



**PAYNE**  
CONSULTING

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June 4, 2024

City of Racine Purchasing  
730 Washington Avenue, Room 105  
Racine, WI 53403

To Whom It May Concern:

Thank you for the opportunity to submit this proposal for consideration for a Community Violence Prevention grant to support the Next Level Mentoring Program which is led by Payne Consulting, a local, woman and minority owned firm that specializes in community engagement. With 30 years of experience, we pride ourselves on planning, implementing, and evaluating diverse and innovative strategies to engage the community in meaningful ways.

On behalf of our team, I am excited about the possibility of partnering with the City of Racine to continue providing the Next Level Mentoring Program for at-risk City of Racine youth who are 9 to 13 years old. Per the RFP, this proposal includes background information about Payne Consulting (PC), and a proposed scope of work, timeline, and fees. I am confident that the Next Level Mentoring Program aligns with the requirements of this grant.

Please let me know if you require any additional information. You can reach me at 262.672.3185 or kimberly@payneconsulting.net.

Sincerely,

Dr. Kimberly J. Payne

## COMPANY OVERVIEW

### About the Company

Payne Consulting is a woman and minority owned firm. Based in Racine, Wisconsin, the firm specializes in community engagement, meeting planning and facilitation, training and grant writing. All Payne Consulting projects are led by Dr. Kimberly Payne and supported by a team of the best and brightest consultants in the area. Our consultants are diverse, multi-lingual, and possess the skills and expertise to deliver meaningful and strategic services that produce tangible results. Many of our consultants have advanced degrees and all have the flexibility that is required to meet the needs of diverse clients. We contract consultants, from our pool of over thirty consultants, to work on projects based on how well the project aligns with the expertise and passion of the consultant.

With 30 years of experience in the non-profit, education, communications, and government sectors, Payne Consulting merges best practice with customized strategies to meet the diverse needs of our partners. Our approach to projects is data and community informed and it includes engaging stakeholders, analyzing existing data and assets, and combining what we learn with best practice to create impactful strategies.

### About Payne Consulting's Leaders

**Dr. Kimberly J. Payne** – Kimberly is the Founder and Co-Owner of Payne Consulting, and she serves as the Lead Consultant for all projects. She is an expert community engagement strategist, project manager, facilitator, program developer, and trainer. Kimberly fulfilled her life-long dream of attaining a doctoral degree. She earned her doctoral degree at Concordia University of Wisconsin in the Doctor of Education-Leadership, Innovation and Continuous Improvement program. Additionally, she holds a bachelor's degree in psychology from Drake University, a master's degree in education, with an emphasis on higher education administration, from Iowa State University, five years of continuous improvement training, and a community engagement certificate from the Harwood Institute for Public Innovation. Over the years, Kimberly has contracted or been employed with organizations that range from institutions of higher education to local non-profits and government agencies.

**Alonzo Payne** – Alonzo is the Co-Owner of Payne Consulting. Alonzo holds degrees in sales and marketing and human services. With 25 years of workforce development and community engagement experience, Alonzo is passionate about connecting community members to resources and advocating for inner city youth. He uses his passion to help community members find jobs, enroll in educational programs, and plug into enrichment opportunities.

## **Organizational Capabilities**

The work of Payne Consulting is led by Kimberly and supported by a team of the best and brightest consultants in the area. Our consultants are diverse, multilingual, and possess the skills and expertise to deliver meaningful and strategic programs and tangible results. Many of our consultants have advanced degrees and all have the flexibility that is required to meet the needs of diverse clients.

Payne Consulting successfully designed and implemented the Next Level Mentoring Program in 2022 and 2023. The Next Level Mentoring program is staffed by a diverse and passionate team of community members who serve as mentors and coaches within the three components of the program – Leadership & Character Development, Boxing/Recreation, and Technology. The program summary below includes background information about the program and data that demonstrates the success of the program.

## **COMMUNITY VIOLENCE AS A PUBLIC HEALTH ISSUE**

Preventing community violence is a critical part of promoting public health and safety. The aim of public health is to address, from a solution-oriented perspective, issues that affect populations. Collective action or many people and organizations taking action towards similar goals is key to the success of public health initiatives. The World Health Organization (Dahlberg, L. L., & Krug, E. G., 2002) outlined the following steps for moving from community violence as a problem into solutions to community violence:

1. Uncovering as much basic knowledge as possible to take a data-informed approach.
2. Investigating why violence occurs and determining the factors that increase or decrease the risk of violence.
3. Exploring ways to prevent violence.
4. Implementing a range of interventions, in various settings, that appear to be promising.

