

**Department of Violence Prevention  
RFQ for  
Violence Prevention and Intervention  
Services  
FY 2022-2024**

**Pre-Proposal Conference  
January 11, 2022**



# Welcome

- Please add your name and organization to the chat so everyone can see who is in the virtual room
- Please follow this link to a google form so you can virtually sign in <https://docs.google.com/forms/d/1kJXGZqjRtaQHua5X4p-h9t2TFRaSge282VBs7raKpe0/edit?ts=61ca4df3>
  - We plan to post the list on the RFQ web page, so let us know if you are OK with having your contact information shared.
- Meeting is in Webinar format so all participants are muted
- Meeting will be recorded and slides for this presentation will be available on the DVP RFQ web page by Friday
- If you have any questions, please use the Q and A function to type them in
  - The DVP team will answer questions at the end of the presentation
  - Contracts and Compliance staff will be answering contract related questions following their section.



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# Department of Violence Prevention

City Council approves the creation of a new Department of Violence Prevention

**July 2017**

Oakland Unite staff and funded programs officially transition into and become DVP

**July 2020**

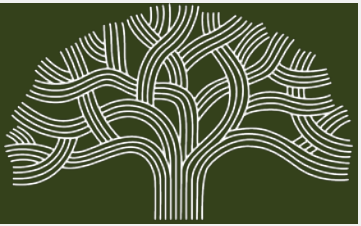
**Sep. 2019**

Guillermo Cespedes joins the DVP as Oakland's first Chief of Violence Prevention



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# DVP Mandates

1

Reduce gun violence

2

Reduce intimate partner violence

3

Reduce commercial sexual exploitation

4

Reduce number of cold cases

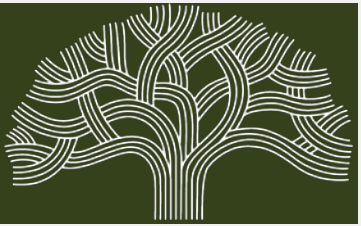
5

Reduce levels of community trauma



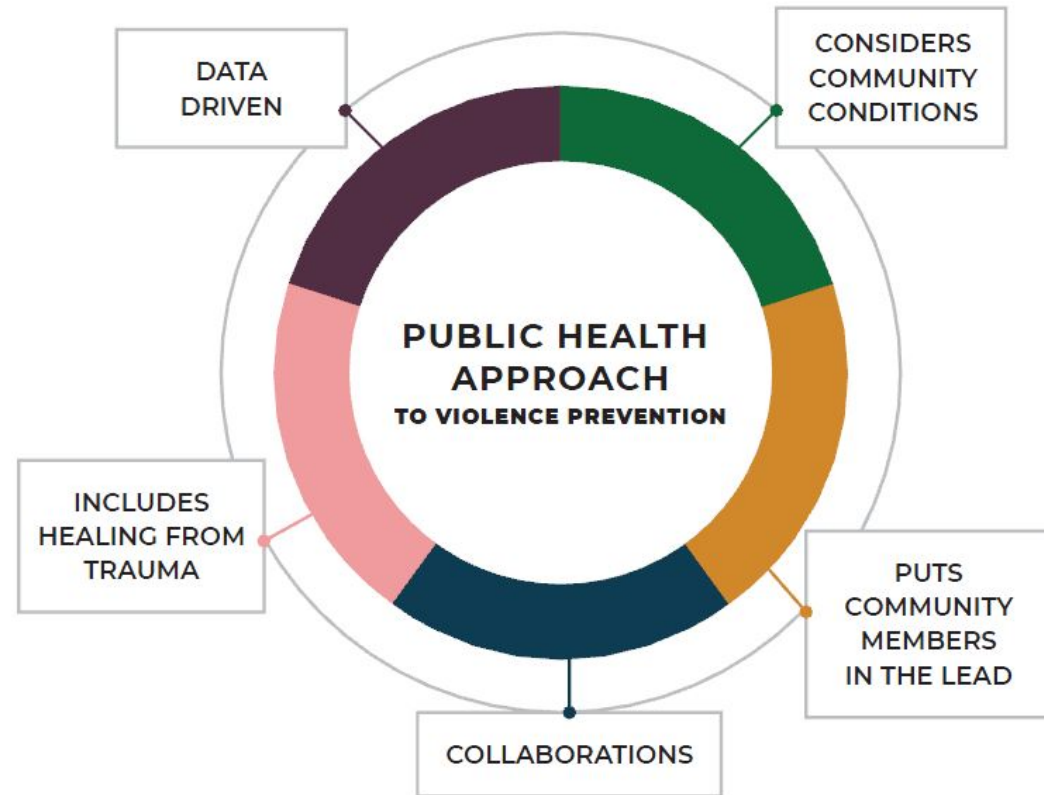
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# Public Health Approach

- Data Driven
- Considers Community Conditions
- Puts Community Members in the Lead
- Collaborations with Community-based and Systems Partners
- Includes Healing From Trauma



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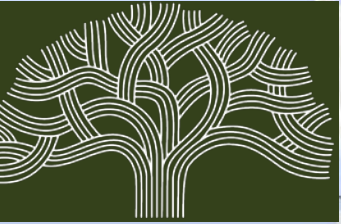
## Theory of Change

*Using a data-driven, public health framework, the DVP aspires to significantly reduce violence by directing resources to:*



### **Specific PLACES**

Goal: Strengthen neighborhoods where underlying inequities contribute to the highest rates of violence.

