

CITY OF ST. LOUIS
BOARD OF ALDERMEN
REQUEST FOR PROPOSALS

**FOR: PROGRAMS TO REDUCE CRIME
AMONG AT-RISK YOUTH**

ISSUED: Wednesday, August 27, 2014

**MAIL OR DELIVER
PROPOSALS TO: The Honorable Phyllis Young
Chairwoman of the Public Safety Committee
City of St. Louis
1200 Market Street (City Hall) Room 230
St. Louis, MO 63103**

**PROPOSALS DUE: NO LATER THAN 5:00 P.M. CDT on
Friday, September 26, 2014**

All proposals must be received by the above deadline, in a sealed envelope, with the envelope clearly marked 2015 RFP—YOUTH AT RISK on the outside. All proposals must be submitted on a USB drive. Paper copies will not be considered. All proposals must include a concise and thorough response to the RFP. Please direct questions to Joshua Kremer, Program Specialist, Department of Public Safety at (314) 622-3391 or by email at kremerj@stlouis-mo.gov.

PURPOSE AND SCOPE:

The Public Safety Committee of the Board of Aldermen has approximately \$635,000 available to appropriate for programs designed to prevent crimes perpetrated by youth in the City of St. Louis. The Committee is seeking proposals from qualified not-for-profit organizations to serve male and female at-risk youth in the 11 to 18 year-old age demographic.

For the purposes of this RFP, crime prevention programs are defined as those programs that, either on an individual or group level, work to instill the self discipline, self control and self worth necessary to reduce the likelihood of involvement in criminal activity. The City is seeking proposals that utilize a community-based approach to create an environment that prevents or deters all forms of crime, but specifically appreciates those proposals which focus on reducing murder, assault and gang activity. Respondents to the RFP must present proposals that expand or sustain existing programs or create new programs that will impact the designated population.

PROPOSAL CONTENT AND FORMAT:

Proposals should be presented in the format (order) indicated below and titled accordingly. Please submit your proposal as **one** document, preferably PDF.

➤ **TITLE PAGE**

- ◆ Grant Application (Page 6)
- ◆ Organization background (Not to exceed 1 page)

➤ **JUSTIFICATION OF SUPPORT** (Not to exceed 1 page)

- ◆ Identify need being met within the context of reducing youth crime
 - ↳ E.g. Employment, self-esteem, education, self-awareness
- ◆ Explain why meeting the identified need is key to the strategy to reduce youth crime

➤ **PROGRAM DESCRIPTION** (Not to exceed 3 pages)

- ◆ Recruitment and retention
 - ↳ Specific demographics the program will serve
 - Age, socio-economic data, etc.
- ◆ All program details and components
 - ↳ When and where service will be provided
 - ↳ Who will administer / staff the program
 - Organizational chart of staff as it pertains to the program
 - ↳ Resources required / utilized
 - ↳ Collaborative agreements / Memoranda of agreement
- ◆ Goals & objectives
 - ↳ Performance and outcome measures
- ◆ Tracking participant progress

➤ **BUDGET**

- ◆ Please see Budget instruction sheet (Page 7)

- **CURRENT PROGRAMS** (Not to exceed 1 page)
 - ◆ Number and geographic distribution of participants
 - ◆ Demographic characteristics
 - ◆ Processes utilized to collect, analyze and report client demographics, recruitment, retention, performance and outcome data

 - **REQUIRED DOCUMENTATION & INFORMATION**
 - ◆ IRS Tax Determination Letter designating the organization as not-for-profit
 - ◆ Government entities must confirm they are such as defined in Chapter 610.010(4) of the Missouri Revised Statutes, known as the Missouri Sunshine Law
 - ◆ The City of St. Louis License Collector grants 501(c)3 organizations exempt status from the Graduated Business License Tax upon request. Your request must be on file at the License Collector's Office. If you do not already have a business license exemption, please forward a letter requesting exempt status and a copy of your IRS 501(c)3 determination letter to the License Collector's Office: City Hall, 1200 Market Street, Room 104, St. Louis, MO 63103-2884.
 - ◆ Insurance documentation (See insurance requirements)
 - ◆ Most recent federal 990 form (do not include supporting schedules)
 - ◆ Organization's overall budget for most recent fiscal year
 - ↳ Summary of all funding sources
 - ◆ If applicable, contracts with external entities and consultants, letters of intent to collaborate and MOA
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SELECTION CRITERIA:

