CITY OF BIRMINGHAM-PURCHASING DIVISION
710 NORTH 20TH STREET, P-100 CITY HALL
BIRMINGHAM, AL 35203-2227
OFFICE: (205) 254-2265 / FAX: (205) 254-2484

ARTELIA C. MACON, PRINCIPAL BUYER
EDWARD WILLIAMS, ASST. PURCHASING AGENT

NOVEMBER 20, 2024
RFP: 25-32

CITY OF BIRMINGHAM

PUTTING PEOPLE FIRST

Request for Proposal (RFP) #25-32
for
Community Safety Initiatives Immediate Response Action Plan

RFP Release Date:	**November 20, 2024**
Proposer Questions Due:	**November 27, 2024 by 5:00 P.M. (CST)**
RFP Submittal Deadline:	**December 9, 2024 by 5:00 P.M. (CST)**
RFP Opening Date:	**December 10, 2024**

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COMMUNITY SAFETY INITIATIVES IMMEDIATE RESPONSE ACTION PLAN
REQUEST FOR PROPOSAL

Sealed proposals marked **"Community Safety Initiatives Immediate Response Action Plan"** will be received by the Purchasing Agent, P-100 First Floor City Hall, 710 North 20th Street, Birmingham, Alabama 35203. The Proposed Vendor must provide an original and three (3) copies of its proposal.

Proposals will be accepted until 5:00 P.M. central time (standard or daylight savings time, as applicable) on **MONDAY, DECEMBER 9, 2024.** **RFPs submitted after these dates and times will not be considered.**

Proposals will be publicly opened at 2:00 p.m. on TUESDAY, DECEMBER 9, 2024.

The City is not responsible for delays occasioned by the U.S. Postal Service, the internal mail delivery system of the City, or any other means of delivery employed by the Proposer. Similarly, the city is not responsible for, and will not open, any bid/proposal responses, which are received later than the date and time, indicated above. Late bids/proposals will be retained in the bid/proposal file, unopened.

TELEGRAPHIC/ELECTRONIC RESPONSES
Proposal responses sent via electronic devices (i.e. facsimile machines and email) are not acceptable and will be rejected upon receipt.

TERM OF CONTRACT
Any contract resulting from this proposal will become effective upon proposal award. Per Section 3-3-7(7) of the General City Code for the City of Birmingham, the proposed contract shall be in effect for a period of three (3) years, subject to the availability of funding for a term not to exceed three (3) years. The life of this contract shall exist with the approval of both parties with the provision that no price increase in the original proposal prices shall be allowed.

ADDENDA
Any addenda will be available on the internet. The proposer is responsible for checking the website for addenda until the proposal opening date. Addenda will be mailed to only those proposers who were provided a copy in person or by mail.

The City follows a policy of nondiscrimination. No proposer with the City should discriminate based on race, sex, religion or national origin. Failure by the Proposer to carry out these requirements is a material breach of its obligations, which may result in its termination or such other remedy as the City deems appropriate.

No proposal may be withdrawn for a period of sixty (60) days after the date of the proposal opening. All proposals are to be submitted on the proposal form provided and all proposals are to be f.o.b. Birmingham, Alabama delivered. The City reserves the right to reject any or all proposals submitted, in whole or part, and to waive any informalities.

RFPs must be submitted in a sealed envelope marked **RFP #25-32 "Community Safety Initiatives Immediate Response Action Plan", by 5:00 P.M., 02/21/24.** Proposals may be **hand delivered** to Purchasing, Room P-100 First Floor, City Hall, Birmingham, Alabama or **mailed** to City of Birmingham, 710 North 20th Street, Birmingham, AL 35203. Proposals mailed in (i.e. USPS, Federal Express, UPS, Airborne, etc.) **must** specify delivery to Room P-100, 1st Floor-City Hall.

___

Edward Williams

Edward Williams, Asst. Purchasing Agent

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COMMUNITY SAFETY INITIATIVES IMMEDIATE RESPONSE ACTION PLAN
REQUEST FOR PROPOSAL (CONT'D)

PROJECT OVERVIEW

The City of Birmingham is seeking qualified vendors or partners to implement one or more components of the Office of Community Safety Initiatives' Immediate Response Action Plan. This 12-month pilot program aims to reduce gun violence through a collaborative, evidence-informed, public health, and trauma-informed approach. The program targets individuals and communities most affected by violence, with a focus on providing immediate support, intervention services, and community engagement. Vendors are encouraged to submit proposals for one or multiple program components, with preference given to those who can demonstrate a cohesive, integrated approach across multiple components. This preference is to encourage holistic program delivery that maximizes the interconnected impact of each component. Our commitment to a public health and trauma-informed approach involves addressing the underlying causes of violence, fostering resilience, and prioritizing the mental and emotional well-being of individuals impacted by gun violence. By taking a trauma-informed stance, the OSCI seeks not only to mitigate immediate harm but also to build long-term safety and healing within the Birmingham community.

