



**CITY OF PITTSBURGH**

**REQUEST FOR PROPOSALS**

**FOR**

**PITTSBURGH INITIATIVE TO REDUCE  
CRIME:  
SERVICE COORDINATION & DELIVERY**

**Important Dates**

RFP Release: April 28, 2014  
Proposals Due: May 20, 2014

The City of Pittsburgh intends this to be the only RFP issued in 2014 regarding Pittsburgh Initiative to Reduce Crime: Service Coordination & Delivery. 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.

William Peduto, Mayor

The City of Pittsburgh is soliciting proposals for assessment, service plan creation, case management, and outcomes tracking for individuals desiring services through the Pittsburgh Initiative to Reduce Crime for the period of two years from the time of contract execution. Services will include but are not limited to individual assessment, creation of a service plan, case management, mentoring, counseling, data collection, reporting and evaluation as they relate 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) 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 questions to:

City of Pittsburgh-Public Safety Dept.  
Attn: Pittsburgh Initiative to Reduce Crime  
Jay Gilmer, Coordinator  
414 Grant Street, Room 400  
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, Tuesday, May 20, 2014. 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: The entire Proposal shall be typewritten and not more than seven (7) pages and formatted and submitted in two ways: i) by email in a pdf version document; and ii) by mail or hand delivery, one (1) original and four (4) copies 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: City of Pittsburgh-Dept. of Public Safety  
Attn: Pittsburgh Initiative to Reduce Crime  
Jay Gilmer, Coordinator  
414 Grant Street, Room 400  
Pittsburgh, PA 15219

- Submitted emails and envelopes shall be clearly marked “PIRC Services 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 to the Review Committee 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 a “call-in” session, street group members are confronted with law enforcement, community members and social service agencies presenting a single 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.*

At these sessions, street group members have been encouraged to voluntarily contact PIRC to access the social services they need. This RFP is to establish a social services coordination structure to enable street group members to get those services and to track their progress so that they have the greatest opportunity to be successful.

- B. Purpose: The purpose of PIRC services is to provide easily accessible and culturally relevant services to street group members. Those accessing services should receive an initial assessment, tailored service plan, ongoing case management, mentoring and ongoing assistance to enter into educational opportunities, employment opportunities, substance abuse treatment, housing, transportation, support groups, lifeskills, and anything else necessary to move successfully from a street group lifestyle to an employment oriented lifestyle. Due to the importance of employment among the services required by clients, a special emphasis must be placed on job development and retention.

All service recipients will be volunteers. There will be no court or law enforcement requirement that anyone request or complete services. These facts make the selection of the service provider critical to the success of PIRC. Service referrals should range from 10 to 20 per month or more. Proposal budgets should consider the fluctuation in service demand.

Initial contact with PIRC is to a special contact telephone line at the City of Pittsburgh for PIRC services. After verification that the person is a street group member, the individual will be referred to the agency selected through this RFP.

All individuals referred will be known to law enforcement or community members as part of a violent street group or otherwise engaged in or susceptible to criminal behavior. They will not currently be incarcerated, but they may be on probation. Services recipients are primarily African-American males between the ages of 18 and 35.

- C. Budget Size: The total budget for PIRC services for the period beginning July 14, 2014 should be **\$150,000**. 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 \$50,000 would be spent. This contract will be for two (2) years. The second year is not guaranteed.

### III. SCOPE OF SERVICES

**A. Case Management.** To provide an assessment, service planning and case management staff for individuals requesting PIRC services so that all individuals requesting services from PIRC are respected and have an opportunity to reach their potential. This process includes:

- Completing an initial intake and assessment covering current situations, perceived needs and summary of actual needs within 24 hours of a referral from the City of Pittsburgh's PIRC office using standard intake and/or assessment tools that include education, employment, social, emotional, health, drug, alcohol, victimization, violence, homicidal, and family issues.
- Preparation of a comprehensive service plan for each service client covering the following: employment issues, education issues, substance abuse, housing, family issues, health, basic life needs, and mentoring. The service plan should contain long and short term goals.
- When necessary and appropriate, meet with family members of service clients to review information and to discuss issues identified through the assessment and provide fact sheets and current resources available to family as part of service plan.
- Referring the service client to service providers that can meet the needs identified in the assessment and service plan.
- Monthly program reports and evaluation reports on each service client.
- Collection and reporting of data related to the program.

