



CITY OF PITTSBURGH

REQUEST FOR PROPOSALS

FOR

**PITTSBURGH INITIATIVE TO
REDUCE CRIME:
STREET GROUP OUTREACH**

Important Dates

RFP Release: April 10, 2013
Proposals Due: May 16, 2013

The City of Pittsburgh intends this to be the only RFP issued in 2013 regarding Pittsburgh Initiative to Reduce Crime: Street Group Outreach. However, the City of Pittsburgh reserves the right to issue additional RFPs if deemed necessary. The City of Pittsburgh reserves the right to reject any and all proposals. The City of Pittsburgh will not be responsible for any costs related to this solicitation and incurred by interested parties who respond.

Luke Ravenstahl, Mayor

The City of Pittsburgh is soliciting proposals for outreach among identifiable street gangs and other violent street groups in the City of Pittsburgh (referred to in this document as street groups) to encourage compliance with the core message of the Pittsburgh Initiative to Reduce Crime (PIRC) for the period of one year from the time of contract execution. Outreach will include but is not limited to communicating PIRC's core message to each street group, encouraging compliance with the core message, encouraging eligible individuals to take advantage of social services, data collection, reporting and evaluation related to the program.

Collaborative applications are encouraged. In any collaborative application, please clearly define the roles of each collaborative partner.

It is the responsibility of the bidder to carefully read the entire Request For Proposals, which contains all provisions applicable to successful completion and submission of a proposal. The bidder to whom the award is made will be required to execute a written contract with the City of Pittsburgh. The awardees will be required to start services within 25 days of execution of the contract. The contract will be in a form established by the City of Pittsburgh.

Any ambiguity, inconsistency or error discovered in the Request For Proposals must be brought to the attention of the PIRC Coordinator in writing. The PIRC Coordinator must receive all requests for interpretations or corrections no later than three (3) business days prior to the deadline for submission. Only interpretations or corrections of the Request For Proposals made in writing by the PIRC Coordinator will be considered binding. Please forward your responses to:

Jay Gilmer, Coordinator
Pittsburgh Initiative to Reduce Crime
City of Pittsburgh
414 Grant Street, Room 454
Pittsburgh, PA 15219
Jay.Gilmer@pittsburghpa.gov

I. GENERAL INFORMATION

- A. Due Date: The Proposal is due by **4:00 p.m. Eastern Daylight Time, Thursday, May 16, 2013**. The entire Proposal shall be submitted in two ways: i) by email in a single pdf document, and ii) on 8 ½" x 11" paper, one (1) original and five (5) copies. **Proposals submitted after this time will not be considered.**
- B. Technical Assistance: Any requests for interpretations, questions, or concerns must be received in writing or by e-mail by the PIRC Coordinator no later than three (3) days prior to the deadline for submission.
- C. Proposal Submission: Proposals should be typewritten and not more than seven (7) pages and formatted and submitted in two ways: i) by email in a single pdf document, and ii) on 8 ½" x 11" paper, stapled in the top left corner (one Cover Sheet, one Budget Sheet and five (5) single-sided narrative pages). The font should be Times New Roman and size 11. Respondents are advised to:

Present a detailed budget page based on **Section II -- Program Overview** and attach to the proposal.

Present detailed, complete responses to each item contained in **Section III -- Scope of Services**.

Address each item in **Section IV -- Organization Requirements**.

Submissions shall be addressed as follows:

For email delivery: Jay.Gilmer@pittsburghpa.gov

For U.S. Mail or Hand Delivery: Jay Gilmer, Coordinator
Pittsburgh Initiative to Reduce Crime
City of Pittsburgh
414 Grant Street, Room 454
Pittsburgh, PA 15219

Submitted emails and envelopes shall be clearly marked “PIRC Outreach Proposal.”

Fax submissions will not be accepted.

- D. **Review Process:** Once a proposal is submitted, it will be reviewed by the PIRC Coordinator. If the proposal is complete and meets all requirements of the RFP, it will be presented to the Proposal Review Committee. The PIRC Coordinator may request additional information from a bidder prior to presenting a proposal to the Review Committee. Each member of the “Review Committee” will receive a copy of the entire proposal for review prior to the Review Committee meeting. The Review Committee may request that a bidder attend the meeting and make a brief presentation describing its proposal and answer any questions committee members may have regarding the proposal.

Bidders will be notified as to whether they have been selected to attend the Review Committee meeting and may be required to make a presentation outlining its proposal and ability to provide the services requested under this RFP.

A site visit may be required as part of any presentation.