Only complete responses to this proposal, submitting all information in the format requested, will be considered. The responses must be submitted on standard 8 1⁄2 x 11 paper.

The proposal must be accompanied by a transmittal letter on the organization's official letterhead, signed by an authorized representative of the organization. The transmittal letter should identify the name of individuals authorized to represent the prime Provider in discussing the proposal, response, and negotiating the contract. This letter should include the prime Provider's employer identification number and indicate that the offer will remain open for a period of six months.

Provide the entire copy of your response to the City of Birmingham on a USB Flash drive, in searchable PDF format. ***If submitting an encrypted device, provide instructions for accessing the response.***

The City reserves the right to require oral presentations. Vendor refusal or inability to participate in this process will render said vendor's proposal disqualified.

PROPRIETARY INFORMATION

All information concerning the program and participants is solely the property of the City and that information will remain confidential and will not be used or transmitted to others for any purpose whatsoever, except as required to conduct operations or as required by law.

OBJECTIVES

The primary objective of this plan is to provide immediate support and intervention services that address gun violence in Birmingham, Alabama. Key goals include:

- Providing intensive casework and life skills training for high-risk individuals.
- Engaging in violence intervention and prevention.
- Offering victim services and trauma recovery support.
- Implementing a Gun Violence Reduction Strategy
- Expanding emergency response efforts in local hospitals.

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COMMUNITY SAFETY INITIATIVES IMMEDIATE RESPONSE ACTION PLAN
REQUEST FOR PROPOSAL (CONT'D)

PUBLIC DISCLOSURE

Subject to applicable law or regulations, the content of each proposer's proposal shall become public information upon the effective date of any resulting contract.

PURCHASE ORDERS

The City will issue purchase order(s) to the successful proposer for the goods and/or services (proposed items) that are the subject of the proposal. The successful proposer shall execute an Agreement, signed by both parties, which together with the terms, conditions, specifications and requirements state in **(a)** the contemplated purchase order(s), **(b)** this Request for Proposal and Specifications and **(c)** your proposal (collectively, the "Contract Requirements") shall represent the entire agreement between the parties and shall not be amended unless agreed upon in a legally authorized writing that is signed by both parties.

These writings supersede all former proposals, offers, negotiations, representations or agreements, either written or oral, concerning the provision of vendor's goods and/or services. By acceptance of the City's purchase order(s), the successful vendor agrees to abide by and perform its responsibilities related to the proposed items in compliance with the Contract Requirements.

Successful proposer shall not assign this contract to any other party without prior written approval of the City of Birmingham. Contract shall not be assigned to an unsuccessful proposer who was rejected because he was not a responsive or responsible proposer.

ADDITIONAL PURCHASES

The City has attempted to list all services under **Community Safety Initiatives Immediate Response Action Plan"**. If mutually agreed upon, additional contracts may be executed, based upon this Request for Proposal for the same or additional coverage.

TERMINATION OF CONTRACT

Failure to adhere to any or all terms, conditions and specifications as set forth in the contract may result in the immediate termination of the contract. Any violation of this agreement shall constitute a breach and default of the contract. Should termination occur, the holder of the contract may be declared a "non-responsible proposer" This declaration may result in the rejection of any future proposals submitted by the proposer, for a period of time, to be determined by the City.

Irrespective of any default hereunder, either party may also, at any time in their discretion, terminate this Agreement, in whole or in part, by giving the other party sixty (60) days written notice thereof and in such event, Proposer shall be entitled to receive compensation specified herein for all work completed prior to such sixty (60) days notice of termination or cancellation, delivered or not yet delivered to the City. Proposer shall also be entitled to compensation for all subsequent work requested by the City and delivered by Proposer, after notice of termination. For any work partially completed at the date of termination, such work will be compensated on a prorated basis, as mutually agreed upon.

QUESTIONS

Questions concerning this RFP and the specifications are to be submitted in written form to artelia.macon@birminghamal.gov or by fax (205) 254-2484. All questions must be received by 5:00 p.m., December 2, 2024. Questions received and the City's response to each question will be posted on the internet as an addendum www.birminghamal.gov (**go to link titled Employment and Bidding, then click on Bidding Opportunities)**. **No Verbal Communication Shall Be Considered or Construed as the City official response.**

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COMMUNITY SAFETY INITIATIVES IMMEDIATE RESPONSE ACTION PLAN
REQUEST FOR PROPOSAL (CONT'D)

AWARDS

The will be awarded to the lowest, most responsive and responsible proposer who meets all proposal requirements and has a history of successfully completing like work.

SERVICE AGREEMENT

Please provide a sample Service Agreement for review by our Office of the City's Attorney.

GOVERNING LAW/DISPUTE RESOLUTION

Contract awards to purchase the materials covered in this proposal document shall be construed under and governed by the laws of the State of Alabama and each party hereto irrevocably agrees to be subject to the jurisdictions of the courts of the State of Alabama.

