

## **Safe And Fear-Free Environment Request For Proposals**

### **Community Resource Assessment and Community Needs Assessment RFP**

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|------------------------------------|------------------------|
| 1. Date of Issue:                  | 03.07.18               |
| 2. Deadline to submit proposals:   | 03.26.18, 8:00 AM AKST |
| 3. Award to successful contractor: | 03.30.18               |

Safe and Fear-Free Environment is requesting proposals from evaluators/researchers to conduct a community resource assessment and a community needs assessment. Interested parties must submit a completed proposal by **03.26.18, 8:00AM AKST**.

Safe and Fear-Free Environment

Attn: Gregg Marxmiller (Outreach & Education)

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Outreach & Education Coordinator

#### **I. About Safe and Fear-Free Environment**

Safe and Fear Free Environment, Inc (SAFE) is in Dillingham, Alaska. SAFE is Bristol Bay's shelter and advocacy agency for domestic violence and sexual assault victims. Dillingham, a community of 2400 people, serves as a hub for as many as twenty-five surrounding villages and has a geographic service area approximately the size of the state of Ohio. Domestic violence and sexual assault (violence) are common and overwhelming problems in Bristol Bay. Through SAFE's services along with their partners, we are working to end violence in Bristol Bay. More information can be found at [www.safebristolbay.org](http://www.safebristolbay.org)

#### **II. Background**

SAFE was awarded a grant through the Council on Domestic Violence and Sexual Assault that's ultimate goal is to create a community primary prevention project dealing with interpersonal violence. To do this SAFE has hired a primary prevention position and the next step is to conduct a community resources assessment and a community needs assessment. A Prevention Coalition Group which includes over five different community entities within Bristol Bay guides the primary prevention work being done.

### **III. Scope of Work**

The work to be completed:

- Conduct a community resource assessment and a community needs assessment with the community of Dillingham as its focus.
- Review past community needs assessments and plans.
- Review past and current prevention projects.
- Work with the Prevention Coalition to develop survey tools.
- Conduct survey or focus groups
- Analyze and report data/findings back to prevention group.
- Inform community readiness assessment process.
- Facilitate 'prevention plan' discussion @retreat
- Help with evaluation planning.

### **IV. Communications**

- 1) The contractor will have weekly check-in meetings with SAFE staff and bi-weekly check-ins with Prevention Coalition Group.
- 2) Contractor will provide a one day Face to Face meeting in Dillingham to conduct and/or report findings.
- 3) Contractor will identify or provide key person or point of contact for the duration of the project.

### **V. Deliverables**

- Community Needs Assessment
- Facilitate 'CNA' report back at prevention retreat
- 5 meetings with SAFE staff, 3 with Prevention Coalition Group

### **VI. Work Schedule**

<b>Tasks</b>	<b>Due Date</b>
RFP Award	March 30 2018
Community Needs Assessment Goals	April 6, 2018
First meeting with SAFE staff	April 2, 2018
First meeting with Prevention Coalition Group	April 6, 2018
Community Needs Assessment report	May 4, 2018
Community Needs Assessment report presentation	May 10, 2018

## **VII. Budget**

A budget has not been established for this project. Interested bidders are requested to submit a budget based on their knowledge of the time and resources needed to complete the project as described. The budget ceiling for this project is \$7500.

## **VIII. Proposal Format and Content**

Safe and Fear-Free Environment seeks simplified, cost-effective proposals. Bidders are required to submit the following:

- An introductory statement giving an overview of how the contractor will approach the project. The statement should also include confirmation that the contractor can meet the timeline as presented in this RFP and will comply with all provisions in this RFP. This statement should not just restate the scope of work but should expand on the unique approach that the consultant will employ.
- A detailed project budget.
- A samples of relevant work conducted by the bidder.
- Resumes for all staff working on the project and a description of their roles.
- Project RFP Budget should include Travel, Lodging, and Per-diem to Dillingham

## **IX. Evaluation Criteria**

Evaluation will be done by reviewing proposals with the Prevention Coalition partners. Competency, experience, and value will be the key evaluation criteria used to make a determination of Award.

## **X. Additional Instructions**

- Location of work:  
To be done at contractors work site and in the community of Dillingham.
- Right of Rejection:  
Offerors must comply with all the terms of the RFP, and all applicable local, state, and federal laws, codes, and regulations. SAFE reserves the right to refrain from making an award if it determines that to be in its best interest.
- Contract Agency:  
Contract will be made with Safe And Fear Free Environment after award determination by Prevention Coalition.
- Proposed Payment Procedures:  
SAFE will make payments based on a negotiated payment schedule. Each billing may not exceed 40% of the contract amount and must consist of an invoice. SAFE will retain 20% of the contract amount until the contract is successfully completed.