Review Committee members will have received the entire proposal for review prior to the meeting. Each bidder will be given time to respond to questions from the Review Committee members based on their reading of that bidder’s proposal.

Review Committee members will evaluate the proposal based on the criteria outlined in Section IV.

If the proposal is selected, a meeting will be scheduled to discuss the contract process.

The City of Pittsburgh encourages the participation of minorities and women in City contracts by making a good faith effort to utilize women and minorities in performing work and/or services required in the contract. Vendors are required to submit a MBE/WBE participation plan.

II. PROGRAM OVERVIEW

- A. Introduction: The Pittsburgh Initiative to Reduce Crime (PIRC) is a street group related homicide deterrence strategy based on the “Ceasefire” strategy developed by Professor David Kennedy from John Jay College of Criminal Justice in New York City. At “call-in” sessions, street group members have been confronted with law enforcement, community members and social service agencies presenting a single core message:

Violence is wrong, the community needs you to be a productive member, we love you, further homicides will be met with a coordinated effort to remove each member of the offending group from the streets for a long time, and there are services available if you need help changing your lifestyle. Please share this message with your street group associates.

This RFP is to continue the presence of street workers on the streets that can interface with street group members to reinforce the core message and encourage compliance.

- B. Purpose: The purpose of PIRC outreach is to take the core message of PIRC directly to group members. Outreach will include but is not limited to communicating PIRC’s core message to each street group, encouraging compliance with the core message, and encouraging eligible individuals to take advantage of social services. In addition, data collection, reporting and evaluation and community interaction are key components of PIRC.
- C. Budget Size: The total budget for PIRC group outreach for the period beginning July 2012 will be **approximately \$75,000**. This amount could be increased by City Council. Respondents should prepare and submit a budget the amount set forth above, and indicate how an additional \$75,000 would be spent.

III. SCOPE OF SERVICES

- A. Encourage compliance with the PIRC message by communicating that message to each of the 35 to 50 street gangs and groups identified by the Pittsburgh Bureau of Police at least once each week. In order that all street groups are reached out to, it may be necessary for bidders to collaborate or for more than one bidder to be selected. Street gangs and groups are scattered throughout the city, therefore, sufficient staff should be deployed to effectively reach each part of town.
- B. Encourage eligible individuals to take advantage of social services made available through PIRC; encourage other individuals to take advantage of existing services; in cooperation

with PIRC’s service delivery contractor, assist when needed in following up on service clients.

- C. Present reports to PIRC’s Implementation Team, Service Delivery Team and Community Voice Team. Actively collaborate with PIRC’s Law Enforcement Team.
- D. Demonstrate the ability to collaborate with other outreach providers, when necessary, so that all street groups in the City of Pittsburgh have regular access to a street worker.
- E. Demonstrate the ability to collaborate with community members and/or groups in neighborhoods where outreach is requested.
- F. Document, at least monthly, the progress made in communicating the PIRC message to the target population and other outcomes accomplished.
- G. Provide information to the PIRC Coordinator and any research partners to develop an outcome based evaluation of the impact of outreach to street gangs and groups.
- H. Thoroughly understand and actively participate in the other aspects of PIRC, including:

Following best practices and national gang outreach models.

Speaking at each call-in session.

Provide occasional community outreach to public, private, community based, grassroots and other organizations and groups.

IV. REQUIREMENTS FROM BIDDING ORGANIZATIONS

- A. All personnel hired for the program must have an appropriate background and experience that will assure their success with the street group population and have all necessary clearances. Those clearances must be maintained throughout the duration of the contract. Identify such personnel by name and background (resumes are not necessary).
- B. Demonstrate your organization’s capability and experience in effective reaching out to street groups. Identify, as specifically as possible, including by neighborhood, the street groups your organization has impacted in the past, those it impacts right now, and those it can reach out to in the future.
- C. Demonstrate your organization’s ability to collaborate with other agencies in program development, referrals etc.
- D. Demonstrate your organization’s ability to collect and report data.
- E. **Cover Sheet:** The Cover Sheet should be the first page of your proposal. One original and five copies of the proposal must be submitted.

F. **Budget Page:** The Budget Page should be the second page of your proposal. Make certain that figures are added correctly, round all figures up to the nearest dollar and do not use cents. When recording staff positions, you must provide staff requirements, job descriptions and responsibilities and salary level for each funded position. The budget should be able to “stand alone”.

