

MACON BIBB COUNTY, GEORGIA

Request for Proposal (RFP)

For

Crime Intervention, Case Management, and Prevention Services

22-009-LH

99025

96995

95221

95223



MACON-BIBB COUNTY

ISSUE DATE: September 14, 2021

DUE DATE: October 14, 2021

Please direct questions related to this solicitation to Laura Hardwick, email only at Lhardwick@maconbibb.us

MBE/WBE/DBE Participation: Minority, Women Owned, and other Disadvantaged Business Enterprises are encouraged to participate in the solicitation process. Additionally, respondents are encouraged to use M/W/DBE sub-consultants where possible.

I. GENERAL

A. Invitation

Notice is hereby given that Macon-Bibb County will receive responses from qualified Firms to the Request for Proposal (original copy **plus 5 copies and one (1) electronic PDF copy**) in the Procurement Department, 700 Poplar Street, 3rd Floor-Suite 308, Macon, Georgia 31201, until **12:00 o'clock NOON** at the time legally prevailing in Macon, Georgia on Thursday, October 14, 2021 for the research, creation, and implementation of an Equity Assessment Program.

NO LATE RESPONSES WILL BE CONSIDERED

The names of responding firms will be publicly read on **Thursday, October 14, 2021 at 2:00 P.M.** in the Macon-Bibb County Conference Room, located on the 3RD Floor-Room #306 of Macon City Hall at 700 Poplar Street, Macon Georgia 31201.

**All questions or concerns regarding the RFP should be made via email only.
The Deadline for questions is Friday, October 1, 2021 at 5:00 PM EST.**

Minority, Women Owned and other Disadvantaged Business Enterprises are encouraged to participate in the solicitation process. Additionally, respondents are encouraged to use M/W/DBE subcontractors where possible. Small and other disadvantaged businesses requiring assistance with the competitive process can contact **Charise Stephens, Director of Small Business Affairs at (478) 803-2819** or cstephens2@maconbibb.us

B. Definitions

Wherever the term "Owner", "County", or "Macon-Bibb County" occur in this document, it shall mean Macon-Bibb County, a political subdivision of the State of Georgia acting through the Macon-Bibb County Board of Commissioners.

C. Solicitation Documents

Announcement of this Request for Proposals may also be posted on the Macon-Bibb County website at www.maconbibb.us/procurement and on the Georgia Procurement Registry website https://ssl.doas.state.ga.us/PRSapp/PR_index.jsp

D. Insurance Requirements

Insurance coverage shall be carried with an insurance company licensed to do business in the State of Georgia. All coverage should be written with insurance company with a Best Rating of A or better. Insurance shall be obtained prior to commencement of work and shall remain in force throughout the period of the contract. Macon-Bibb County shall be named as additional insured on the policy.

Workers' Compensation: Statutory
Errors and Omission: \$1,000,000/\$3,000,000 aggregate
General Liability: \$1,000,000
Automobile Liability: \$1,000,000

E. Submittals

Responses must be sealed and identified on the outside of the package as and delivered to

“RFP # 22-009-LH – “Crime Intervention, Case Management, and Prevention Services”

Macon-Bibb County Procurement Department
700 Poplar Street
Suite 308
Macon, Georgia 31201
Telephone: (478) 803-0554

In order for Request for Proposals to be considered, the complete bid document package shall be submitted including each of the following completed **Required Submission Documents** as Attachment “A”.

Bid Form
Bidder Information Form
Bidder's Qualification Form
List of Sub-Contractors
Bidder Minority Participation Goal
Financial & Legal Stability Statement
Insurability Statement
E-Verify Affidavit
Title VI – Non-Discrimination Notice

Submissions may not be withdrawn for a period of one hundred-twenty (120) days after the deadline on date of closing. Macon- Bibb reserves the right to reject any and all submissions and to waive technicalities and formalities. Respondents shall carefully read the information contained herein and submit a complete response to all requirements and questions as directed. Submittals and any other information submitted by in response to the RFP shall become the property of Macon-Bibb County.

