tools and data collection processes to measure and report on chosen outcomes.	10
13. Cultural Relevance and Language Access: The proposal demonstrates connection and responsiveness to the described service population and offers culturally and linguistically responsive recruitment, curriculum (if applicable) and staffing.	5
14. Budget and Timeline: The proposal presents an adequate and detailed budget that meets the needs of the proposed program, timeline and demonstrates planning for future funding needs.	5
Total Points Available	90

SECTION 2: PROPOSAL SUBMISSION REQUIREMENTS

2.1 Response Format

1. Applicant agencies will utilize the provided application(s). The response to the RFP should be complete and comprehensive but succinct. Attachments or documents not specifically required should not be submitted.
2. **Proposal must be submitted by e-mail**, with the narrative in the Word format and the budget in the Excel Workbook format provided.

2.2 Required Information And Content of Proposals

Please include only the required submittals specified below.

- A. RFP Application form
Available on the [Community Development Division Funding Opportunities Website](#)
- B. Fiscal Agent form
Complete the form included on the funding process [website](#), if applicable
- B. Designation of Proprietary and Confidential Information – Attachment A
Complete the form included in this document, 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.

Hugh Wing, Community Development Specialist
City of Madison Community Development Division
Phone: 608-266-6520
Email: <mailto:hwing@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

The contract resulting from this RFP will be administered by Community Development Division, City of Madison.

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 or 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. 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 on the attached "Designation of Confidential and Proprietary Information" form. (RFP Form E).
 - 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 be 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.

3.12. Sample Contract for Purchase of Services

Proposers are responsible for reviewing this information on the CDD Funding Process website 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.

3.13. City of Madison and Federal Additional Standard Terms and Conditions

Proposers are responsible for reviewing this information on the [CDD Funding Process website](#) prior to submission of their bid. City of Madison Additional Standard Terms and Conditions are the minimum requirements for the submission of Proposals.

Federal Grant Requirements:

The source of funds for this RFP are federal Funds awarded through the Department of Justice to the City of Madison as part of the "CBCR:Our Neighborhood- A Safe and Beautiful Place " grant. There are federal regulations and requirements above and beyond the City's standard contract requirements that will apply to the administration of these funds both for the City and for organizations receiving funds under this grant. These requirements apply to multiple facets of grant administration for funded programs including access to funded activities, specific guidelines regarding cost allocations, employees management, budgeting and expense reporting, data collection and reporting on funded activities. It is expected that funded projects will work closely

with city staff to develop systems and processes to address these requirements. These requirements can be found on our website under [Resources](#).

3.14. 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 anytime 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.

ATTACHMENT A

DESIGNATION OF CONFIDENTIAL AND PROPRIETARY INFORMATION

Proposers are hereby notified that all information submitted in response to this RFP may be 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. Requests for confidentiality must be submitted prior to the proposal submission date to the City of Madison Purchasing Office.
2. Requests for confidentiality must use this designated form. Failure to include this form in the bid/proposal response may mean that all information provided as part of the bid/proposal response will be open to examination and copying. The City considers other markings of confidential in the bid/proposal document to be insufficient.
3. Any information to be considered confidential or proprietary must be separated and packaged from the rest of the proposal. Co-mingling of confidential/proprietary and other information is not acceptable.

Prices always become public information when bids/proposals are opened or when negotiations have been completed and the contract has been awarded. Other 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.

Other information cannot be kept confidential unless it is a trade secret. Trade secret is defined in s. 134.90(1)(c), Wis. Stats. as follows: "Trade secret" means information, including a formula, pattern, compilation, program, device, method, technique or process to which all of the following apply:

1. The information derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use.
2. The information is the subject of efforts to maintain its secrecy that are reasonable under the circumstances.

In the event the designation of confidentiality of this information is challenged, the undersigned hereby agrees to provide legal counsel or other necessary assistance to defend the designation of confidentiality and agrees to hold the City of Madison harmless for any costs or damages arising out of the City's agreeing to withhold the materials.

The attached material submitted in response to Bid/Proposal # _____ includes proprietary and confidential information which qualifies as a trade secret, as provided in s. 19.36(5), Wis. Stats., or is otherwise material that can be kept confidential under the Wisconsin Open Records Law. As such, we ask that certain pages, as indicated below, of this bid/proposal response be treated as confidential material and not be released:

Section	Page No.	Topic	Specific law that supports confidentiality of information

Youth Mentorship 2019
CBCR: Our Neighborhood-A Safe and Beautiful Place

Company Name _____

Enter
Name: _____

By entering your
initials in the box,

You are electronically signing
your name and agreeing to the
terms above.

Date: _____