PAYMENT TERMS

The City's standard payment term is Net-30 days from acceptance. Exception may be allowed for discounted early payment, such as 2%-10, Net 30 Days. The reference date for all such discounted early payment terms will be the date the invoice is received or the date the goods are received, whichever is later. In the event of a dispute the City's records shall prevail. **The city will not consider any proposals requiring C.O.D. payments.**

REDUCTION IN COST

Proposer agrees that the City of Birmingham will be charged no more for item(s) proposed than the State of Alabama, and that in the event of a price reduction, the City will receive the benefit of such reduction on any undelivered portion of contract.

Successful proposer acknowledges and agrees that the City has the right to deduct from total amount of consideration to be paid, if any, to the successful proposer under this agreement all unpaid, delinquent, or overdue license fees, taxes, fines, penalties, and other amounts due the City from the successful proposer.

CONFLICT OF INTEREST

Proposer covenants and declares that it has not, and will not, acquire any interest, directly or indirectly, in any property acquired by the City during the term of this Agreement. Proposer warrants and covenants that it presently has no interest in, nor shall any interest be hereinafter acquired in, any matter that will render the services required under this Agreement a violation of any applicable Federal, State or local law. In the event that any conflict of interest should hereinafter arise, Proposer shall promptly notify the City in writing of the existence of such conflict of interest.

NON- DISCRIMINATION POLICY

During the performance of this contract, the Proposer/Vendor agrees as follows:

1. "The proposer" shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, gender identity, sexual orientation, disability, familial status, or national origin. "The proposer" will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, gender identity, sexual orientation, disability, familial status, or national origin. Such action shall include but not be limited to the following: Employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. "The proposer" agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

2. In the event of "the proposer's" noncompliance with the nondiscrimination clauses of this Agreement, this Agreement may be canceled, terminated, or suspended in whole or in part and "the proposer" may be declared ineligible for further municipal contracts.

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REQUEST FOR PROPOSAL (CONT'D)

DISADVANTAGED BUSINESS ENTERPRISE (DBE)

The proposer acknowledges and agrees that consistent with federal law and City's public policy, it will encourage disadvantaged business enterprise (DBE) participation to the extent permitted by law. A "disadvantaged business enterprise" is a for-profit small business concern **(i)** at least 51% owned by one or more individuals who are both socially and economically disadvantaged or, in the case of a corporation, in which 51% of the stock is owned by one or more such individuals; and **(ii)** whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it. In accordance with federal law, a "socially and economically disadvantaged individual" includes African Americans, Hispanic Americans, Native Americans, Asian-Americans, women, and any additional groups designated as socially and economically disadvantaged by the federal Small Business Administration.

FORM W-9

Any successful proposer who is not currently set up as a vendor in the City of Birmingham vendor file will be required to submit a completed W-9 tax form prior to any award. The W-9 tax form may be submitted with your proposal or no later than seven (7) business days of receipt of notice of intent to award.

BUSINESS LICENSE

In the event you receive a notification of intent to award letter, the proposer must provide the City of Birmingham a copy of his/her current City of Birmingham business license no later than seven (7) business days of receipt. Failure to submit the requested information will result in revocation of the notice of intent to award. A copy of his/her license may be submitted along with the RFP.

PUBLIC DISCLOSURE

Subject to applicable law or regulations, the content of each Proposer's Proposal shall become public information upon the effective date of any resulting contract.

TELEGRAPHIC/ELECTRONIC PROPOSAL RESPONSES

Proposal responses sent by electronic devices (i.e., facsimile machines and email) are not acceptable and will be rejected upon receipt. Proposers will be expected to allow adequate time for delivery of their proposed responses either by airfreight, postal services, or by other means.

STATEMENT OF COMPLIANCE WITH CODE OF ALABAMA SECTION 31-13-9

Proposer shall participate in the E-Verify program as required under the Beason-Hammon Alabama Taxpayer and Citizen Protection Act. Proposer agrees to comply with all applicable provisions of the Act. As a condition for the award of any contract, Proposer shall provide documentation establishing that the Proposer is enrolled in the E-Verify program, or a signed, written statement that the Proposer does not have a presence (one or more employees) in the State of Alabama. The proposer may submit applicable documentation with his/her proposal or no later than seven (7) business days of receipt of notice of intent to award.

The successful proposer agrees that signing this Contract, the contracting parties affirm, for the duration of the Agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama. Furthermore, a contracting party found to be in violation of the provision shall be deemed in breach of the agreement and shall be responsible for all damage resulting therefrom.

SINGLE PROPOSAL

If a single response is received for this proposal, the proposal will be rejected in accordance with Title 41-16-50-(a) of the Code of Alabama. The proposal will be opened but **will not** be read publicly. We will proceed with negotiations for a lower price with the rejected Proposer and other Proposers by means of sealed quotes. The rejected Proposer's initial offer will not be disclosed to other Proposers, prior to the awarding of a contract. The award will be made to the company offering the lowest negotiated quotation, provided that all conditions and specifications required by the City are met.