G. **Narrative:** It is important that the Narrative follows the outline presented below so Review Committee members can uniformly evaluate proposals. **The narrative is limited to five double spaced pages.** Your entire submitted proposal is limited to seven pages (one Cover Sheet, one Budget Sheet and five (5) single sided narrative pages). Proposals should be typewritten and formatted and submitted in two ways: i) by email in a single pdf document, and ii) on 8 ½” x 11” paper, one (1) original and five (5) copies, stapled in the top left corner. The font should be Times New Roman and size 11. There should be no attachments, appendices or supplemental information beyond these seven pages with the exception of any optional general organizational material which may be submitted in the same number of copies as the number of proposals.

Overall Project Design: Describe how your organization would reach out to street groups and how outreach fits into the overall design of PIRC. Describe staff requirements, job descriptions and responsibilities of staff. Include types of training required for staff and any training and orientation your agency would provide.

Organizational Capacity: Describe the experience your organization has in operating this type of program and in serving and addressing the special needs of the target population.

Outcomes Documentation: Describe the outcomes measurements that best reflect progress and provide a plan for collecting the information needed to continuously monitor the effectiveness of street group outreach.

Partnerships/Organizational Collaborations: Describe ways your organization has established partnerships with other street group outreach organizations and how your organization will tie these efforts into reaching the goals of this RFP.

Budget Narrative: A budget narrative must be included providing enough detail to sufficiently explain the submitted budget.

State your willingness to enter into a Professional Services agreement with the City of Pittsburgh and to comply with the terms agreed to by the parties therein.

H. **Letters of Understanding:** In any collaborative application, please include letters of understanding from each collaborating organization. The letters of understanding should describe the organization’s desire to participate in the delivery of services to PIRC service recipients and its role in the collaborative application.

- I. **MBE/WBE Solicitation and Commitment:** It is the city’s current goal to encourage increased minority and women’s participation in all City contracts. The City therefore requires that all bidders demonstrate a good faith effort to obtain the participation of Minority and Women’s Business Enterprises in work to be performed under City contracts. In order to demonstrate this good faith commitment, all bidders are required to complete and submit with their bids either a MBE/WBE Solicitation and Commitment Statement, which details the efforts made by the bidder to obtain such participation, or an MBE/WBE/Veteran Owned Commitment Waiver request which details why no MBE/WBE participation could be obtained. The necessary form(s) are attached as **Exhibit A**. Failure to submit either a MBE/WBE/Veteran-Owned Solicitation and Commitment Statement or a MBE/WBE Commitment Waiver request will result in rejection of the bid.
- J. **Veteran’s-Owned Small Business:** The City has an annual goal of not less than five (5) percent participation by veteran-owned small businesses in all contracts. The participation goal shall apply to the overall dollar amount expended with respect to contracts. The City, therefore, requires that all Proposers demonstrate good faith efforts to obtain the participation of veteran-owned small businesses in work to be performed under the contemplated City contract. In order to demonstrate this good faith commitment, all Proposers are required to complete and submit with their proposals an MBE/WBE/Veteran Owned Solicitation and Commitment Statement, which details the efforts made by the Proposer to obtain such participation.

Veteran-owned small business is defined by the City as a business having one hundred (100) or fewer full-time employees and not less than fifty-one (51) percent of which is owned by one (1) or more veterans, or in the case of any publicly owned business, not less than fifty-one (51) percent of the stock of which is owned by one (1) or more veterans, and the management and daily business operations of which are controlled by one (1) or more veterans.

For contracts under one hundred thousand dollars (\$100,000.00), veteran-owned small businesses shall be exempt from all bonding requirements.

**City of Pittsburgh
EQUAL OPPORTUNITY REVIEW COMMISSION**

EXHIBIT A

MINORITY AND WOMEN BUSINESS ENTERPRISE PARTICIPATION PLAN

CONSTRUCTION PROJECT _____ PROFESSIONAL SERVICE _____

SUBMITTED BY: _____

DATE: _____

DATE APPROVED BY COMMISSION: _____

DATE RE-SUBMITTED TO COMMISSION: _____

PROJECT NAME: _____

PROJECT NUMBER: _____

PROJECT LOCATION: _____

CONTRACT AWARDED TO: _____

COMPANY OWNER: _____

BUSINESS DEVELOPER: _____

BUSINESS DEVELOPER ADDRESS: _____

PROJECT MANAGER: _____

TELEPHONE NUMBER: _____

**CONTACT FOR MBE/WBE
REPORTING:** _____

TELEPHONE NUMBER: _____ **FAX NUMBER:** _____

PUBLIC AGENCY: _____

CONTACT PERSON: _____

TELEPHONE NUMBER: _____

**Please Note: Do not include a page that does not pertain to your project.
For example, if you are not requesting a waiver then do not print that page.**

City of Pittsburgh
EQUAL OPPORTUNITY REVIEW COMMISSION

PROJECT DESCRIPTION

Describe the proposed project, including location, size, type of project, and partners in the project. Include a project sources and uses statement.

