St. Louis Area Violence Prevention Collaborative  
Request for Proposals for Consultant  

Issued on January 3, 2017  
Proposals due by 4:00PM Central Time on February 3, 2017

St. Louis Area Violence Prevention Collaborative (STLVPC) is a collaboration of 36 partner initiatives in the St. Louis Region. The STLVPC is seeking professional services from a qualified consultant to facilitate and guide the development of the governance structure and decision making process for a variety of violence prevention initiatives. The desired qualifications of the consultant are that they have expertise in facilitation and consensus building skills, and knowledge of and experience with collective impact principles and approaches. In addition, expertise in the area of violence prevention in general and of other successful violence prevention initiatives is preferred.

Convened by the United Way of Greater St. Louis and Washington University in St. Louis, the STLVPC addresses gun violence as a public health issue in our region. STLVPC brings together multiple sectors, agencies, initiatives and stakeholder groups to more efficiently and effectively coordinate the system of social, educational, physical and behavioral health and other services for those in the community who are at the highest risk of experiencing violent crime.

The 36 partner agencies comprising the STLVPC lead a number of initiatives underway related to violence prevention in the St. Louis region, including St. Louis Area Violence Prevention Collaborative, Youth Violence Prevention Partnership, For the Sake of All, Forward through Ferguson, Promise Zone, and PIER (Prevention, Intervention, and Enforcement and Re-Entry) Comprehensive Crime Plan for the City of St. Louis. There is concern that having multiple initiatives can lead to fractionalization and lack of coordination that contribute to missed opportunities to more effectively prevent and end gun violence. The STLVPC seeks to address that fractionalization and coordinate across efforts that are already underway in the St. Louis region on the individual, civic and governmental levels.

Initial planning and relationship building has occurred, and regular convening of the STLVPC members has been taking place since September 2015. There is buy-in and commitment to the work, which is a necessary step to achieving a common agenda for impact. Members of STLVPC as the leads for the other identified violence prevention initiatives have agreed on the need for regional alignment and a coordinated approach. Initial alignment work has begun. To effectively move the work forward, the Collaborative now needs to develop a governance structure and process to guide that alignment and coordination.

The structure and process will:
  • Establish process for building and reaching decisions on building and working toward a common agenda
  • Set clear expectations around participation in the Collaborative, leadership and advisory roles, data sharing and accountability
  • Provide guidance around how to prioritize among the various initiatives and programs being planned
  • Establish divisions of labor and clarify responsibilities with regards to implementation
  • Clarify how individual initiatives in the region can be mutually reinforcing, fostering coordination and synergy where possible and minimizing duplication of effort and resources
A. **Qualification Considerations**

Respondents must address the following key areas:

1. Quality and strength of expertise in the area of violence prevention in general and of other successful violence prevention initiatives
2. Demonstrated experience in project management, facilitation and consensus building skills, and knowledge of and experience with collective impact principles and approaches.
3. Demonstrated commitment to racial equity in previous projects and proposed work.
4. Experience in writing and editing language for charter and governance documents and other related documents.
5. Demonstrated ability to collaborate with nonprofit and government agencies and community stakeholders.
6. Competitive fee schedule and effective management of time and financial resources. All activities and outputs should be completed within **165 hours for the total project**.
7. Absence of actual or perceived conflicts of interest.

B. **Project Timeline and Payment**

The project period to complete the development work is 6 months. Work will begin on or before February 3, 2017, and is expected to be completed no later than June 30, 2017. By submitting a proposal, there is an understanding that you are able to commit to this timeline. Payment of services will be based upon monthly invoices documenting time and approved reimbursable expenses of each team member in accordance with the proposed fee schedule and a total not-to-exceed amount to be determined and identified with the service contract.

C. **Submittal Requirements (Limit 10 pages max)**

1. **Proposal Summary**
   a. What activities do you intend to engage in or plan to achieve these goals? Provide a narrative as well as a proposed timeline of the activities with description.
   b. Anticipated short and long term measurable outcomes.
   c. Describe the extent to which your organization has used approaches that have been shown to be effective in similar settings.
   d. What is your organization’s evaluation process? How do you track and measure effectiveness (intake sheets, surveys, checklist, etc.)?

2. **Staffing**
   a. Names, addresses, telephone numbers, email addresses and web-pages of all firms/entities proposed to be involved with the project. If a firm/entity operates from more than one location, specify the office to which this engagement will be assigned. If firms/entities will be partnering and dividing responsibilities of the RFP, identify which firm/entity is responsible for which specific activities.
   b. Description of the qualifications of the firms/entities to perform the work requested including:
i. Prior experience; specifically describe the engagement activities conducted

ii. Describe the firms/entities specialized expertise and resources that will be brought to the project

  c. Availability and willingness of the firms/entities to commit to the length of the project.

  d. Identification of key personnel who will lead and manage the project and administrator with authority to negotiate and execute the contract. Include names and proposed roles of additional team members, if any.

  e. Resumes indicating the experience and education of all team members addressing the qualifications and considerations for this RFP. (Attach as appendix)

  f. Three references for recently completed development of a governance structure. Partnering firms/entities should each identify applicable references.

3. Budget

Proposal must include a firm, fixed bid for completion of all tasks identified to be completed within 165 hours for the total project.

  1. Provide a chart with your competitive fee schedules, and reimbursable expenses, include hourly fees of all project team members and support staff and a description of all reimbursable expenses.

  2. Provide a budget narrative.

D. RFP Selection Process Timeline

Proposals are due no later than February 3, 2017, 4:00PM Central Time. Interviews will take place the week of February 13, 2017.

Please submit an electronic version of the response to Stephanie Nunes, Project Coordinator, at Stephanie.nunes@stl.unitedway.org.

The following summarizes the selection process and key dates:

- January 3, 2017 Issue RFP to consultant firms
- February 3, 2017 Proposals due
- February 13-17, 2017 Conduct interviews
- February 21, 2017 Consultant firm selected

Any proprietary materials submitted by the consultant team that are to be considered confidential in nature must be clearly marked as such.

STLVPC reserves the right to amend, accept or reject any or all proposals received, for any reason whatsoever; to negotiate with all qualified sources; or to cancel the RFP in part or in its entirety.

Questions regarding the RFP should be directed to Stephanie Nunes at Stephanie.nunes@stl.unitedway.org.