Providers will be selected from among those organizations submitting a proposal pursuant to this RFP based on an objective evaluation of the proposal which is deemed most advantageous to the City on the basis of the following criteria:

1. Specialized experience, qualifications and technical competence of the organization, its principals, and staff.
2. The provider's responsiveness to and understanding of the project's scope, including work plan and technical approach
3. Ability of the organization to provide programming and services that address the specific needs of the youth through practicable, innovative solutions that focus on endemic issues among underserved populations.
4. The capacity and capability of the organization to perform the work within the time limitations indicated.
5. Past record and performance of the organization (if applicable) with respect to quality of work and measured outcomes, including any past relevant record of performance of individual directors, principals or staff. Note: Criminal background checks may be performed before monies are appropriated.
6. Proximity of the organization to the neighborhood(s) to be served.
7. Ability of the organization to meet statutory or ordinance requirements.
8. Percent of budget dedicated to directly serving youth (direct vs. indirect expenses)

9. A commitment to provide the maximum level of services relative to the amount of funding requested will be looked on favorably. Organizations that are found to have requested an exorbitant level of funding relative to their capacity or in relation to the number of youth to be served will not garner the committee's support.
 10. Minority and women participation in, and ownership of the organization specifically as it applies to the proposal and direct contact with the youth.
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GENERAL TERMS, AMOUNTS, AND MISCELLANY:

The contract developed pursuant to this RFP shall become effective on or about January 1, 2015, and shall be in effect for one year.

Include only the requested information in the order it has been requested. Additional slides, pictures, examples, or exhibits will not be considered and may not be included in your response to the RFP.

The term "page" shall mean 8.5 x 11, 12 Pt font.

The Office of the Director of Public Safety is required to ensure that all organizations which are awarded a contract are current on all applicable taxes prior to release of funds. Please ensure that your organization is not in arrears per the Collector of Revenue, City of St. Louis.

Contractors will be provided with a format to submit the required monthly invoices and progress reports if your organization is awarded funding. The City may also conduct site visits to monitor service delivery and progress toward goals as set forth in the contract.

The committee may offer all, a portion, or none of the funding requested in the proposal. If partial funding is offered, the contractor will be provided the opportunity to submit a revised scope-of-work and budget based on the reduced funding.

Contractors may seek reimbursement on a monthly or quarterly basis.

Contracts developed pursuant to this RFP may be terminated by the City of St. Louis upon thirty days written notice.

INSURANCE REQUIREMENTS:

- All proposals must contain a **letter of intent** from an insurance company(s) authorized to do business in the State of Missouri, stating its willingness to insure the Contractor pursuant to the terms of the contract developed pursuant to this RFP. **Upon award of a contract**, the Contractor shall procure and maintain, at the Contractor's expense, the following insurance coverage for the period of the contract. Certificates evidencing the dates and amounts of such insurance must be provided to the City of St. Louis prior to execution of the contract.

1. Workers' Compensation Insurance as required by the State of Missouri.
 2. Professional liability in the amount of \$100,000.
 3. General Liability and Personal Injury Insurance up to \$100,000 with the City named as an additional insured.
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LIMITATIONS:

This RFP does not commit the City of St. Louis to award a contract or to pay for costs incurred in the preparation of a proposal, or to procure or contract for service in connection therewith. The City of St. Louis reserves the right to accept or reject any or all proposals received as a result of this request, or cancel in part or in its entirety this RFP.

All proposals shall become the property of the City of St. Louis upon submission.