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EQUAL OPPORTUNITY REVIEW COMMISSION**

Professional Service Information

PROJECT BUDGET AND MBE/WBE PLAN SUMMARY

	ESTIMATED COST	MBE/WBE PLAN COMMITMENT
1. PROFESSIONAL SERVICE	_____	_____
2. TOTAL PROJECT COST	_____	_____
3. Total MBE/WBE Plan Commitment	_____	_____
4. MBE/WBE Plan Commitment as a percent of Total Project Cost	_____	_____
5. City goals as related to contracting disparity 18.00% (MBE) 7.00% (WBE)	_____	_____

PROFESSIONAL SERVICE BUDGET AND MBE/WBE PLAN

Itemize your project’s professional service contract budget below. Under each line in the budget list the MBE/WBE’s that you propose to use to provide professional services.

MBE/WBE Contractor/Professional Services

	Name	Copy of Certification Attached		Amount	
		Yes	No	MBE	WBE
1.	_____	___	___	\$ _____	\$ _____
2.	_____	___	___	\$ _____	\$ _____
3.	_____	___	___	\$ _____	\$ _____
4.	_____	___	___	\$ _____	\$ _____
5.	_____	___	___	\$ _____	\$ _____
	TOTAL BUDGET			\$ _____	\$ _____

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EQUAL OPPORTUNITY REVIEW COMMISSION**

PROPOSED CERTIFIED M/WBE FIRMS INCLUDED IN THE M/WBE PLAN

Please provide the following information on the minority- or women-owned businesses included in your M/WBE Plan. If you need to add firms to the list, please copy this page and insert list into the plan.

Name of Firm _____
Contact Person _____
Street Address _____
City, State, Zip Code _____
Phone Number _____
Fed. ID # or Soc. Sec. # _____
MBE or WBE? _____
Certification Status _____

Name of Firm _____
Contact Person _____
Street Address _____
City, State, Zip Code _____
Phone Number _____
Fed. ID # or Soc. Sec. # _____
MBE or WBE? _____
Certification Status _____

Name of Firm _____
Contact Person _____
Street Address _____
City, State, Zip Code _____
Phone Number _____
Fed. ID # or Soc. Sec. # _____
MBE or WBE? _____
Certification Status _____

Name of Firm _____
Contact Person _____
Street Address _____
City, State, Zip Code _____
Phone Number _____
Fed. ID # or Soc. Sec. # _____
MBE or WBE? _____
Certification Status _____

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EQUAL OPPORTUNITY REVIEW COMMISSION**

FORM A

MBE/WBE Participation Plan

Contractor: _____
Address: _____

Bid Amount: _____
Telephone No.: _____
Contact Person: _____

Proposed Contract Amount _____

	Company Name, Address and Zip Code	MBE/ WBE	Total Amt Awarded	Total Percentage	Scope of Work
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

Prepared By: _____
Title: _____
Date: _____

Goal Proposed
MBE _____
WBE _____
Total _____

Sample Letter of Commitment

DFG COMPANY

January 13, 2012

ABC Minority Business Enterprise
1111 Participation Street
Pittsburgh, Pa. 152xx

Re: DEF Professional Service Project No. _____

Attention: Mr. _____

I am writing in reference to the above mentioned project. If the project is awarded, it is our intent to enter into an agreement for approximately \$_____ with ABC Minority Business Enterprise. If our intentions warrant your interest, please let me know by signing this letter of intent and returning it to me by mail or fax at your earliest convenience.

Sincerely,

Signed ABC Minority Business Enterprise

Title _____ Date _____

Please Note: Do not include this page or any other page that does not pertain to your project. For example, if you are not requesting a waiver then do not print the next page.

Attach Letters of Commitment

EORC WAIVER REQUEST FORM

**I HEREBY REQUEST A WAIVER FROM MBE/WBE PARTICIPATION FOR
THE _____ CONTRACT.**

CONTRACT NUMBER _____:

Give a detailed description why you are requesting a waiver.

Self performance is not a viable reason for requesting a waiver unless the work is specialized and can only be performed by the awarded contractor.

SIGNED: _____ DATE: _____

Contract No. _____

City Department issuing the Contract: _____

City Authority issuing the Contract: _____