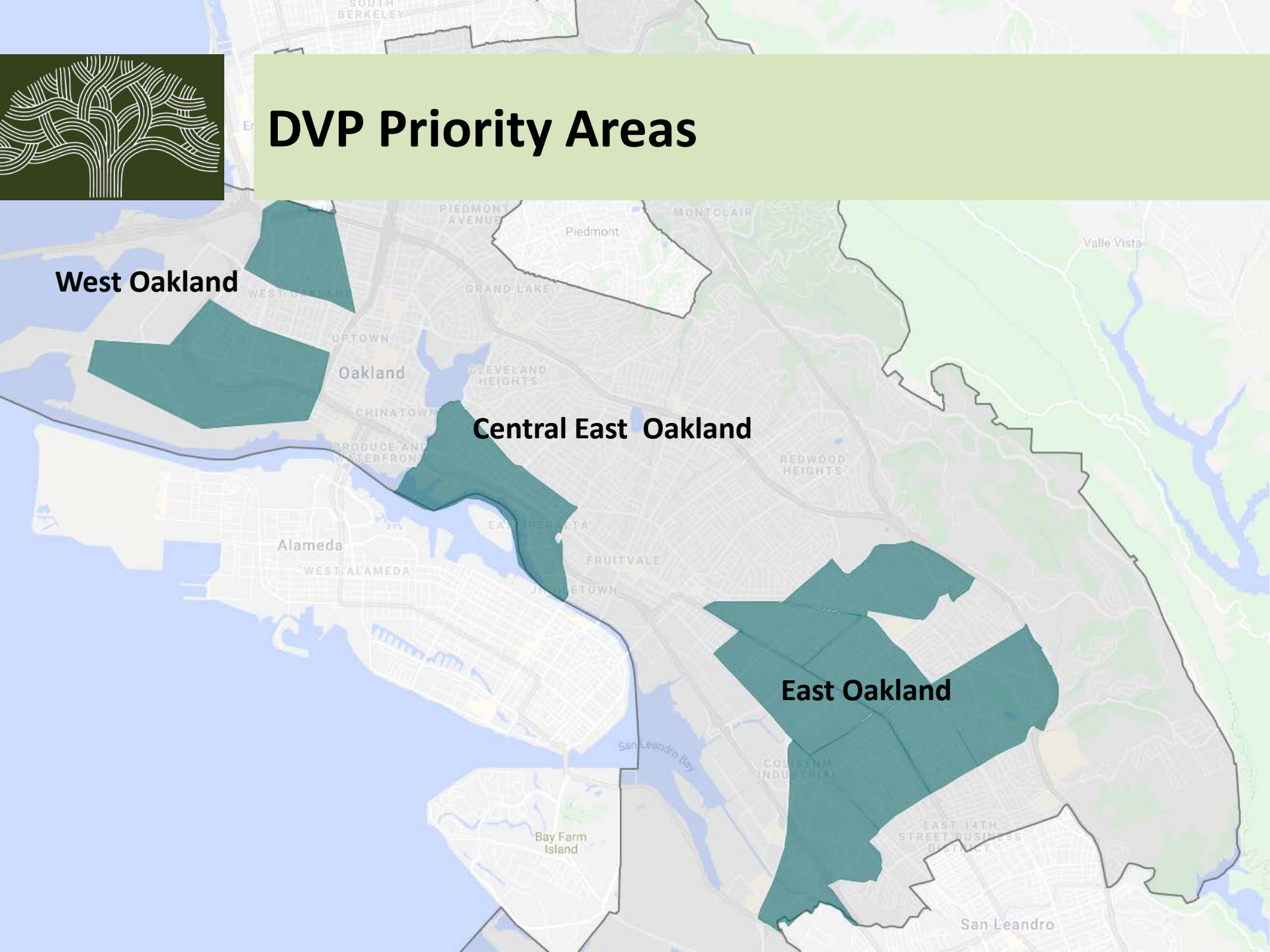


# DVP Priority Areas

**West Oakland**

**Central East Oakland**

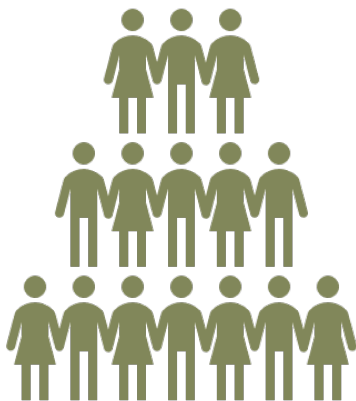
**East Oakland**





# Theory of Change

*Using a data-driven, public health framework, the DVP aspires to significantly reduce violence by directing resources to:*



## **Specific PEOPLE**

Goal: Intervene with residents determined to be vulnerable to violence, and match services to level of vulnerability.





