

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	DUE DATE Bid proposals received after this time will not be considered
Method of Submittal	DemandStar ONLY https://www.demandstar.com/app/agencies/wisconsin/city-of-racine-purchasing/procurement-opportunities/01dc3f5c-ed8d-466f-9fa8-3f31a8e08705/ <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: purchasing@cityofracine.org Website: http://www.cityofracine.org/purchasing

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: Focus on Community, Inc.

Name: Jason Meekma

Address: 1240 Washington Avenue

City, State, Zip: Racine, WI 53403

Phone: 262-632-6200

Email: jmeekma@focusracine.org

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

2. General Questions

Have you performed any work for the City of Racine in the past? YES NO

Are you able to perform work for the State of Wisconsin? YES NO

Are you part of any of these program(s)

Disadvantage Business Enterprise (DBE)	YES	<input type="checkbox"/> NO
Minority Business Enterprise (MBE)	YES	<input type="checkbox"/> NO
Women's Business Enterprise (WBE)	YES	<input type="checkbox"/> NO
Veteran Business Enterprise (VBE)	YES	<input type="checkbox"/> NO

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? YES NO

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: Racine Unified School District

Address: 3109 Mount Pleasant Street, Racine, WI 53404

Contact Person: Andrea Rittgers

Phone Number: 262-631-7190

E-mail: andrea.rittgers@rusd.org

Company Name: United Way of Racine County

Address: 2000 Domanik Drive, Racine, WI 53404

Contact Person: Jessica Safransky Schacht

Phone Number: 262-898-2251

E-mail: jsafransky@unitedwayracine.org

Company Name: Racine Unified Extended Learning

Address: 2333 Northwestern Avenue, Racine, WI 53404

Contact Person: Jennifer Barncard

Phone Number: 262-676-2332

E-mail: jennifer.barncard@rusd.org

BIDDER'S CERTIFICATION

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

Focus on Community, Inc.

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: Focus on Community and the City of Racine

an individual trading as: _____

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: _____

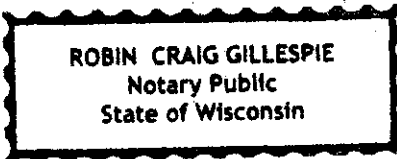
TITLE: Executive Director

Sworn and subscribed to before me

this 4th day of June 2024.

Robin Craig Gillespie
(Notary or other officer authorized to administer oaths)

SEAL:



My commission expires 09/11/2027

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

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 Jason Meekma, as an authorized representative of Focus on Community, Inc. have received this Addendum, I fully understand and will comply with all the information contained within this Notice.

Signed:  Date: 6/4/2024



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 22nd. 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.

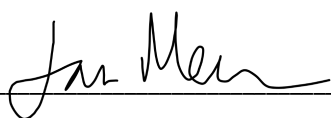
Question: Is it 500 words each for each evaluation criteria, for example 500 for compliance and another 500 for qualifications & experience, etc...?

Answer: Yes.

Acknowledgment of Addendum

(To be returned with your Proposal)

I Jason Meekma, as an authorized representative of Focus on Community, Inc. have received this Addendum, I fully understand and will comply with all the information contained within this Notice.

Signed:  Date: 6/4/2024

Focus on Community, Inc.

Empowering Futures: A High School After-School Program for At-Risk Youth

Introduction: We are excited to present “Empowering Futures” an initiative aimed at curbing risky behavior and preventing tendencies towards violence and substance abuse. The “Empowering Futures” program will focus on youth from our local high schools entering the expulsion process who fall into a high-risk category, often affected by Adverse Childhood Experiences and engagement in risky behavior.

Goals: In order to accomplish this program we will strive to reduce the incidence of expulsion among high school students related to risky behavior, address and mitigate the impact of ACEs, prevent substance abuse and youth violence, and ensure the successful completion of the program for at least 70% of the participants.