Next Level Mentoring Program is a positive, enrichment program that serves as a protective factor for at-risk youth. The program is preventive in nature as youth are provided with positive examples of diverse community members/mentors as well as engaging classes and experiences that are related to their personal, academic, career and community success. Research shows that youth who are engaged in positive interventions, like mentoring, are less likely to engage in high-risk behaviors such as violence.

## **NEXT LEVEL MENTORING PROGRAM SUMMARY**

### **Mentoring Research**

Next Level is an afterschool mentoring program for 9- to 13-year-old, at-risk youth who reside in the City of Racine. The program components are leadership and character development, boxing/recreation and career exploration/technology. The program



serves as a "safety net" for at-risk youth who might not have positive co-curricular outlets/opportunities. Also, the program serves the purpose of being a positive program that not only builds the skills and confidence of at-risk youth, but deters them from engaging in high-risk behaviors, including violence, drugs and alcohol, truancy, and truancy which are behaviors that will likely result in contact with the juvenile and/or adult justice system.

A March 2022 Milwaukee Journal Sentinel article reported that the daily rate of incarcerating a youth at Lincoln Hills, Copper Lake, and the Mendota Juvenile Treatment center was \$1,154 per youth per day. This equates to approximately \$420,000 per year for a youth to be housed at one of the prisons. We are proposing a mentoring program that costs less than \$50 per youth per day. Through the mentoring program, at-risk youth are mentored by caring, diverse community members. The connection to a caring adult is a protective factor that can curb the likelihood that at-risk youth participate in high-risk behaviors like crime, violence or other activities that jeopardize public safety and result in incarceration.

Kingston et al. (2016) defined high risk youth as "those who are exposed to multiple risk factors or to a high level of a single risk factor for problem behavior" (p. 132). The absence of protective factors makes at risk youth particularly vulnerable to behaviors, such as alcohol use, early pregnancy, drug use, and low levels of high school credential attainment, that have the potential to alter their life trajectory and lead to negative academic and life outcomes. Despite being at risk, countless youth defied the odds by attaining strong leadership skills.

At-risk students are highly susceptible to negative outcomes, especially academic outcomes. Nunn and Parrish (1992) found that at-risk students had a history of unexcused absences and tardiness, were significantly below average in school performance, had behavioral and disciplinary problems, were less confident learners, had a more externally oriented locus of control and desired a less formal and non-traditional approach to learning.

Studies show that planned mentoring positively impacts academic and life outcomes of at-risk students. According to Tierney (1995), students involved in Big Brothers/Big Sisters were less likely to skip classes or days of school. Thompson and Vance (2001) asserted that having a mentor positively impacted the academic achievement of at-risk youth. Youth who were mentored in their study outpaced the control group of their non-mentored peers in reading and math.



## **Next Level Mentoring Program Overview**

### ***Program Goals***

Next Level is a comprehensive, curriculum based mentoring program that fulfills the following goals:

- Connect City of Racine mentees with diverse community members who can relate to their experiences.
- Decrease the likelihood of truancy, juvenile delinquency, and other high-risk behaviors.
- Increase the likelihood of positive educational and life outcomes by developing the academic, leadership and personal/social skills of mentees and exploring in demand technology careers.
- Provide an outlet, through boxing, for youth to release stress, improve their self-discipline, and enhance their self-confidence.
- Foster a greater sense of connection to the community.

### ***Program Components***

Mentors and mentees meet twice a week (Monday/Wednesday or Tuesday/Thursday) for 3 hours and the program includes the following components:

- Mentoring Cohorts - Small groups of students are matched with a mentor who meets with them as a group twice per week. Students engage with the mentor while learning the value of supporting and networking with each other.
- Check In/Check Out - At the beginning and end of each mentoring session, students check in by sharing how they are doing/feeling and check out by sharing at least one highlight of their mentoring session.
- Academic Support - Mentors assist students with homework and encourage them to maintain their attendance and grades. If students don't have homework, mentors assist with academic skill building by providing writing prompts, math worksheets, reading materials, etc.
- Career Exploration - Mentees explore in-demand, technology related careers and participate in a technology class.
- Community Connections - Through community service projects, speakers and community resource sharing, mentors help mentees develop a sense of connectedness to the local community.
- Leadership Development - Mentees are challenged to develop or refine their leadership skills and character by engaging in leadership development and character-building activities.
- Sports/Recreation - Mentees participate in boxing to release stress and increase their self-discipline and confidence.
- Evaluation - The mentoring program is evaluated by mentors, mentee, program staff, and parents/guardians at pre-determined intervals.