# DVP Priority Populations

## **EXPOSED TO VIOLENCE**

Overall population living in neighborhoods of focus.

## **AT RISK FOR VIOLENCE**

Individuals of any age who are highly susceptible to creating or experiencing harm with gun violence, intimate partner violence, or commercial sexual exploitation.

## **AT THE CENTER OF VIOLENCE**

Individuals of any age who are creating or experiencing harm with gun violence, intimate partner violence, or commercial sexual exploitation.



## Theory of Change

*Using a data-driven, public health framework, the DVP aspires to significantly reduce violence by directing resources to:*



### **Specific TIMES**

Goal: Provide services at the times and days of the week when violence is most likely to occur.



# Request for Qualifications Applications

## Request for Proposals (RFP)

- Agency proposes their model
- Agency demonstrates past performance/ impact
- Agency prepares a 12-month budget and requests a funding amount

## Request for Qualifications (RFQ)

- Agency reviews DVP model and demonstrates qualifications and understanding of model
- Relevant Experience/impact
- Example budget for set # of participants/activities to provide agency costs for review and comparison



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# Types of Applicants

- **Single Agency Applicants:** A Single Agency Applicant is one agency applying for funding to under a sub-strategy or activity.
- **Collaborative Applicants:** Collaborative Applicants are those where two or more agencies will partner to deliver services under a given sub-strategy to meet the required qualifications. This category also includes Fiscal Sponsors. In any collaborative application, one agency must be designated as the “Lead Agency” who will contract with the City of Oakland if awarded

Applicants may submit one proposal per sub-strategy or activity as the Lead Agency/Single Agency Applicant.



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# Funding Period

Two-year grant cycle (July 1, 2022 to June 30, 2024)

- The initial contract is for a one-year period (July 1, 2022 through June 30, 2023) with the option to renew based on
  - availability of funding,
  - grant monitoring reports, and
  - overall grant performance.
- The second grant period will run from July 1, 2023 through June 30, 2024 with possible extension to December 2024. (when the Safety and Services Act sunsets)



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# Department of Workplace and Employment Standards



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## iSupplier

- iSupplier is the City's official procurement portal.
- Please email [iSupplier@oaklandca.gov](mailto:iSupplier@oaklandca.gov) if you need technical assistance regarding iSupplier.



# Small Local Business Enterprise Program

- 50% L/SLBE Program—Professional services projects of \$50,000 or more
- Meeting the 50% local business participation requirement:
  - ✓ 25% for Local Business Enterprises (LBE)/Local Not for Profit Business Enterprise (L/NFPBE).
  - ✓ 25% for Small Local Business Enterprises (SLBE)/Small Local Not for Profit Business Enterprise (S/LNFPBE). SLBE and SLNFPBE may meet the full 50% requirement.
  - ✓ Very Small Local Business Enterprises (VSLBE) participation is double-counted towards meeting the requirement.





# Small Local Business Enterprise Program

- Project Consultant Listing (Schedule E) is required by submittal due date for professional services projects.
- Schedule E will be used to calculate the level of certified local business participation. Unless a requirement is waived, the determination of responsive and responsible will include meeting the 50% minimum requirement.
- At the time of submittal of Schedule E, some L/SLBE participation must be proposed in order to satisfy the requirement at time of submission. If zero participation is presented, the proposal will not be accepted.



# Small Local Business Enterprise Program

- For SLBE certification, the size standards have been reduced from 30% to 20%.
- 10 preference points will be awarded to professional services contracts where the VSLBE meets a 50% subcontractor goal.
- Preference points are also awarded for Mentor-Protégé teams on professional services contracts.



# Living Wage & Equal Benefits Ordinances

- Living Wage Ordinance (Schedule N) requires that nothing less than a prescribed minimum level of compensation (a living wage) be paid to employees of service contractors of the city and employees of CFARs. As of July 1, 2021, the living wage rates are \$15.30 with benefits and \$17.56 without.
- Equal Benefits Ordinance (Schedule N-1) requires that, when benefits are offered to employees with spouses, employees with domestic partners be offered the same benefits.