Needs Assessment: Adolescents who experience ACEs are at a higher risk for engaging in substance abuse and violent behavior, sometimes leading to expulsion from school and further isolation from positive influences. Expulsion not only disrupts their education but also increases their exposure to environments where negative behaviors are more likely to occur. In the 2023 - 2024 school year there were 56 Expulsions related to these issues. We know that By addressing these root causes and providing structured, healthy activities after school, we aim to break this cycle and promote positive development.

Executive Summary: The "Empowering Futures" program represents a comprehensive approach to addressing the complex challenges faced by at-risk youth. By providing a supportive and structured after-school environment, we aim to reduce expulsion, mitigate the impact of ACEs, and foster positive development. We are confident that with your support, we can make a significant difference in the lives of these young individuals and contribute to a safer, healthier community.

Part 1: Compliance with the scope of work

Introduction

Adverse Childhood Experiences (ACEs), substance abuse, and youth violence are significant challenges that impact the well-being and future success of many adolescents. In response to these pressing issues, Focus on Community is proposing an innovative after-school program aimed at providing an alternative to expulsion and fostering a safe, supportive environment for at-risk youth. Through our partnership with Racine Unified School District, we have already presented and received a commitment to this program from Andrea Rittgers, the Director of Student Services at RUSD, and Bill O'Malley, the principal at Park High School, who will provide an after-school space at Park High School where the program would be held. The program, "Empowering Futures," will focus on mentorship, goal-setting, leadership development, and educating participants about the importance of avoiding risky behaviors.

Areas Addressed:

- Focus on individuals at the highest risk of experiencing or perpetrating community violence.
- Provide safe and healthy activities for youth who may be at risk for criminal or violent behavior.
- Plan and implement community-specific services and partnerships that improve community safety and well-being through preventative strategies.

Part 2: Qualifications and Experience

Focus on Community is Racine's primary substance abuse prevention agency and has provided high-quality programs that influence young people and have a positive impact on their lives and our community for over 44 years. Our evaluation results have demonstrated that our programs

help youth make healthy decisions and positive choices. It increases coping skills and other soft skills that build resilience, increases developmental assets, and ensures youth are less likely to become involved in risky behaviors. Our success in our work with teens is evidenced in the fact over 30 teens have returned to work for our agency in some way as adults and even more have volunteered and become financial supporters and advocates for the work we do.

Our staff include a Substance Abuse Prevention Specialist with extensive knowledge in Alcohol and Other Drugs (AODA), certified National Trainers in model prevention programs such as FAST and LifeSkills, and all staff are trained in each of our prevention programs.

Part 3: Approach to Providing Services

Program Goals and Objectives

Goal 1: Reduce the incidence of expulsion among high school students by offering an engaging, supportive after-school alternative. Youths will be referred to the program once they have gone through RUSD's review process and are referred by their expulsion officer.

Objectives:

1. Partner with Park, Case, Horlick, Walden, R.E.A.L., and Racine Alternative Learning High Schools to provide an alternative to expulsion program that will help them engage in asset-rich activities and stay on a path to success.
2. Enroll a minimum of 15 students in the program during the first year.
3. Provide after-school sessions twice a week that include academic support, mentorship, coaching, and character-building activities.

Goal 2: Address and mitigate the impact of ACEs, preventing substance abuse and youth violence.

Objectives:

1. Implement trauma-informed practices throughout all program activities.
2. Conduct weekly workshops on substance abuse prevention and coping strategies for stress and trauma.
3. Provide eight weeks of programming per youth that promotes the development of leadership skills, goal-setting, and understanding of the importance of avoiding risky behavior.

Goal 3: Ensure that at least 70% of the students who enroll in the program return to school after successfully completing the Empowering Futures program.

Objectives:

1. Provide each youth who is referred to “Empowering Futures” with eight weeks of support to help them successfully complete the program.
2. Assign each youth participant to a success coach through the Advancing Family Assets program, pairing students with positive role models from the community.
3. Graduate a minimum of 18 students from the program by December 31st.