NEGOTIATIONS

The City of Birmingham reserves the right to enter into contract negotiations with the selected Proposer. If the City and the selected Proposer cannot negotiate a successful contract, the City may terminate negotiations and begin negotiation with the next selected Proposer. This process will continue until a contract has been executed or all proposals have been rejected. No Proposer shall have any rights against the City arising from such negotiations.

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COMMUNITY SAFETY INITIATIVES IMMEDIATE RESPONSE ACTION PLAN
REQUEST FOR PROPOSAL (CONT'D)

PROHIBITION AGAINST BOYCOTTING
By signing this contract, the Proposer certifies that it is not currently engaged in, and for the duration of this agreement will not engage in, the boycott of a person or an entity based in or doing business with a jurisdiction with which this state enjoys open trade.

INVOICING
If an invoice does not agree with the purchase order, credits or a corrected invoice will be required prior to the processing for payment.

THIRD-PARTY "REMIT-TO"
If a Proposer has a third-party "remit-to" company, that information must appear on the Proposer's response. The City of Birmingham will send payment to the company designated by the Proposer on its response but will not be responsible for resolving payment issues should the Proposer change payment processing companies after a payment has been mailed or without a 45-day written notification to the Human Resource Department and Accounts Payable Division of the City of Birmingham.

NON-COLLUSION
Proposer covenants and declares that it has not employed any person to solicit or procure this Agreement and that Proposer has not made, and will not make, any payment of any compensation for the procurement of this Agreement. The covenant contained herein shall survive the expiration or earlier termination of this Agreement.

CONFIDENTIALITY
Proposer agrees that such reports, information, opinions, or conclusions shall not be made available to or discussed with any individual or organization, including the news media, without prior written approval of the City. Proposer shall exercise reasonable precautions to prevent the unauthorized disclosure and use of the City information whether deemed confidential or not.

INSURANCE
Throughout the term of this Agreement, Proposer shall maintain, keep in force and pay premiums on a policy or policies of comprehensive public liability and property insurance relating to all activities of proposer allowed under this Agreement hereunder in limits not less than: **(i)** $1,000,000.00 for any occurrence resulting in bodily or personal injury to, or death of, one person; **(ii)** $3,000,000.00 for any occurrence resulting in bodily or personal injury to or death of, more than one person; **(iii)** $1,000,000.00 for any occurrence resulting in damage to, or destruction of, any property; **(iv)** the Alabama statutory limits for Worker's Compensation; and **(v)** $3,000,000 per claim and in the aggregate for professional liability insurance for proposer's negligence in the rendering of its professional services, **(vi)** the City's RFP number (25-32) must appear on any/all copies of the certificate of insurance. The proposer shall provide the City with a certificate of insurance evidencing such coverage, if requested, and a copy of the actual insurance policy. With respect to each such policy (except for Worker's Compensation) proposer shall provide at least thirty days (30) notice if the policy is altered or cancelled before the expiration date thereof in advance of such alteration or cancellation. In the event any such policy is canceled or terminated or if the limits are reduced, the proposer shall promptly obtain a new policy or policies in the same limits. Such a policy shall name the City of Birmingham as an additional insured.

All such insurance shall be provided by a policy or policies issued by a company or companies qualified by law to engage in the insurance business in the State of Alabama with a rating of B+ or better according to the most current edition of Best's Insurance reports. Proposer is to provide written documentation of the company's rating with their proposal.

The Proposer may use umbrella or excess liability insurance to achieve the required coverages, provided that such umbrella or excess insurance results in the same type of coverage as required for the individual policies. These insurance requirements are in addition to and do not affect any indemnification obligation of the Proposer herein.

City Additional Named Insured: Except for Worker's Compensation coverage, all coverages shall contain endorsements naming the City, and its officers, employees and agents as additional named insureds with respect to liabilities that arise out of and result from the operations of the Proposer or the performance of its work.

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COMMUNITY SAFETY INITIATIVES IMMEDIATE RESPONSE ACTION PLAN
REQUEST FOR PROPOSAL (CONT'D)

INSURANCE CONT'D

The additional named insureds endorsement shall not limit the scope of coverage to the City to vicarious liability but shall allow coverage for the City to the fullest extent provided by the policies. Such additional insured coverage shall be at least as broad as Additional Insured endorsement from ISO, CG 2010.1185.

(A) Policies Primary: All insurance policies required herein are to be primary and non-contributory with any insurance or self-insurance program administered by the City.

(B) Waiver of Subrogation: Proposer shall require the carriers of the above-required insurance coverage to waive all rights of subrogation against the City, and its officers, employees, agents, proposers and sub-proposers. Further, Proposer hereby waives any rights of subrogation against the City. All general or automotive liability coverage provided herein shall not prohibit the Proposer or its employees, agents or representatives from waiving the right of subrogation prior to loss or claim.

BEST AND FINAL OFFER (BAFO)

The City reserves the right to make an award without conducting negotiations. However, if negotiations are deemed necessary, they will be conducted with all proposers who have at least a minimally acceptable proposal as determined by the proposal evaluation committee. Once all negotiations are complete, if conducted, the City will give each proposer the opportunity to submit a revised proposal in the form of a Best and Final Offer.