RFP Submission Package to include:

Providers Qualifications and Experience Narrative
Service Provision Narrative
Staffing Plan and Qualifications Narrative
Plan for Coordination Narrative

Cost Proposal Form

II. EVALUATION, SELECTION and AWARD

A. General Selection Process

The services being sought under this Request for Proposal are professional in nature. Consequently, the evaluation of the proposals will be based upon consideration of the demonstrated qualifications and capabilities of the respondents that will result in an award that is in the best interest of the Owner. The Owner may, at its discretion, short-list, and interview firms.

B. Scoring Breakdown

Experience 25pts

Project Approach 40pts

Project Timeline 25pts

Proposal Cost 10pts

III. ADDITIONAL CONDITIONS

The Owner reserves the right to reject any or all Proposals received. The Owner is not obligated to request clarifications or additional information but may do so at its discretion. The Owner reserves the right to extend the deadline for submittals.

Upon receipt of a proposal by the Owner, the proposal shall become the property of the Owner without compensation to the Respondent, for disposition or usage by Macon-Bibb County, Georgia at its' discretion. Subject to the provisions of the Open Records Act, the details of the proposal documents will remain confidential until final award.

The Owner assumes no responsibility or obligation to the respondents and will make no payment for any costs associated with the preparation or submission of the proposals. Costs incurred in responding to the request for qualifications are the Respondents' alone and the Owner does not accept liability for any such costs.

To be considered Proposers must be responsible and responsive as defined in Macon-Bibb County Ordinances Section 19.1. Proposers must also submit all documents required in this RFP to be considered responsive.

Section 1: Description of Proposal Expected

This document constitutes a Request for Proposal (RFP) from qualified professionals to perform the Scope of Services set forth herein. Macon-Bibb County Government is soliciting proposals to provide a comprehensive approach to crime intervention, prevention, and case management. Macon-Bibb County is particularly interested in professionals that specialize in criminal

intervention and prevention activity for local governments of comparable size that can identify areas of improvement as well as quality and cost-effective solutions.

Any questions related to this Request for Proposal shall be directed to the following contact person. No contact is to be made to anyone other than the contact listed. Such contact may result in disqualification from the proposal process.

Email: Lhardwick@maconbibb.us

Section 2: RFP Process and Requirements

1. Macon-Bibb County selection committee will consider all proposals and conduct discussions with those Proposers whose proposals are deemed most suitable for advancement as a Finalist. The discussions will be conducted solely for the purpose of understanding the proposal and for The County to provide specific instruction for desired modifications to the Finalist's proposal.
2. All questions regarding this RFP, including technical specifications, proposal process, etc. must be directed to Macon-Bibb as indicated in Section 1 of this document. Answers that make a material difference in the way Proposers may propose their offer will be shared with all Proposers. Likewise, answers that may change either the terms and conditions or their interpretation will be made in the form of an amendment issued to all Proposers.
3. No extensions in the deadline will be granted.
4. All proposals must be in writing, with any applicable documents attached. Questions must be answered, and information presented in the same order and numbering sequence as this RFP.
5. The Proposal or cover letter must be signed by an authorized officer eligible to sign contracts and bind the company to all commitments made in the proposal.
6. The Proposer is required to submit a proposal including all costs associated with conducting intervention services, prevention service, and case management services.
7. Macon-Bibb is not responsible for any costs incurred by the Proposer in preparing the proposal.
8. Macon-Bibb reserves the right to reject any and all proposals and not to award a contract.
9. Macon-Bibb County reserves the right to award one or several contracts.

Section 3: Background

The consolidated Macon-Bibb County Government serves a community of about 155,000 people and is led by a 10-member Commission, with the Mayor serving as its chair. Macon-Bibb provides a full range of services extending beyond those provided by many other counties in Georgia. Some of the services provided include public safety; the construction and maintenance of highways, streets, and infrastructure; zoning and code enforcement; court-related function; recreational activities; facilities management; emergency services and administrative offices.

