**Safe And Fear-Free Environment**

**Request For Proposals**

**Strategic Planning RFP**

4-5-19

4-15-19

4-18-19

1. Date of Issue:
2. Deadline to submit proposals:
3. Award to successful contractor:

Safe and Fear-Free Environment is requesting proposals from Planners to conduct a three day In region Strategic planning conference with organizations as represented in the Prevention Coalition. Planner should be familiar with concepts of Primary Prevention of Interpersonal Violence. Interested parties are encouraged to submit a proposal. Any questions, comments and/or concerns regarding this RFP are welcome and appreciated. (Timeline for project can and will be further discussed with awarding party.)

Safe and Fear-Free Environment

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Outreach & Education Coordinator

1. **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

1. **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 announced this RFP to draft a Prevention Plan from the Community Needs Assessment Document.

1. **Scope of Work**

The work to be completed:

* Conduct a Strategic planning session to develop a prevention plan in Dillingham with the community of Dillingham as its focus.
* Review community needs assessment.
* Review past and current prevention projects.
* Work with the Prevention Coalition in a two day intensive during the month of May.
* Create Goals and Objectives using the SMART framework
* Facilitate Group Discussions
* Create Mechanism for Revision of Prevention Plan.

1. **Deliverables**

* Prevention Plan, Goals and Objective, Logic Model

1. **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 $20,000.

1. **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 project budget.
* A sample 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

1. **Evaluation Criteria**

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

1. **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 BRC.

* Proposed Payment Procedures:

SAFE will make payments based on a negotiated payment schedule.