### ***Innovative Approach***

Next Level's three-pronged approach makes it innovative and unique. We are combining mentoring with sports and career exploration to engage City of Racine youth in a positive outlet and deter them from high-risk situations. Another unique aspect is providing transportation to and from the program to remove a critical barrier to equitable access to co-curricular programs.

### ***Community Partners***

- Payne Consulting - Racine based firm with expertise in community engagement. Payne Consulting serves as the lead agency for the program as well as the provider of the leadership and character development component of the program.
- Golden Touch Boxing Club - The club uses boxing to teach young people respect, discipline, and goal setting.
- Tek Help - Technology program that uplifts, educates, and inspires young people through educational and vocational training by helping to eliminate the digital divide in inner cities like Racine which in turn will help address issues like crime prevention.
- Commute to Careers - Locally owned and operated transportation company that provides door to door service.
- Former City of Racine Police Chief Art Howell - Next Level program advisor with decades of public safety experience.
- City of Racine Parks, Recreation & Cultural Services - Next Level is provided at a centrally located City of Racine community center.

### ***Target Population & Application Process***

The target for the Next Level Mentoring program is 9- to 13-year-old youth who live in the City of Racine and are at risk academically, behaviorally, or socially. Our goal is to primarily work with African American/Black and Latinx/Hispanic youths. Youth can be nominated for the program by parents/guardians, teachers, church leaders or community members. The application process includes a nomination form, a release form (media, school information and medical) that must be signed by a parent/guardian; participation agreement that must be signed by mentee and parent; and an emergency contact form. Youth will be identified by marketing the program at churches, community centers, and through word of mouth which is a powerful marketing and outreach tool in the City of Racine.

### ***Equity, Disparities & Inclusion of Marginalized Groups***

Next Level Mentoring Program supports an increase in equity and a reduction in disparities by making a high quality co-curricular program available to inner city, at-risk youth who might not otherwise be able to participate in an afterschool program due to barriers such as fees, transportation, and language. The COVID-19 pandemic further

exacerbated the disparity in afterschool program access for minority youth compared to their white counterparts. Next Level Mentoring Program removes barriers by offering the mentoring program after school, at a central location, and by providing transportation. Additionally, we employ Spanish speaking team members to address any language barriers.

***Program Successes***

Our 2023 program successes include mentee and staff recruitment and retention and parent relationships, and partnerships. We quickly recruited an all-star team of diverse staff who hold various leadership and community service roles in Racine. We also recruited more mentees than our target of 30 students and most of the students remained in the program from start to finish with an overall attendance rate of 63%. The Bryant Center attendance rate was 51% and the King Center attendance rate was 74%.

Mid program our mentee retention rate was 87% due to losing 4 students who left the program for reasons that were not related to the quality of the program. Our staff retention rate for the program was 100% from start to finish. We implemented a required parent meeting that we used to build relationships with the parents, discuss expectations, and answer the questions of parents. The challenging part of the parent meetings was accommodating varied work schedules. We coordinated additional parent meetings to overcome this.

The partnerships with Tek Help, Golden Touch Boxing Club, Commute to Careers, the King Center, the Bryant Center, United Way, the City of Racine and Safe Haven made the program possible. Each partner fulfilled their part of the program by going above and beyond to serve the youth and families.



**City of Racine**  
**Official Notice #6-2024**  
**Request for Proposal (RFP)**  
**Community Violence Prevention Providers**



05/16/2024	Published in Newspaper   Published Online
05/17/2024	Published in Newspaper
05/22/2024	Questions Due by 2pm
05/24/2024	Addendum Posted
06/06/2024 10:00 am	<b>DUE DATE</b> <b>Bid proposals received after this time will not be considered</b>
Method of Submittal	DemandStar <b>ONLY</b> <a href="https://www.demandstar.com/app/agencies/wisconsin/city-of-racine-purchasing/procurement-opportunities/01dc3f5c-ed8d-466f-9fa8-3f31a8e08705/">https://www.demandstar.com/app/agencies/wisconsin/city-of-racine-purchasing/procurement-opportunities/01dc3f5c-ed8d-466f-9fa8-3f31a8e08705/</a> <small>Bids submitted to any other email or using any other method, other than what's stated in this bid document, will not be considered.</small>
Contact Information:	City of Racine Purchasing 730 Washington Ave. Room 105 Racine, WI 53403 Email: <a href="mailto:purchasing@cityofracine.org">purchasing@cityofracine.org</a> Website: <a href="http://www.cityofracine.org/purchasing">http://www.cityofracine.org/purchasing</a>

The undersigned hereby proposes to furnish all labor, tools, equipment and all materials, except as definitely specified to be furnished by others, ready for use, all in accordance with these specifications, all as attached hereto and all of which the undersigned has examined, the following work for the compensation indicated.