**Contract  
Compliance  
Q&A Period**



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# Strategy Areas Overview

RFQ Strategy Area	Estimated Annual Allocation
Gun/Group/Gang Violence Response	\$10,000,000
Gender-Based Violence Response	\$5,000,000
Community Healing and Restoration	\$5,000,000
<b>TOTAL</b>	<b>\$20,000,000</b>



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**Sub-Strategy: 1. Violent Incident Crisis Response**

Activities	1.1: Violence Interrupters (Vis)	1.2: Hospital-based Intervention
<ul style="list-style-type: none"> <li>• <b>Model</b></li> </ul>	<ul style="list-style-type: none"> <li>• Community credibility and influence with shot callers</li> <li>• Coordinated 24/7 response at crime-scene as part of the City’s Triangle Incident Response (On-call on specific dates/times)</li> <li>• Safety assessments including potential for retaliation</li> <li>• Proactive role in building relationships to foresee conflicts</li> <li>• Coordination with the DVP Network and direction from DVP staff</li> </ul>	<ul style="list-style-type: none"> <li>• Case management and support for individuals following a shooting with injury</li> <li>• Ability to respond 24/7 for hospital-bedside visits in coordination with Highland Hospital</li> <li>• Connection to follow-up services including coordination with Victim Assistance</li> <li>• Assess level of potential retaliation and communicating to VIs for follow-up</li> <li>• Coordination with the DVP Network and direction from DVP staff</li> </ul>
<p><b>Partnerships &amp; Collaboration</b></p>	<ul style="list-style-type: none"> <li>• AHS/Highland Hospital</li> <li>• OPD</li> </ul>	<ul style="list-style-type: none"> <li>• AHS/Highland Hospital</li> <li>• OPD</li> </ul>
<p><b>Estimated Served</b></p>	<p>At least 400 participants</p>	<p>At least 200 participants</p>



**Sub-Strategy: 1. Violent Incident Crisis Response**

Activities	1.3: Family Support	1.4: Emergency Temporary Relocation
<b>Model</b>	<ul style="list-style-type: none"> <li>• Case management support to address the immediate needs of family and loved ones following a homicide</li> <li>• Funeral planning and connection to Victim Assistance</li> <li>• Connection to grief counseling (Sub Strategy 10) and healing activities such as healing circles, vigils etc. to address trauma over time (Sub-Strategy 9)</li> <li>• Coordination with the DVP Network and direction from DVP staff</li> </ul>	<ul style="list-style-type: none"> <li>• Support Oakland residents in credible, immediate danger of harm</li> <li>• Assessment- Referrals for lethality assessment and determination by DVP Network</li> <li>• Assistance- Case management support for locating family or other supports out of the area/state,</li> <li>• Coordination with System Partners- Including changes to supervision from Probation and/or Parole;</li> <li>• Financial Support- Funding for immediate relocation needs</li> <li>• Re-Assessment- ongoing safety needs</li> </ul>
<b>Partnerships &amp; Collaboration</b>	<ul style="list-style-type: none"> <li>• AC DA’s Victim-Witness Center</li> <li>• OPD</li> </ul>	<ul style="list-style-type: none"> <li>• AC DA’s Victim-Witness Center</li> <li>• AC Probation</li> <li>• CDCR</li> </ul>
<b>Estimated Served</b>	At least 150 participants	At least 45 participants



**Sub-Strategy: 2. Youth Diversion and Youth/Adult Life Coaching**

Activities	2.1: Youth Diversion	2.2: Youth Life Coaching	2.3: Adult Life Coaching Housing-Focused Coaching
<b>Model</b>	<ul style="list-style-type: none"> <li>Elements of restorative justice, cognitive behavioral therapy</li> <li>Promote accountability and healing between young people and the victim/community</li> <li>Elements of youth life coaching</li> </ul>	<ul style="list-style-type: none"> <li>Frequent contact, daily when needed, over 6-12 months</li> <li>Life Maps with stipends for achieving goals</li> <li>Family Engagement and Activities</li> <li>Supporting academic success and probation completion</li> </ul>	<ul style="list-style-type: none"> <li>Frequent contact, daily when needed, over 6-12 months</li> <li>Life Maps with stipends for achieving goals</li> <li>Family Engagement and Activities</li> <li>Learning Trips</li> <li>Housing Support through OPRI partnership</li> </ul>
<b>Partnerships &amp; Collaboration</b>	<ul style="list-style-type: none"> <li>Alameda County DA</li> <li>OPD other Law Enforcement</li> <li>AC Probation</li> <li>Justice System Partners</li> </ul>	<ul style="list-style-type: none"> <li>AC Probation</li> <li>Justice System Partners</li> <li>Other Partners</li> <li>Sub-grantees</li> </ul>	<ul style="list-style-type: none"> <li>AC Probation</li> <li>OPD</li> <li>Other Partners</li> <li>Sub-grantees</li> </ul>
<b>Estimated Served</b>	At least 50 participants	At least 175 participants	At least 150 participants At least 25 participants