The Proposed Vendor acknowledges that responses to this proposal must be complete and fully comply with this Request and the Specifications set forth herein in order to be considered. The Proposed Vendor acknowledges that the City reserves the right to reject incomplete or non-compliant responses.

By submitting a response to this proposal, the Proposed Vendor offers to furnish and deliver Pharmacy Benefits administration in strict accordance with the terms set forth in this Request and the Specifications, all of which are made a part of the Proposed Vendor's offer.

The City reserves the right to require oral presentations. Vendor refusal or inability to participate in this process will render said vendor's proposal disqualified.

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COMMUNITY SAFETY INITIATIVES IMMEDIATE RESPONSE ACTION PLAN
REQUEST FOR PROPOSAL (CONT'D)

SCOPE(S) OF WORK

Vendors are invited to submit proposals to deliver one or more of the following program components:

1. **Community Violence Intervention through Outreach Workers and Violence Interrupters**

- **Employment and Training of Outreach Workers and Violence Interrupters**
    - **Comprehensive Recruitment and Training**: Vendors must help employ and train outreach workers, violence interrupters, and other relevant roles (such as case managers and program coordinators) who have strong ties to the community and preferably live in the community they are supporting. Training should include modules on conflict resolution, trauma-informed care, cultural competency, and mediation, aligning with best practices seen in evidence-based models.
    - **Intensive Onboarding Process**: Vendors should provide a structured onboarding program, with at least 40 hours of foundational training covering violence intervention principles, de-escalation techniques, and community engagement. Follow-up booster training should be held periodically to reinforce skills and adapt to emerging challenges.
    - **Community Hiring Board Vetting**: All hires should be vetted through a community hiring board that includes local leaders, faith-based representatives, and other stakeholders to ensure alignment with community values and needs.
- **Non-Traditional Hours and Rapid Response Capability**
    - **Flexible Work Schedules**: Outreach teams must be available during peak times for violent incidents, which may include late evenings and weekends. Their schedules should align with high-risk periods, including on-call response for crises that may emerge outside of traditional working hours.
    - **Rapid Response Protocols**: Vendors should develop rapid response protocols for outreach workers to immediately respond to both fatal and non-fatal shooting incidents. This includes engaging with families and community members on-site to provide de-escalation and emotional support, with the goal of preventing retaliatory violence.
- **High-Risk Case Management and Wraparound Services**
    - **Individualized Case Management Plans**: Require vendors to provide high-risk individuals with tailored case management plans that address their specific needs, such as mental health support, job training, housing assistance, and conflict mediation. These services should be integrated with local community resources and include regular check-ins with participants.
    - **Connection to Wraparound Services**: Vendors must establish partnerships with local providers to ensure access to essential wraparound services, including trauma counseling, substance abuse treatment, educational support, and legal assistance. This comprehensive support network helps address the root causes of violence and promotes sustainable change.
    - **Emergency Relocation for Immediate Risk Mitigation**: When necessary, the program should offer temporary relocation options for individuals at imminent risk of retaliation, providing a cooling-off period to prevent further violence.

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COMMUNITY SAFETY INITIATIVES IMMEDIATE RESPONSE ACTION PLAN
REQUEST FOR PROPOSAL (CONT'D)

SCOPE(S) OF WORK (CONT'D)

- **Capacity Building and Program Sustainability**
    - **Capacity-Building for Community-Based Organizations (CBOs)**: Vendors should focus on building the capacity of local CBOs to lead and sustain the outreach program. This includes creating standardized operating procedures, data management systems, and protocols for consistent delivery of services and reporting.
    - **Train-the-Trainer Model**: Implement a train-the-trainer model to prepare experienced outreach workers to lead future training sessions, building local expertise and reducing dependency on external vendors over time. This model will help ensure program continuity and adaptability.
- **Data Collection, Reporting, and Outcome Tracking**
    - **Data-Driven Decision Making**: Require vendors to use data collection methods that capture key metrics such as reduction in violent incidents, participant engagement, and successful referrals to services. This data should be used to assess program effectiveness and make ongoing adjustments to outreach strategies.
    - **Regular Performance Reports**: Vendors should submit monthly performance reports that track intervention activities, participant progress, and community engagement efforts. These reports should include quantitative and qualitative data to offer a comprehensive view of the program's impact.
    - **Program Evaluation and Accountability**: An independent evaluator should assess the program at the end of the 12-month pilot to measure success and identify areas for improvement. This evaluation will support accountability and provide insights for potential program expansion.
- **Community Engagement and Relationship Building**
    - **Community Mobilization and Trust Building**: Outreach workers should engage with community leaders, residents, and local organizations to build trust and foster community ownership of the violence reduction efforts. Activities such as regular community meetings, listening sessions, and collaborative events can help strengthen these relationships.
    - **Public Education and Awareness Campaigns**: Vendors should organize community outreach events to raise awareness about the program, educate residents on violence prevention strategies, and encourage community members to support and participate in the program's initiatives.