Firm: Payne Consulting LLC

Name: Dr. Kimberly J. Payne

Address: 302 Sixth Street

City, State, Zip: Racine, WI 53403

Phone: 262.456.2171

Email: [kimberly@payneconsulting.net](mailto:kimberly@payneconsulting.net)

City of Racine  
 Purchasing Department  
 730 Washington Ave Room 105  
 Racine, Wisconsin 53403  
 www.cityofracine.org/purchasing



Office: (262) 636-9143  
 Fax: (262) 636-9100  
[Purchasing@cityofracine.org](mailto:Purchasing@cityofracine.org)

**RFP ADDENDUM #1**

To:	Notice to all Respondents
From:	Purchasing Agent
Solicitation:	Official Notice #6-2024 Community Violence Prevention Providers
Addendum Issued:	May 20, 2024
RFP Response Due Date:	June 6, 2024 at 10:00AM CST via DemandStar

The purpose of this Addendum is to modify the Request for Proposal (RFP) as set forth in this addendum. All requirements of the proposal documents remain unchanged except as cited herein. Information contained in this Addendum will be included in any subsequent contractual agreement between the City and the successful respondent(s).

**PROPOSAL SUBMISSION**

The following provides additional clarity for "Maximum of 500 words":

**Section:** Scope of Work  
**Sub-Section:** Submission  
**Description of Change:** Modify language to read - Maximum of 500 words "per evaluation criteria section."

Acknowledgment of Addendum

(To be returned with your response)

I Kimberly J. Payne, as an authorized representative of Payne Consulting, LLC have received this Addendum, I fully understand and will comply with all the information contained within this Notice.

Signed: Kimberly J. Payne Date: 6/4/2024



**City of Racine**  
**Purchasing Department**  
 730 Washington Ave Room 105  
 Racine, Wisconsin 53403  
[www.cityofracine.org/purchasing](http://www.cityofracine.org/purchasing)



Office: (262) 636-9198  
 Fax: (262) 636-9100  
[Purchasing@cityofracine.org](mailto:Purchasing@cityofracine.org)

**RFP ADDENDUM #2**

To:	Notice to all Respondents
From:	Purchasing Agent
Solicitation:	Official Notice #6-2024 Community Violence Prevention Providers
Addendum Issued:	May 24, 2024
RFP Response Due Date:	June 6, 2024 at 10:00AM CST via DemandStar

The purpose of this Addendum is to clarify questions received from Proposers. All requirements of the proposal documents remain unchanged except as cited herein. Information contained in this Addendum will be included in any subsequent contractual agreement between the City and the successful respondent(s).

**Question 1:** The grant submission deadline is June 6, but it mentions that questions related to the grant are due by May 22<sup>nd</sup>. Could you confirm what specific questions this refers to?

**Answer:** After reviewing the Request for Proposal (RFP), any questions or need for clarity that potential proposers have about anything outlined within the RFP should be submitted to the designated email by the deadline.

**Question 2:** Is there a previous grant proposal that is of public record that could be referenced for formatting and content purposes?

**Answer:** We're unable to reference another grant for formatting/content purpose. However, a more specific request for data can be submitted through the City's open records process.

**Question 3:** The RFP states the contract term is June 1, 2024 to December 31, 2024. Please clarify whether all project activities will need to be completed and funds spent by December 31, 2024.

**Answer:** The contract period covers the time for which funds are eligible to be expended, therefore, project activities should be concluded well before December 31, 2024.



**Question 4:** The RFP states the final invoice, data and project report must be submitted no later than December 1, 2024. Please clarify how final invoicing, data and reporting can be done 30 days prior to the end of the contract.

**Answer:** Final invoice, data and project report must be submitted no later than December 1, 2024 to allow us to process invoice payments and complete reporting to the granting authority in a timely manner. For December, this information can be submitted based on planned activities and/or work that is sure to take place.

**Question:** Is it 500 words each for each evaluation criteria, for example 500 for compliance and another 500 for qualifications & experience, etc...?