**Sub-Strategy: 3. Employment and Education Support Services**

Activities	3.1: Youth Career Exploration & Education Support Services	3.2: Adult Employment & Education Support Services
<b>Model</b>	<ul style="list-style-type: none"> <li>• Life Skills and Financial Literacy</li> <li>• Career Exploration                             <ul style="list-style-type: none"> <li>- internships, jobs that include payment for experiential learning wages, stipends or scholarships</li> </ul> </li> <li>• Connections to Employers</li> <li>• Academic Support                             <ul style="list-style-type: none"> <li>- educational attainment milestones</li> </ul> </li> </ul> <p>Ages 14-24</p>	<ul style="list-style-type: none"> <li>• Intensive support                             <ul style="list-style-type: none"> <li>- Soft skills and readiness assessment</li> </ul> </li> <li>• Transitional Employment                             <ul style="list-style-type: none"> <li>- Oakland Minimum Wage</li> </ul> </li> <li>• Education, Apprenticeship/ Vocational Certificates</li> <li>• Employer Engagement</li> <li>• Placement and Retention                             <ul style="list-style-type: none"> <li>-Next-job search support</li> </ul> </li> </ul> <p>Ages 18 – 35</p>
<b>Partnerships &amp; Collaboration</b>	<ul style="list-style-type: none"> <li>• Other partners</li> <li>• Sub-grantees</li> </ul>	<ul style="list-style-type: none"> <li>• Other partners</li> <li>• Sub-grantees</li> </ul>
<b>Estimated Served</b>	At least 90 participants	At least 140 participants



Sub-Strategy: 4. School-Site Violence Intervention and Prevention (VIP) Teams

Model

Each VIP team will include: one (1) violence interrupter (Activity 1.1); one (1) gender-based violence specialist; and one (1) youth life coach (Activity 2.2).

Coordination with Coordination of Services Teams (COST) to increase communication at the School-site

Along with their specified role will provide trainings and professional development at School Sites

- Castlemont High School and Rudsdale Continuation School
- Fremont High School
- McClymonds High School and Ralph J. Bunche Academy
- Oakland High School and Dewey

Partnerships & Collaboration

- School-site leadership, including Principal, Community School Manager, COST and Safety Teams, DVP staff who coordinate gun/group/gang violence response, gender-based response, and community healing and restoration

Estimated Served

At least 300 participants



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**Sub-Strategy: 5. Crisis Response**

Activities	5.1: 24-Hour Hotlines	5.2: 24-Hour Bedside Advocacy and Accompaniment
<b>Model</b>	<ul style="list-style-type: none"> <li>• Two 24-hour hotlines: DV/IPV/Family Violence and Commercial Sexual Exploitation</li> <li>• Hotlines numbers should be publicized throughout City of Oakland</li> <li>• Hotline staff must be state-certified</li> <li>• Agencies must have demonstrated experience running a hotline and the capacity to field multiple crisis calls simultaneously</li> </ul>	<ul style="list-style-type: none"> <li>• 24-7 Crisis Response Model to provide advocacy and accompaniment to victims of gender-based violence (GBV) who are receiving medical care treatment and/or providing forensic interviews</li> <li>• Crisis response staff must be state-certified</li> <li>• Agencies must have capacity to respond in-person to victims within 45 minutes</li> <li>• Accompaniment can include supporting victims in navigating the justice system</li> </ul>
<b>Partnerships &amp; Collaboration</b>	<ul style="list-style-type: none"> <li>• OPD</li> <li>• AHS/Highland Hospital</li> </ul>	<ul style="list-style-type: none"> <li>• OPD</li> <li>• AHS/Highland Hospital</li> <li>• Local Healthcare Providers</li> </ul>
<b>Estimated Served</b>	At least 3,000 participants	At least 200 participants



**Sub-Strategy: 6. Housing**

Activities	6.1: Emergency Shelter	6.2: Transitional Housing
<b>Model</b>	<ul style="list-style-type: none"> <li>• Provide safe temporary (30, 60, 90 day) emergency shelter for victims of gender-based violence</li> <li>• Beds do not have to be in Oakland but transportation outside of Oakland is required</li> <li>• Emergency shelter can include shelter beds, safe houses, hotel vouchers and/or financial support for relocation</li> <li>• Emergency shelter support must include additional support services in the form of life coaching, case management, and/or advocacy and connection to transitional housing</li> </ul>	<ul style="list-style-type: none"> <li>• Provide longer term (up to 18 months) transitional housing to victims of gender-based violence</li> <li>• Transitional housing can include rental units dedicated to victims/survivors of gender-based violence with discounted rent, rental assistance or a house/apartment complex dedicated to transitional housing</li> <li>• Transitional housing support should include additional support services in the form of a case manager/navigator that helps participants access additional services and locate permanent housing</li> </ul>
<b>Partnerships &amp; Collaboration</b>	<ul style="list-style-type: none"> <li>• Local Law Enforcement</li> <li>• Other Partners</li> <li>• Sub-grantees</li> </ul>	<ul style="list-style-type: none"> <li>• Other Partners</li> <li>• Sub-grantees</li> </ul>
<b>Estimated Served</b>	At least 175 participants	At least 25 participants