Macon-Bibb County is experiencing significant increases in violent crime rates including both homicides and aggravated assault crimes. According to a report published by Macon Bibb County Sheriff Department, violent crimes were up by 15% for year 2020 in comparison to previous years. The increase in gun violence is mostly related to gang-affiliated activity among individuals in the range of 16 to 35 years of age. There is a growing interest within the community aimed at reducing community violence. Although, some communities within Macon Bibb County have successfully implemented gang reduction with the use of professional intervention workers, alternative strategies are needed to reduce violence within the communities.

This Request for Proposal (RFP) information is not intended to be all-encompassing, and the Proposer will need to provide responses that caters to the area of their expertise and qualification to perform the work herein.

Section 4: Scope of Services

Macon-Bibb County Government is seeking experienced professionals who have worked with local governing agencies to reduce gang violence and other criminal activity across the community. These professionals should be fluent in crime intervention, prevention, and case work management. In addition, have a history of coalition building and commitment that demonstrates the ability to partner with law enforcement, the community, and its citizens. The professional will conduct a thorough assessment for each client receiving services. Once information is collected and analyzed, the professional will prepare a detailed report of its activities and findings along with proposed solutions and practices to present and redress these disparate outcomes as well as implementation of an internal assessment and monitoring program. The County also requests a preliminary report midway through the project timeline that outlines the work performed.

The County foresees the following deliverables being utilized:

Intervention Services:

Macon-Bibb County seek to significantly reduce violent crime and have a positive impact on the community by establishing intervention services that intervene and respond to incidents of gun violence, as well as proactively provide peacekeeping services in conjunction with established community service providers. Intervention workers are required to have the ability to work effectively with high risk, violence and gang involved individuals within Macon-Bibb County community.

Violence interruption workers conducting assessments should focus on the following areas:

- Identifying and detecting potential shooting events.
- Identifying and detecting individuals and groups at highest risk of involvement of shooting or killing.
- Interrupting potential violence by mediating conflicts and preventing retaliation
- Using data to monitor violent activities and make necessary changes to interruption strategies.

The implementation of violence interruption workers will help in providing violence interruption and crisis response activities which would include responding to specific gangs related confrontations, working to mediate and diffuse conflict tensions and actively promote peace building.

Intervention workers/team will engage in collaboration within the community to support reintegration of clients and engage with active gang members, gang leaders, and ex-offenders to achieve a nonviolent community. In addition, intervention workers will actively engage collaboration in targeted street outreach programs designed to connect with individuals actively involved in gang activities.

Intervention workers are to participate in activities and initiatives that focuses on reducing gang violence by working closely with the community and community partners to aid in shifting behavior and ultimately change social norms around violence.

Intervention workers will need to work in conjunction with law enforcement when responding to notifications and communication involving gang violence confrontations. Upon receipt of notification on calls related to gang violence confrontations such as shootings, aggravated assaults, homicides, other violent incidents, crisis intervention workers shall respond within fifteen (15) minutes after receiving notification from the Sheriff's Office, Mayor's Office, or the designated community leaders. The intervention workers will be expected to provide service 24-hours per day; 7-days a week schedule.

Intervention workers are to provide and maintain records of evaluations and reports on activities taking place. Furthermore, prepare statistical and descriptive reports; compile the data and present reports and recommendations to Macon-Bibb County designated members.

Case Management Services:

As a second component of this RFP, Macon-Bibb County is requesting case management services that involve gang-involved youth between the ages of 14 and 25 and their families. The purpose of case management is to reduce criminal activity and recidivism by connecting individual clients to needed resources. Case management to include client intake and screening, referrals, and coordination with law enforcement and community service options.