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COMMUNITY SAFETY INITIATIVES IMMEDIATE RESPONSE ACTION PLAN
REQUEST FOR PROPOSAL (CONT'D)

SCOPE(S) OF WORK (CONT'D)

2. **Victim Services – Hospital Violence Intervention Emergency Room Expansion**

- **Enhanced Victim Services - Emergency Room Expansion**

  - **Deployment of Trauma-Informed Violence Intervention Specialists:** Specify that violence intervention specialists should be trained in trauma-informed care, cultural competency, and conflict de-escalation. Specialists with lived experience in the community should be prioritized to build rapport and trust with survivors and families.

  - **Crisis Intervention During Peak Hours:** Vendors should ensure specialists are available during peak hours for gun violence incidents and on-call for high-tension periods (e.g., mass shootings or multiple injuries from community disputes). Specialists should be prepared to engage with both victims and their families to prevent escalation and provide emotional support.

- **Case Management and Support Services**

  - Individualized Case Management Plans: Each survivor should receive a customized case management plan that includes safety assessments, mental health support, and referrals to community resources. Case managers should conduct regular follow-ups for at least 6–12 months to support long-term recovery and reintegration.

  - Emergency Relocation Services: Vendors should offer a 72-hour emergency relocation option for victims at high risk of retaliation. This "cooling period" can prevent immediate responses based on adrenaline and heightened emotions following an incident.

  - Family Conflict Mediation: Intervention specialists should provide mediation services to de-escalate potential conflicts among friends and family members, as well as guidance on handling emotional responses post-injury to prevent retaliatory actions.

  - Collaboration and Integration with Hospital and Community Resources

  - Formal Partnerships with UAB Trauma Division and Local Community-Based Organizations (CBOs): Vendors should demonstrate active partnerships with hospital staff, trauma care teams, and local CBOs. Integration with these teams is essential for seamless transitions from the emergency room to community support.

  - Cross-Training with UAB Staff: Ensure that violence intervention specialists undergo joint training sessions with UAB Emergency Department staff on hospital protocols, safety measures, and HIPAA compliance. This cross-training promotes team cohesion and alignment on intervention procedures.

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EDWARD WILLIAMS, ASST. PURCHASING AGENT

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COMMUNITY SAFETY INITIATIVES IMMEDIATE RESPONSE ACTION PLAN
REQUEST FOR PROPOSAL (CONT'D)

SCOPE(S) OF WORK (CONT'D)

2. Victim Services – Hospital Violence Intervention Emergency Room Expansion (cont'd)

- **Data Collection, Reporting, and Outcome Tracking**
  - Client Outcome Tracking: Vendors must track key metrics, including re-injury rates, incidences of retaliatory violence, and engagement with support services. Reporting should include anonymized data to ensure privacy while demonstrating program effectiveness.
  - Monthly Performance Reports and Data Audits: Require monthly reports detailing client engagement, interventions, and outcomes, as well as quarterly financial audits to ensure alignment with budget categories. Regular audits will enhance accountability and transparency.
  - Compliance with HIPAA and Patient Privacy: All data collected should be securely stored in a HIPAA-compliant system, with access strictly limited to authorized personnel. Patient consent should be obtained prior to intervention, and specialists must undergo HIPAA training to protect patient privacy.
- **Program Evaluation and Continuous Improvement**
  - Independent Program Evaluation: Require an external evaluation of program impact after the first year, focusing on metrics like reduced re-injury rates, decreased retaliatory violence, and survivor satisfaction. This evaluation will provide an objective assessment of the program's effectiveness and areas for improvement.
  - Feedback Mechanism for Survivors and Families: Establish a feedback loop with survivors and families to continually refine services. Regular surveys or focus groups can provide insights into their experiences, helping vendors adjust support services to better meet survivor needs and build community trust.
- **Future Expansion and Scalability**
  - Scalability Planning: Vendors should provide a plan for scaling the program based on the success and demand in the ER. This includes expanding intervention hours, increasing the number of specialists, and potentially integrating similar services into other high-traffic hospital locations.
  - Community Outreach and Awareness Campaigns: Require vendors to collaborate with community organizations to increase awareness about the program and available support services, especially in high-risk neighborhoods. This outreach should include educating the community on the benefits of hospital-based violence intervention and building support for the program's growth.

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REQUEST FOR PROPOSAL (CONT'D)

SCOPE(S) OF WORK (CONT'D)

3. **Gun Violence Reduction Strategy**

- **Gun Violence Problem Analysis**

  - Enhanced Data Requirements: Specify that the analysis should include a breakdown by demographic factors (age, gender, socioeconomic status), geographic distribution (hotspot mapping), shooting reviews and temporal patterns (peak times for incidents). This precision in data collection will help pinpoint specific areas and times that need focused interventions, ensuring a more targeted approach.

  - Community Input for Contextualization: Require vendors to conduct interviews or focus groups with community members, law enforcement, and social service providers to add local context to the data findings. This will ensure that the analysis captures nuances and community perspectives unique to Birmingham.