**Sub-Strategy: 7. Wrap-Around Services**

Activities	7.1: Life Coaching	7.2 Legal Advocacy
<b>Model</b>	<ul style="list-style-type: none"> <li>• Implement the life coaching model with fidelity</li> <li>• The Life Coaching model involves frequent direct contact between coaches and participants, dialogue focused on self-reflection and behavior change, and celebration of connection to positive relationships to support sustained change</li> <li>• The agency(s) providing CSE life coaching should have demonstrated experience providing support to victims/survivors of commercial sexual exploitation</li> </ul>	<ul style="list-style-type: none"> <li>• Legal advocacy for victims/survivors of gender-based violence provides civil legal services including advice and counsel, preparation of paperwork, filing of temporary restraining order or order of protection, full representation, court accompaniment, as well as support or referrals for family law, immigration law, and emancipation</li> <li>• Agencies must have demonstrated experience and credentials to provide legal counsel to victims/survivors of GBV</li> </ul>
<b>Partnerships &amp; Collaboration</b>	<ul style="list-style-type: none"> <li>• Alameda County DA</li> <li>• Other Partners</li> <li>• Sub-grantees</li> </ul>	<ul style="list-style-type: none"> <li>• Other Partners</li> <li>• Sub-grantees</li> </ul>
<b>Estimated Served</b>	At least 50 participants	At least 500 participants



**Sub-Strategy: 7. Wrap-Around Services Cont.**

Activities	7.3: Therapeutic Support	7.4: GBV Employment Support	7.5: Safe Space Alternatives
<b>Model</b>	<ul style="list-style-type: none"> <li>• Provide therapeutic support to victims of GBV which can include all forms of mental and emotional support: clinical therapy, support groups, peer-based mental/emotional support groups, non-western therapeutic practices, and community support</li> <li>• Agencies must have demonstrated experience and credentials</li> </ul>	<ul style="list-style-type: none"> <li>• Provide employment support services to victims/survivors of GBV</li> <li>• Specific elements of the model mirror Adult Employment and Education Support and include enhancements in the areas of intensive support, transitional employment, and employer engagement</li> <li>• Agencies must have competency to serve victims/survivors of GBV</li> </ul>	<ul style="list-style-type: none"> <li>• Physical safe space to youth who experience CSE</li> <li>• Provide access to basic needs (food, hygiene), connect youth to additional resources, model healthy relationships and/or peer support groups</li> <li>• Agencies must have experience with CSEC</li> </ul>
<b>Estimated Served</b>	At least 100 participants	At least 50 participants	At least 100 participants



# Strategy Area: Community Healing and Restoration

9-14 Grants  
\$5 Million

Sub-Strategy	8. Neighborhood and Community Teams and Town Nights	9. Healing Activities and Restorative Practices
<b>Model</b>	<ul style="list-style-type: none"> <li>• Demonstrate connection to community leaders and residents in priority neighborhoods</li> <li>• Staff who are homegrown, with strong connections to Oakland families</li> <li>• Planning activities such as block parties, BBQs</li> <li>• Building relationships to have a pulse of the neighborhood</li> <li>• Coordination with DVP Network and referrals to other services</li> </ul> <p>TOWN NIGHTS</p> <ul style="list-style-type: none"> <li>• Series of 8-10 evening events (6 pm to 10 pm) in neighborhood each team is connected to</li> <li>• Fall/Winter and Summer events</li> </ul>	<ul style="list-style-type: none"> <li>• Culturally-relevant and trauma-informed community spaces for multi-generational, multi-racial healing</li> <li>• Addressing persistent trauma in community and efforts to address current trends</li> <li>• Healing circles, vigils, events</li> <li>• Support for families who have experienced homicide</li> <li>• Self-care and healing practices</li> </ul>
<b>Partnerships &amp; Collaboration</b>	<ul style="list-style-type: none"> <li>• Coordination Partners</li> <li>• Sub-grantees</li> </ul>	<ul style="list-style-type: none"> <li>• Other Partners</li> <li>• Sub-grantees</li> </ul>
<b>Estimated Served</b>	At least 10,000 community members	At least 500 community members & families



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# Strategy Area: Community Healing and Restoration