Program Design

Structure: The program will operate twice weekly, providing evidence-informed and asset-based support activities designed to engage and develop at-risk youth. The program season will run from September 15th to December 31st, 2024.

Activities:

- **Academic Support:** Homework help, tutoring, and study groups led by volunteers and educators.

- **Character-Building Activities:** Coaches will work with participants to develop success plans that will focus on developing social skills, setting personal goals, and planning for the future.
- **Mentorship:** Regular one-on-one or small group sessions with mentors to discuss personal challenges, goals, and progress. This will be realized through a collaboration with our Advancing Family Assets Program.
- **Leadership Development:** Workshops and activities designed to build confidence, communication skills, and leadership qualities.
- **Prevention Workshops:** Interactive sessions addressing substance abuse, violence prevention, and healthy lifestyle choices.

Implementation Plan

Phase 1: Planning and Partnership Development (July - August)

- Formalize partnerships with 6 local high schools, and the central office within Racine Unified School District.
- Recruit and train staff and volunteers on trauma-informed care and program objectives.
- Develop a detailed curriculum and schedule for after-school activities.

Phase 2: Program Launch (September)

- Begin preparation for student enrollment.
- Launch initial sessions, focusing on building rapport and assessing student needs.
- Start regular after-school activities, mentorship pairings, and initial workshops.

Phase 3: Full Implementation and Evaluation (October - December)

- Continue regular programming with periodic assessments to track progress.

- Collect data on attendance, suspension rates, academic performance, and behavioral changes.
- Conduct mid-program and end-of-program evaluations to measure program impact and identify areas for improvement.

Evaluation and Sustainability

To measure the success of the "Empowering Futures" program, we will employ both quantitative and qualitative evaluation methods. Key performance indicators will include:

- Reduction in suspension and expulsion rates among participants.
- Improvements in academic performance and attendance.
- Participant feedback on program satisfaction and perceived impact.
- Decreases in reported substance abuse and violent behavior.

Sustainability will be achieved through ongoing partnerships with local schools, continuous staff, and volunteer training, and securing additional funding through grants and community support. Our goal is to expand the program to more schools and communities in the coming years, creating a lasting positive impact on at-risk youth.

Part 4: How the funds will be used.

Budget

The total estimated budget for the first year of the "Empowering Futures" program is \$50,000. This includes costs for personnel, training, materials, activities, and evaluation. Detailed budget breakdown:

- **Personnel:** \$35,276 (Part-time Program Coordinator, Counselors, Tutors)
- **Training and Travel:** \$2,000 (also includes travel)
- **Materials and Supplies:** \$3,413 (Educational materials, equipment, workshop supplies)

- **Operating Expenses:** \$3,561
- **Meeting Expenses:** \$1,250
- **Management and General:** \$4,500
- **Total:** \$50,000

The majority of the expense will be utilized to pay our team members who will be working directly with the youth who participate in the program (**Personnel Expenses**). Because of the importance of ensuring these youth have the best experience possible, we want to ensure small mentor-to-mentee ratios. Our plan is to use the available funds to place three adult team members in the program. These team members will only be working part of their time in this program but the same team members will be dedicated to the program to ensure consistency.

The **Materials and Supplies Expenses** we will need for the program will range from general office supplies to specific program supplies. These specific supplies will include educational and workshop materials, activity equipment like sports balls, team-building tools and debrief resources like journals and fidget toys. The **Operating Expenses** will utilize a small amount of our financial resources to cover utilities, dues, and postage. **Training and Travel Expenses** are necessary due to the nature of the program and will require us to provide sufficient training to our team members. Our team will be trained in ACE's training, Mental Health First Aid and Mentorship training SMART Recovery, and Motivational Interviewing before the start of the program. **Meeting Expenses** will also be needed as we will host monthly meetings to ensure we are adapting to the needs of the students we are working with. As these will be higher-risk youth, we will need to be fluid throughout the program's implementation. **Management and General Expenses** will cover the cost of the management of the program. **Additional information** on these items is included in the attached budget proposal.