**Answer:** Yes.

Acknowledgment of Addendum

**(To be returned with your Proposal)**

I Kimberly J. Payne, as an authorized representative of Payne Consultings LLC have received this Addendum, I fully understand and will comply with all the information contained within this Notice.

Signed: Kimberly J. Payne Date: 6/4/2024

## 1. General Information

The City of Racine Department of Community Safety is making available, funding for multiple awards from \$25,000.00 - \$50,000.00 to community-based organizations with proposals that use evidence-informed strategies to reduce violence within the city through tailored community-centered initiatives.

These multidisciplinary strategies engage individuals and groups to prevent and disrupt cycles of violence and retaliation; and establish relationships between individuals and community assets to deliver services that save lives, address trauma, provide opportunity, and improve the physical, social, and economic conditions that drive violence.

The contract term will be from June 1, 2024 through December 31, 2024

The City of Racine is the sole judge of the suitability of all bidders and reserves the right to reject any and all parts of the proposal that is not in the best interest of the City of Racine. The City of Racine may also give additional work as needed.

The City of Racine, in its sole discretion and without cause, may terminate this Request, Purchase Order, or Contract, in whole or in part, at any time without incurring liability to the bidder for lost profits, or any other costs of damages.

The City of Racine is committed to promoting fair and open competition and encourage all DBE/MBE/VBE/WBE to bid or submit proposals.

Invoice(s) related to any award should reference the Purchase Order (PO) or Contract number and be sent to [accountspayable@cityofracine.org](mailto:accountspayable@cityofracine.org)

## 2. General Questions

Have you performed any work for the City of Racine in the past?	<b><u>YES</u></b>	NO
Are you able to perform work for the State of Wisconsin?	<b><u>YES</u></b>	NO
Are you part of any of these program(s)		
Disadvantage Business Enterprise (DBE)	<b><u>YES</u></b>	NO
Minority Business Enterprise (MBE)	<b><u>YES</u></b>	NO
Women's Business Enterprise (WBE)	YES	<b><u>NO</u></b>
Veteran Business Enterprise (VBE)	YES	<b><u>NO</u></b>

### Cooperative Purchasing

Would you be willing to extend the pricing from any contract that may result from this bid to other V.A.L.U.E/WAPP members of local government entities in the Wisconsin area?	<b><u>YES</u></b>	NO
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## END OF SCOPE OF SERVICES

### 5. References

As a part of properly completing the bid, provide the names, addresses, phone numbers and contact persons for a minimum of two companies or municipalities for which the bidder has satisfactorily performed related work within the past five (5) years.

Company Name: United Way of Racine County

Address: 2000 Domanik Drive

Contact Person: Katie Tuttle

Phone Number: 262.994.1551 (cell) or 262.664.4722 (office)

E-mail: [ktuttle@unitedwayracine.org](mailto:ktuttle@unitedwayracine.org)

Company Name: Former City of Racine Police Chief

Address: Unknown

Contact Person: Arthel Howell

Phone Number: 262.902.3911

E-mail: [arthel.howell@outlook.com](mailto:arthel.howell@outlook.com)

Company Name: Golden Touch Boxing

Address: Unknown

Contact Person: Waleed Ahmad

Phone Number: 262.939.5038

E-mail: [waleedahmad1648@gmail.com](mailto:waleedahmad1648@gmail.com)



**BIDDER'S CERTIFICATION**

I hereby certify that all statements herein are made in behalf of:

Payne Consulting LLC

Name of Corporation, Partnership or Person submitting bid

a corporation organized and existing under the laws of the State of: Wisconsin

a partnership consisting of: Kimberly J. Payne

an individual trading as: Payne Consulting LLC

of the City of Racine State of Wisconsin

that I have examined and carefully prepared this proposal from the

plans and specifications and have checked the same in detail before

submitting this proposal; that I have full authority to make such statements

and submit this proposal in its (their) behalf, and that said statements are true and correct

SIGNATURE: Kimberly J. Payne

TITLE: Founder/Owner

Sworn and subscribed to before me

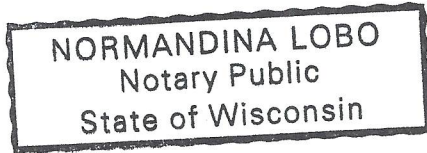
this 4<sup>th</sup> day of June 2024.

[Signature]

Normandina Lobo

(Notary or other officer authorized to administer oaths)

SEAL:



My commission expires 11/29/2027