9-14 Grants  
\$5 Million

Sub-Strategy	10. Therapeutic Supports	11. Community Capacity Building & Mini-Grants
<b>Model</b>	<ul style="list-style-type: none"> <li>• Services for family members to include individual psychotherapy, healing practices and support groups</li> <li>• Trauma-informed, client-centered to meet clients where they are, including making home visits</li> <li>• Eligibility for peers and family members impacted by secondary trauma even if homicide occurred outside Oakland</li> <li>• Coordinate closely with the Family Support provider (Activity 1.3)</li> <li>• DVP network referral of community survivors will emphasize peer support groups</li> </ul>	<ul style="list-style-type: none"> <li>• Develop natural leadership skills of Oakland residents through training opportunities and learning communities</li> <li>• Supporting potential mini-grant recipients with applications workshops and coaching around project design</li> <li>• Fiscal and program manager for mini-grants distributed throughout Oakland</li> <li>• Implement community-led grantmaking decision process</li> <li>• Engage community members who select mini-grant awardees to support the selected projects</li> </ul>
<b>Partnerships &amp; Collaboration</b>	<ul style="list-style-type: none"> <li>• Other Partners</li> <li>• Sub-grantees</li> </ul>	<ul style="list-style-type: none"> <li>• Other Partners</li> <li>• Sub-grantees</li> </ul>
<b>Estimated Served</b>	At least 75 family and community referrals	At least 50 mini-grant recipients At least 100 residents



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## RFQ Reminders

- Review the sub-strategy/activity descriptions in Appendix A
- Questions in RFQ guide applicants to demonstrate required qualifications and experience
  - Address all minimum qualifications
- Reach out to any required partners early to secure support
- Review L/SLBE requirements and work with DWES for certification
- Contract negotiations with successful applicants will determine number served, funding amount and required deliverables



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# How to Apply



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# Overview of Application Process

**Step 1:** Register and Log on to Application System

**Step 2:** Submit Intent to Apply Form

**Step 3:** Complete the Proposal Narrative

**Step 4:** Complete Budget and Budget Narrative

**Step 5:** Submit Proposal (online ~~and hard copy~~)



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# Step 1 & 2 – Registration & Notice of Intent

## Step 1: Register

- Must submit application(s) online
- Register for RFQ account in Cityspan

### TIPS

- Start offline, check character limits
- Save often, wait to submit application sections until completed

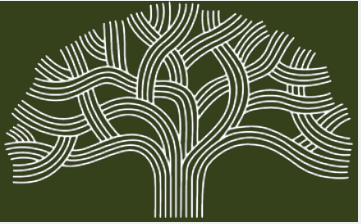
## Step 2: Intent to Apply Form

- Complete separate “Intent to Apply” for each application
- Submission is required for web access to all application pages
- Strongly encourage submission by January 14
- Check that sub-strategy/activity is correct before final submission



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## Step 3 – Proposal Narrative

Step 3: Proposal Narrative	
Agency Overview	Not Scored
Relevant Experience	30 points
Qualifications	35 points
Project Approach	25 points
Budget & Fiscal Practices	10 points



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## Step 3 – Proposal Narrative Cont.

### **AGENCY OVERVIEW (NOT SCORED)**

- Demonstration of agency's years providing services in Oakland and race and gender of Agency leadership and Board of Directors.
- If applicable, demonstration of above for sub-grantees/partner agencies.
- Indication of intended sub-strategy priority population.
- Indication of Oakland neighborhoods agency has connection to.



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## Step 3 – Proposal Narrative Cont.

### RELEVANT EXPERIENCE (30 POINTS)

- Past, recently completed, or on-going projects to demonstrate experience and capacity for effective delivery of project model.
- Demonstrated ability/experience working with intended sub-strategy priority population and priority neighborhood(s).
- Awareness of the community and intended priority population, with demonstrated ability to engage priority population and work with key referral partners.
- Agency's experience collaborating with other agencies and systems partners and plan for coordination with other DVP-funded sub-strategies.
- Three professional references familiar with the applicant agency's performance on similar projects. Form available in Cityspan



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## Step 3 – Proposal Narrative Cont.

### QUALIFICATIONS (35 POINTS)

- Staffing and management roles are clearly defined and appropriate to program, with identified plan for supervision and support of direct service staff.
- Professional background and qualifications of team members proposed to deliver services and manage the program demonstrate necessary skills, including cultural and gender competence and language capacity as needed.
- Ability to engage families, caregivers, and/or other community support systems.
- Appropriate formal/informal partnerships to strengthen service delivery.
- Capacity to use a participant database to inform and monitor service delivery.