**B. Job Development.** To create employment opportunities for PIRC clients by identifying, developing, and maintaining relationships with local businesses and organizations that are potential employers in order to assure an adequate pool of job placement opportunities for clients. This includes the following:

- Obtaining job placements and maintaining regular contact with both employers where PIRC clients are placed and PIRC service clients to assure that goals are being met and any problems are identified early and resolved.
- Outreach to local employers in order to develop permanent employment, short-term labor, paid internships, and job shadowing opportunities for PIRC clients;
- Develop job opportunities for PIRC clients by developing high level relations with business owners, general managers, human resources departments and company recruiters;

- Manage employer relationships to promote retention and creation of new jobs;
  - Locate jobs for participants who have successfully completed training programs;
  - Provide some paid work experiences to assist some service clients.
- C. Career Development.** If funding allows, develop strategies and tactics to enable service clients to move beyond entry-level employment toward family sustaining permanent careers, including:
- Assessment of physical, emotional and intellectual barriers to careers and long-term employment.
  - Referral sources for career training.
- D. Service Collaboration.** To demonstrate the ability to collaborate with other service providers for the population, so that each service client can access all services necessary for success, including:
- Provide effective referrals.
  - Provide presentations to new partners.
- D. Administration and Community Outreach.** Thoroughly understand and actively participate in the other aspects of PIRC, including:
- Speaking at each call-in session, if necessary.
  - Providing occasional community outreach to public, private, community based, grassroots and other organizations and groups.
  - Participating on PIRC’s Implementation Team and Service Delivery Team.
  - Provide information to the PIRC Coordinator and any research partners to develop appropriate outcome measurements that will show the impact of services provided to service clients.

#### **IV. REQUIREMENTS FROM BIDDING ORGANIZATIONS**

- A. All personnel hired for the program must have an appropriate background, experience and cultural awareness 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.
- B. Demonstrate your organization’s capability and experience in serving and addressing the special needs of street group identified or similar individuals.

- 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.
- 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 budget details for each funded position. Describe staff requirements, job descriptions and responsibilities of staff. 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). The proposal should contain the following:
- **Overall Project Design:** Describe how your organization would manage the delivery of PIRC services and how services to the PIRC target population fit into the services provided by your organization. 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 and your ability to handle fluctuations in demand.
  - **Outcomes Documentation:** Describe the outcomes measurements that best reflect progress and provide a plan for collecting the information needed to continuously monitor the progress of individuals accessing PIRC services.
  - **Support Services:** Describe any support services that the service client can access through your agency. Examples of support services could include transportation, counseling, mentoring, and literacy. Describe what your organization will do to assist participants in accessing those services.
  - **Partnerships/Organizational Collaborations:** Describe ways your organization has established partnerships with other service providers throughout the community and how your organization will tie these efforts into the needs of PIRC service recipients. Describe how you will create linkages with additional service providers in order to best meet the needs of PIRC service recipients.
  - **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. **Format and Copies:** Proposals should be typewritten and formatted and submitted in two ways: i) by email in a pdf version, and ii) on 8 ½” x 11” paper, one (1) original and four (4) 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.
- I. **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.
- J. **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.
- K. **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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**Professional Service Information**

**PROJECT BUDGET AND MBE/WBE PLAN SUMMARY**

	<b>ESTIMATED COST</b>	<b>MBE/WBE PLAN COMMITMENT</b>
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. _____	___	___	\$ _____	\$ _____
<b>TOTAL BUDGET</b>			\$ _____	\$ _____

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**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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**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, 2014

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,

\_\_\_\_\_

\_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_  
Signed ABC Minority Business Enterprise

**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: \_\_\_\_\_**