During the phase of intervention, the contractor will need to perform comprehensive assessments that will identify and measure individuals at risk to determine the problems and behaviors that need to be addressed as well as to identify the victim's weakness and strengths. Each client should receive an individualized plan that assess them on an individual basis to determine their needs and goals. The assessments should be used as a guide in formulating a strategic plan to mitigate community violence.

Case management service to include providing support services to victim's families and friends by directing them to resources which include, but not limited to mediation services, mentoring, counseling, educational opportunities, employment assistance, relocation of services. Relentless engagement and follow-up with clients are critical to ensure clients are active participants in receiving services. By

linking clients to resources, it becomes the starting line of creating self-sufficiency to work toward achieving positive behavior change.

Transparency and accountability to include compliance monitoring and reporting by maintaining records on evaluations and reports on activities. Prepare statistical and descriptive reports; compile the data and present reports and recommendations to Macon Bibb County government officials.

Prevention Services:

Prevention services operational and methods of implementation for crime prevention services should be systematically integrated within the Macon-Bibb County community. The model for implementation should encompass the following abilities and capabilities:

Health Approach to Violence: This strategy calls for evidence-based approaches. This approach should involve strategies as a public health issue that addresses gun violence as a preventable illness. The Proposer's model should hold the belief that violence from mental illness can be prevented through intentional outreach strategies and guides designed to define, research and address violence by nature and scope of the violence. Researching why the violence is occurring, who it affects, and the impact on the community. Furthermore, provide implementation practices and techniques to achieve reductions in violent activity whether its gang related or any other criminal activity. Recommended solutions should provide unique analysis to the crime situation at each location that have a high risk of engaging in violence.

Mobilization of Community: Ability to mobilize a community that includes local citizens, former gang members, community outreach groups, and the coordination of programs. Convene a task force of collaborative working groups that addresses and find solutions for gang activity and related violence.

Data Collection: Gathering data from the community, law enforcement, schools, and family members to assess gangs related activity and violence. Data collected should include a synopsis of the gang and criminal activity that can properly assess the community gang problem and significantly improve the development of an implementation plan.

Section 5: Experience and Qualifications:

In order for Macon-Bibb County to fully understand your services, please answer the following questions thoroughly, succinctly and in this order:

1. Provide name, title, and complete contact information for the person responsible for responding to this Request for Proposal (RFP).
2. Provide an overview of your organization including financial stability, organizational structure, ownership, etc.
3. Provide statement of qualification and experience to include applicable certifications and education and relevant experience in the local government sectors.
4. Provide a work plan describing methodologies, approaches, and roles and responsibilities for how the work will be accomplished.
5. Provide a detailed description of deliverables and outcomes.
6. Provide a timeline that indicates major tasks associated with the goals and objectives of your proposal.
7. Provide an estimated cost of your proposal.
8. Provide your experience in providing services, including audits or assessments related to either Intervention Services, Case Management Services or Prevention Services.
9. Provide your experience and philosophy regarding your work as part of a diverse multicultural team.
10. Provide description of the record keeping systems and methods to ensure HIPAA compliance.
11. Provide the process for measuring performance and outcome and how the information will be used to guide and evaluate the impact of services performed.
12. Provide contact information for a minimum of three relevant references.

COST PROPOSAL

Crime Intervention Services

Description	Service Monthly Rate	Total Annual Service Rate
Direct Service Staff Salary		\$
Supervision and Administration		\$
In-Direct Services/Overhead		\$
TOTAL COST		\$

Case Management Services

Description	Service Monthly Rate	Total Annual Service Rate
Direct Service Staff Salary		\$
Supervision and Administration		\$
In-Direct Services/Overhead		\$
TOTAL COST		\$

Crime Prevention Services

Description	Service Monthly Rate	Total Annual Service Rate
Direct Service Staff Salary		\$
Supervision and Administration		\$
In-Direct Services/Overhead		\$
TOTAL COST		\$