## Step 3 – Proposal Narrative Cont.

### PROJECT APPROACH (25 POINTS)

- A clear and specific outline of the proposed services that reflects the requirements listed in Appendix A and specifies the types and frequency of program elements, average number of participants to be served, and service location. Applicants must utilize the Goals and Activities chart available for download in Cityspan to provide the outline.
- Clearly articulated understanding of how service activities will lead to intended outcomes and contribute to broader citywide efforts to reduce violence.
- Ability to identify potential challenges and suggest possible solutions.
- Track record of using data and evaluation to inform and improve services.



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## Step 3 – Proposal Narrative Cont.

### **BUDGET & FISCAL PRACTICES (10 POINTS)**

- Overall agency budget reflects a mix of revenue sources.
- Agency describes systems for fiscal oversight and ability to track program expenditures.
- Budget is clear, realistic, and reasonable for proposed level of services; staff salary scale reflects local cost of living (ideally all salaries above \$50,000).
- Additional resources are identified to support the project with a reasonable plan for securing matching funds.



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## Step 4 - Budget & Narrative

### Step 4: Budget & Narrative

- Utilizing form in Cityspan estimate expenses for twelve months
- Example budget should project expenses for serving 25 participants, unless otherwise specified
- Costs should be clearly justified, reasonable and appropriate to proposed activities
- 20% match required including proposed source
  - Budget and Narrative should identify and demonstrate how other funds will be leveraged



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# Required Attachments/Uploads

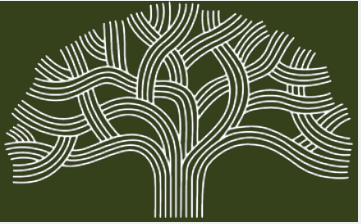
## UPLOAD IN CITYSPAN

- Copy of IRS Letter Certifying Tax Exempt Status
- IRS Form 990
- List of Current Board of Directors
- Letters of Support/Acknowledgement, if applicable
- Letters of Agreement, if applicable
- Professional References
- Resumes or Job Descriptions
- Activities and Outcomes Chart



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# Required Attachments/Uploads

## UPLOAD IN CITYSPAN

### CONTRACT COMPLIANCE ATTACHMENTS:

- Schedule E: Project Consultant or Grant Team
- Schedule I: Sanctuary City Contracting and Investment Ordinance
- Schedule O: Campaign Contribution Limits Schedule
- Schedule W: Border Wall Prohibition
- E-2: Oakland Workforce Verification Form (OPTIONAL)





## Step 5: Submit

### **ONLINE PROPOSAL DUE: Thursday, February 3, 2022, 5:00 PM**

- Please review the sections of your online application including the Notice of Intent and all uploads prior to clicking submit
- If you need your previously submitted sections unlocked before the application is due, contact Cityspan Help Desk

### **~~HARD COPY SUBMISSION: Friday, February 4, 2022, 1:00 PM~~**

- Submission of Hard Copy applications is no longer required



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# Timeline

<b>RFQ Release</b>	<b>December 10, 2021</b>
General TA by E-mail	Dec 10 - Jan 26, 2022
Pre-Proposal Meeting	January 11, 2022
Notice of Intent Form	January 14, 2022
<b>Proposals Due (online)</b>	<b>February 3, 2022</b>
<del>Proposal Due (hard copy)</del>	<del>February 4, 2022</del>
Preliminary Funding Recommendations	April 2022
Written Appeals from Applicants Due	April 2022
Oversight Commission Review	April 2022
City Council Review and Approval	May/June 2022
Contracting and Negotiations Begin	June 2022
<b>Program Year Begins (pending approval)</b>	<b>July 1, 2022</b>



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# RFQ Technical Assistance

## EMAIL TA

- E-mail questions to [OaklandDVP\\_RFQ@oaklandca.gov](mailto:OaklandDVP_RFQ@oaklandca.gov)
- All questions will be posted on the DVP website
- Last day to submit questions is January 26, 2022

## CITYSPAN SUPPORT

- CitySpan Help Desk, Mon-Fri, 8AM-5PM: (866) 469-6884

## CONTRACT COMPLIANCE SUPPORT

- Direct to Sophany Hang, [shang@oaklandca.gov](mailto:shang@oaklandca.gov)



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# Review Process

- Initial review of applications by DVP Staff for timeliness and completeness
- Outside experts recruited to review and score proposals
- A minimum cumulative score of 70 points is required to be deemed qualified
- In making funding recommendations, DVP staff will consider scores, preference points, and critical factors such as location and priority populations
  - DVP will maintain list of qualified providers for possible future contracts if additional funds are secured
- Funding recommendations will be forwarded to the Oversight Commission and City Council for review and approval
- City Council makes all final funding decisions



# Q&A Period



Photo by Derick Daily on Unsplash

Email questions to [OaklandDVP\\_RFQ@oaklandca.gov](mailto:OaklandDVP_RFQ@oaklandca.gov)  
by January 26, 2022