  - Comparative Benchmarking: Include a comparison with similar cities to contextualize Birmingham's challenges within national trends, helping identify best practices from other regions that can be adapted locally.

- **Targeted Interventions**

  - Risk Assessment Protocols: Request the development and use of standardized risk assessment tools to identify individuals at the highest risk of violence involvement, incorporating predictive factors validated by research. This helps ensure that interventions are focused where they're most needed.

  - Individualized Support Plans: Require that intervention strategies include personalized support plans tailored to each high-risk individual, addressing specific needs such as employment assistance, mental health services, and mentorship. This level of customization increases the likelihood of positive outcomes for each participant.

  - Trauma-Informed Approach: Emphasize the use of trauma-informed methodologies, ensuring all personnel are trained to recognize and respond appropriately to the effects of trauma among high-risk populations. This supports long-term engagement and trust-building with participants.

  - Require that intervention strategies include personalized support plans tailored to each high-risk individual, addressing specific needs such as employment assistance, mental health services, and mentorship. Incorporate life coaching training as a key element of these plans to build resilience and personal development.

- **Collaboration with Local Law Enforcement**

  - Data-Sharing Agreement: Specify a formalized data-sharing agreement that includes protocols for privacy, frequency of data updates, and shared access to databases relevant to the GVRS. This facilitates timely, coordinated responses across agencies.

  - Joint Task Force Creation: Suggest the formation of a multi-agency task force including representatives from law enforcement, social services, healthcare, and community organizations to streamline communication and coordination of intervention efforts.

  - Monthly Strategy Alignment Meetings: Required monthly meetings for cross-agency alignment on goals, recent developments, and coordinated responses. Regular check-ins ensure consistent engagement and adaptability in the GVRS approach.

  - Shooting Reviews: Include thorough post-incident shooting reviews to analyze contributing factors, identify trends, and recommend specific prevention strategies.

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REQUEST FOR PROPOSAL (CONT'D)

SCOPE(S) OF WORK (CONT'D)

4. **One Hood Program**

- **Program Development and Staffing**
  - **Hiring of Credible Messengers and Key Staff**: Employ individuals with lived experience in justice involvement who can serve as outreach workers, mentors, and conflict resolution specialists. These staff members should be community-connected and able to foster trust and engagement with high-risk populations.
  - **Supervisory and Management Roles**: Include positions like Program Manager and Supervisors to oversee daily operations, ensure adherence to program goals, and maintain accountability. The Program Manager would be responsible for reporting and administrative duties to keep the program organized and compliant.
- **Trauma-Informed Mentorship and Personal Development Programs**
  - **One-on-One and Group Mentorship**: Pair participants with mentors who have similar life experiences to build trust and provide guidance. Mentorship should cover topics like anger management, emotional intelligence, and life skills development to support participants' personal growth.
  - **Workshops on Essential Life Skills**: Offer workshops that teach practical skills, such as financial literacy, decision-making, and critical thinking. These workshops should help participants navigate life challenges and build a foundation for future success.
  - **Support for Reentry**: Develop a reentry support component focused on assisting formerly incarcerated individuals with job training, housing support, and emotional well-being. Mentors can conduct visits to halfway houses to provide continuity in support.
- **Conflict Mediation and Crisis Intervention**
  - **Rapid-Response Conflict Mediation**: Deploy trained specialists to schools, public spaces, and community events to mediate conflicts before they escalate into violence. Conflict resolution techniques should be tailored to high-risk youth and adults.
  - **On-Call Crisis Teams**: Establish crisis teams that can be quickly mobilized during high-tension periods to intervene in real-time and prevent violent escalations. These teams should be equipped with de-escalation training and tools to handle conflicts effectively.
- **Community and Intergenerational Engagement**
  - **Elderly Engagement Programs**: Facilitate programs that connect youth with elderly community members through storytelling, cultural exchanges, and shared activities. This initiative promotes intergenerational bonds, giving youth role models and creating a stronger community fabric.
  - **Safe Passage Initiative**: Integrate with existing safe passage program Place trained staff and volunteers along key school routes to ensure student safety. Staff members should build relationships with students, providing visible, positive adult presence and intervening if conflicts arise during commutes.

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REQUEST FOR PROPOSAL (CONT'D)

SCOPE(S) OF WORK (CONT'D)

4. One Hood Program (cont'd)

- **Capacity Building and Professional Development**

  - **Professional Development for Staff**: Provide ongoing training in areas such as trauma-informed care, conflict resolution, and leadership skills. This professional growth supports staff effectiveness and ensures that the team can handle the diverse needs of participants.

  - **Community-Based Capacity Building**: Focus on building the capacity of local community-based organizations to sustain the One Hood program beyond the pilot. Training should be designed to empower these organizations to eventually take over leadership of the program.

- **Data Collection and Reporting**

  - **Participant Tracking and Outcome Measurement**: Implement a system to track participant engagement and outcomes, such as reductions in conflict incidents, successful reentries, and increased community trust. Regular data collection will allow for the assessment of program impact.