Part 5: Budget Proposal

See the attached budget proposal

Part 6: Prior experience and familiarity with services required.

Focus on Community has a longstanding history of delivering impactful programs aimed at supporting at-risk youth and their families. Our organization is deeply committed to fostering positive development and reducing risky behaviors among adolescents and our partnership with Racine Unified School District helps us reach a diverse population of youth within our community. Our prior experience and familiarity with the services required for the "Empowering Futures" program are rooted in several key initiatives and areas of expertise:

1. Proven Track Record in Youth Programs

Experience with After-School Programs: Focus on Community has successfully implemented multiple after-school programs designed to engage youth in productive activities, enhance their academic performance, and provide a safe environment for personal growth. These programs have consistently demonstrated positive outcomes, including improved school attendance, higher academic achievement, and reduced behavioral issues.

Partnerships with Local Schools: We have established strong partnerships with local schools, which have been crucial in identifying and supporting students in need of additional assistance. These partnerships enable us to seamlessly integrate our programs into the school community and ensure that we reach the students who will benefit the most.

2. Substance Abuse Prevention

Evidence-Based Prevention Programs: We have extensive experience in delivering evidence-based substance abuse prevention programs. Our initiatives focus on educating youth

about the risks of substance abuse, developing refusal skills, and promoting healthy lifestyle choices. These programs have been instrumental in reducing substance use among participants.

Community Education and Outreach: Through workshops, seminars, and outreach campaigns, we engage the broader community in substance abuse prevention efforts. Our comprehensive approach ensures that youth receive consistent messages about the importance of avoiding risky behaviors from multiple sources.

3. Focus on Mentorship and Leadership Development

Mentorship Programs: We have implemented successful mentorship programs that pair at-risk youth with positive adult role models. These relationships provide crucial guidance, support, and encouragement, helping mentees set and achieve personal and academic goals.

Leadership Training: Our leadership development initiatives empower youth to take on leadership roles within their schools and communities. By participating in workshops and activities focused on building confidence, communication skills, and teamwork, students learn to become proactive and responsible leaders.

4. Holistic Approach to Youth Development

Comprehensive Services: Focus on Community adopts a holistic approach to youth development, addressing various aspects of a young person's life, including academic support, social skills, physical health, and emotional well-being. Our programs are designed to provide a well-rounded support system that encourages overall growth and development.

Safe and Engaging Environments: We prioritize creating safe, welcoming spaces where youth feel valued and supported. Our after-school programs include a mix of academic, recreational, and enrichment activities that keep participants engaged and motivated.

Conclusion

Focus on Community's extensive experience and proven success in implementing programs that address the needs of at-risk youth make us uniquely qualified to deliver the "Empowering Futures" program. Our expertise in substance abuse prevention, mentorship, and leadership development ensures that we can provide the comprehensive support necessary to achieve the program's goals and our partnership with Racine Unified School District helps make this possible. We are committed to leveraging our skills and resources to create a positive, lasting impact on the lives of the youth we serve.

Part 7: Knowledge of the City of Racine

Focus on Community has been serving the City of Racine since 1980. Over that time we have provided a litany of prevention-based programming for youth and their families. We have integrated ourselves into the fabric of our community and forged lasting relationships with Racine Unified School District, Racine Parks and Recreation, Racine County Human Services, the Religious Community, and thousands of youth and families to name a few.. Our greatest impact is in the school district where we provide prevention programming to every fifth, sixth, and seventh-grade student. We employ upwards of thirty local teenagers to serve as mentors to youth in our programs and to develop leadership skills.

Additionally, we serve youth experiencing homelessness, young adults and parents needing assistance achieving their goals, and a variety of family programs aimed at strengthening family bonds. All of this is done to ensure that most of the youth in our community are not only equipped with the tools to succeed but have also established a network of support.

Because of all of these experiences and services provided over the last forty-four years, we are substantially qualified to introduce this program into our service provisions.