**CITY OF ST. LOUIS, PUBLIC SAFETY COMMITTEE
YOUTH AT RISK CRIME PREVENTION
GRANT APPLICATION**

Name of Applicant Organization:			
Legal Name / Doing Business As (if different than organization name):			
Address:			
City:	State:	Zip Code:	FEIN:
Primary Contact and Title:			
Telephone: () -		Email:	
Project Title:			
Total Amount of Funding Requested: \$			
<u>Program Executive Summary:</u>			
<ul style="list-style-type: none"> ○ Total number of unduplicated youths to be served / total number of hours of service to youths ○ Age-range of youths to be served ○ Specific mechanism through which you will achieve the goal of youth crime reduction <ul style="list-style-type: none"> - i.e. mentoring session, career class, job placement ○ Location where services will be provided <ul style="list-style-type: none"> - Wards, neighborhoods - Facilities ○ Frequency of services provided <ul style="list-style-type: none"> - i.e. Weekly; biweekly ○ When services will be provided <ul style="list-style-type: none"> - i.e. Fall semester; Summer 			
Printed Name & Title of President / CEO or authorized Board Member:			
Signature:			Date:

Budget

Justifications, Assumptions and Instructions

General Instructions

All expenses must be accounted for with a total provided for each line item. The line item totals must correspond to your total request. Proposals must include a firm, fixed bid for completion of all tasks identified within the proposal. A cap of \$100,000 has been established for all proposals submitted pursuant to this RFP.

Staff Request

Please provide titles and descriptions for each staff position or fraction of an FTE that you are requesting. Use the format below to include each staff position for which you are requesting funding. Please indicate full-time equivalents so that the selection committee may properly evaluate use of staff to provide services directly to youth. Priority will be given to programs that direct the largest amount of resources to serving the youth directly. Additionally, please list other sources of funding specific to this program that you have secured prior to submitting your application. If your program does not utilize other funding sources, including use of internal funds, please indicate that all positions are to be fully-funded through the Youth at Risk, Crime Prevention Grant.

Fringe Benefits

The selection committee recognizes that benefits such as health insurance, life insurance, retirement, etc. are commonly provided to full time employees, and that payroll taxes are required by statute. Accordingly, fringe benefit expenses may be included. Please provide benefit rate calculations for each position.

Expense Example

Position Title	Annual Cost	Y@R Grant FTE	Y@R Salary Total	Fringe Benefits %	Fringe Benefits \$	Total Salary Request
Staff 1	\$45,000	.2 / 1	\$9,000	.20	\$1,800	\$10,800
Counselor 1	\$35,000	.5 / .5	\$17,500	.25	\$4,375	\$21,875
Coordinator 1	\$30,000	1 / 1	\$30,000	.25	\$7,500	\$37,500
Totals	\$110,000	1.7 / 2.5	\$56,500	~.23	\$13,675	\$70,175

Additional Sources of Funding

The Stastny Foundation has awarded us a \$40,000 grant that will cover a portion of the remaining budget including fringe benefits. Internal funds will be used to address the remaining balance.

Other Direct Expenses

Describe in detail all other expenses in addition to staff costs, not including Indirect Expenses as defined below, and explain how the costs are calculated for each item as applicable i.e. per individual. ODE's include, but are not limited to:

- Transportation for youth
- Mileage
- Youth Stipends
- Equipment
- Project specific supplies
- Incentives for youth
- Consultants
- General office supplies
- Food / Snacks
- Recruitment materials

Direct Expense	Per Youth	Amount
Stipends x 100 Youth	\$50	\$5,000

(Assumed 100 Youth)

Indirect Expenses

Indirect expenses include general organizational expenses such as support services (accounting, billing etc.), liability insurance, facility rent/lease, postage, telephone, utilities, etc. in support of staff that provide services directly related to the youth.

The selection committee will consider indirect expenses as a percent of **salary expense** (salary expense does not include fringe benefits). The committee requests that you disclose ALL indirect expenses and calculate your indirect expense rate to improve transparency. Lower indirect expense rates will be looked on favorably. If indirect expenses are requested, list the costs and calculate the percentage of indirect expenses as follows:

Indirect Expense	IE Amount
Facility Rent	\$3,800
Telephone / Cell	\$1,500
Utilities	\$500
Postage	\$480
Liability Insurance	\$500
Indirect Cost	\$6,780
Total Salary Request	\$56,500
$\$6,780 / \$56,500 = .12$ or 12%	

A complete budget including all of the components mentioned above and the total amount of funding requested must be placed within your proposal as indicated on page 2.