  - **Monthly Performance Reports**: Require vendors to submit monthly reports detailing activities, interventions, and outcomes to ensure accountability and allow for adjustments based on program performance.

5. **Training and Technical Assistance**

   a. Engage trained specialists to deliver training and technical assistance for outreach strategies, violence interruption, and trauma-informed support.

   b. Ability to have a specialist or specialists on-site in Birmingham for a dedicated time period to perform a deep dive analysis and continued support over 12 months.

5. Proposal Requirements

Proposals should include the following information:

- **Organization Background**: Brief history, mission, and relevant experience.
- **Program Approach**: Detailed methodology and implementation plan for one or more of the program components listed.
- **Staffing and Qualifications**: Overview of key personnel, their roles, and relevant expertise.
- **Budget and Financial Proposal**: Breakdown of costs and proposed use of funds.
- **Timeline**: Projected timeline for implementation, with major milestones.
- **Evaluation and Reporting**: Methods for measuring success and providing regular updates to the funding body.

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COMMUNITY SAFETY INITIATIVES IMMEDIATE RESPONSE ACTION PLAN
REQUEST FOR PROPOSAL (CONT'D)

EVALUATION CRITERIA

The City may modify or cancel this proposal at any time and waive any defect or technicality. The City may conduct discussions and negotiations with any qualified Proposer in any manner necessary to serve the best interests of the City. The City also may, at its sole discretion, award a contract based upon the written proposals received without prior discussions or negotiations.

The City may request additional information or more detailed information from any Proposer at any time. All material submitted becomes the property of the City

The City will award the contract to only one responsive and responsible proposer submitting the most advantageous proposal.

Consideration will be given, but not limited to, the proposals' (1) Relevance Of Organizational Experience And Expertise, (2) Clarity and Feasibility of The Proposed Approach, (3) Qualifications of the Proposed Team, (4) Cost-Effectiveness and Alignment with the Provided Budget (5) Plans For Data Collection, Evaluation, and Reporting. (The following criteria will be taken into consideration in evaluating responses to this proposal):

	Evaluation Criteria	Weight Factor %
1	**Relevance of Organizational Experience and Expertise**	30%
2	**Clarity and Feasibility of The Proposed Approach**	25%
3	**Qualifications of the Proposed Team**	20%
4	**Cost-Effectiveness and Alignment with the Provided Budget**	15%
5	**Plans For Data Collection, Evaluation, and Reporting**	10%
		100%

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DEBARMENT STATEMENT

CERTIFICATION REGARDING DEBARMENT, SUSPENSIONS, AND OTHER RESPONSIBILITY MATTERS

(Executive Order 12549, Debarment and Suspension, 34 CFR Part 85)

Bidder/Offeror certifies to the best of its knowledge and belief, that it and its principals:

(a) [ ] Are [ ] are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) [ ] Have [ ] have not within a three-year period preceding award of this contract been convicted of or had civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or Local) transaction or contract under a public transaction; violation of Federal or State antitrust statues or commission of embezzlement, theft, forgery, bribery, falsification or destruction or records, making false statements, or receiving stolen property;

(c) [ ] Are [ ] are not presently indicted for or otherwise criminally charged by a governmental entity (Federal, State or Local) with commission on any of the offenses enumerated in Paragraph (b) above; and

(d) [ ] Have [ ] have not within a three-year period preceding award of this contract had one or more public transactions (Federal, State or Local) terminated for cause of default.

_____ _____
AUTHORIZED SIGNATURE TITLE

_____ _____
PRINTED NAME DATE

_____ I am unable to certify to the above statements. My explanation is attached.

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SIGNATURE PAGE

I hereby certify that we do not discriminate in employment of our personnel against any persons on account of race, creed, color, sex, or national origins, and acknowledge and agree that the City encourages minority - and women - owned business participation to the maximum extent possible. This policy includes Historically Underutilized Business Enterprises such as architectural firms, engineering firms, investment banking firms, other professional service providers, and construction contractors as part of the City's business, economic and community revitalization programs.

The federal government has changed from the DUNS Number to the Unique Entity ID which is generated by going to SAM.gov.

- The Unique Entity ID is a 12-character alphanumeric ID assigned to an entity by SAM.gov.
- As part of this transition, the DUNS Number has been removed from SAM.gov.

Bidder/Proposer acknowledges receipt of _____ addenda(s).
(addendum numbers)

This page must be returned with RFP.

UEI #_____

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Date of RFP

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IF AVAILABLE, PLEASE SUBMIT COPY OF CURRENT CITY OF BIRMINGHAM BUSINESS LICENSE WITH THIS RFP.

INDICATE THE FOLLOWING ADDRESSES IF DIFFERENT FROM ABOVE:

1. **RFP AWARD NOTICE ADDRESS** _____
2. **PURCHASE ORDER ADDRESS** _____
3. **REMITTANCE ADDRESS (and name if different than above)** _____

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