

## **PROCUREMENT NOTICE**

### **Norwich Project Longevity Request for Proposals**

The Justice Education Center, Inc., is seeking proposals from eligible 501(c)(3) nonprofit organizations to provide community engagement, prevention and intervention services to individuals at risk of participation in gun violence and their families through CT Project Longevity, a gun violence reduction program. Services will be provided within the Norwich area.

**Official Contact:**

**Name:** Laura Whitacre, Deputy Director, The Justice Education Center, Inc.  
**Address:** 62 LaSalle Road, Suite 308, West Hartford, CT 06107  
**Phone:** 860-231-8180  
**E-Mail:** [Laura@justiceeducationcenter.org](mailto:Laura@justiceeducationcenter.org)

Deadline for submission of proposals is Friday, January 20, 2025 by 3:00 p.m. Eastern Time.

## I. GENERAL INFORMATION

### ■ A. INTRODUCTION

#### 1. RFP Name: Connecticut Project Longevity Community Engagement, Prevention, and Intervention Services

**Summary.** The Justice Education Center, Inc. is seeking proposals from eligible 501(c)(3) nonprofit organizations to provide community engagement, prevention and intervention services to (individuals at risk of participation in gun violence and their families) through CT Project Longevity, a gun violence reduction program. Services will be provided within the New London area.

### ■ B. INSTRUCTIONS

1. **Official Contact.** The Center has designated the individual below as the Official Contact for purposes of this RFP. The Official Contact is the **only authorized contact** for this procurement and, as such, handles all related communications on behalf of The Center.

Name: Laura Whitacre, Deputy Director, The Justice Education Center, Inc.  
Address: 62 LaSalle Road, Suite 308, West Hartford, CT 06107  
Phone: 860-231-8180  
E-Mail: Laura@justiceeducationcenter.org

Please ensure that e-mail screening software (if used) recognizes and accepts e-mails from the Official Contact.

2. **Contract Offers.** The offer of the right to negotiate a contract pursuant to this RFP is dependent upon the availability of funding to The Center. The Center anticipates the following:

Number of Contracts:	To be determined
Contract amounts:	up to \$40,000 per contract
Catchment Areas:	Greater Norwich
Contract Term:	February 1, 2025 – June 30, 2025

3. **Eligibility.** Eligible respondents are private provider organizations (defined as non-state entities that are 501(c)(3) nonprofit corporations or partnerships with principal place of business in Connecticut) or Connecticut municipalities. Individuals who are not a duly formed business entity are ineligible to participate in this procurement.
4. **Minimum Qualifications of Respondents.** To be considered for the right to negotiate a contract, a respondent must have the following minimum qualifications:
  - a. A minimum of two years demonstrated experience providing community engagement, prevention, or intervention services to at risk or justice involved youth and adults.
  - b. Established partnerships and/or collaborations with the providers in the catchment areas.
5. **Procurement Schedule.** See below. Dates after the due date for proposals (“Proposals Due”) are target dates only (\*). The Center may amend the schedule, as needed. Any change will be made by means of an addendum to this RFP and will be posted on the The Justice Education Center, Inc.’s website at [www.justiceeducationcenter.org](http://www.justiceeducationcenter.org).

- RFP Released: December 16, 2024
- Deadline for Questions: December 23, 12:00 p.m. Eastern Time
- Bidders Conference: December 23, 2024 1:00 pm Eastern Time (link below)

Topic: New London Project Longevity RFP Bidder's Conference

Time: Dec 23, 2024 01:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/83329426136?pwd=pJ69gHJ5V3V4O30gmtwb9erFznmKfc.1>

- Answers Released: December 30, 2024 (on website)
- Proposals Due: January 20, 2025 3:00 p.m. Eastern Time
- (\*) Start of Contract: February 1, 2025

**6. Inquiry Procedures.** All questions regarding this RFP or procurement process must be directed, in writing, to the Official Contact before the deadline specified in the Procurement Schedule. The early submission of questions is encouraged. All questions must be submitted to justiceeducation@aol.com by email. No in person or telephone questions will be accepted. All questions determined to be material to this procurement and received before the deadline will be answered. At its discretion, The Center may or may not respond to questions received after the deadline. The Center may combine similar questions and give only one answer.

**7. Proposal Due Date and Time.** The Official Contact is the **only authorized recipient** of proposals submitted in response to this RFP. Proposals must be received by the Official Contact on or before the due date and time:

- Due Date: January 20, 2025
- Time: 3:00 p.m. Eastern Time
- Delivered to: justiceeducation@aol.com

Proposals must be submitted by email to the address provided above. Faxed or mailed proposals will not be evaluated. Proposers should not interpret or otherwise construe receipt of a proposal after the due date and time as acceptance of the proposal since the actual receipt of the proposal is a clerical function. Proposals received after the due date and time may be accepted by The Center as a clerical function, but such late proposals will be evaluated for consideration under this RFP only at the discretion of The Center. At the discretion of The Center, late proposals may be destroyed or returned to the submitters.

An acceptable submission must include the following:

- one (1) electronic proposal in PDF format, including any appendices
- one (1) electronic budget compatible with Microsoft Office Excel

Proposers should keep the original documents on file for potential future reference. The electronic copy of the proposal must be complete, properly formatted and outlined, and ready for evaluation by the Screening Committee.

**8. Multiple Proposals.** The submission of multiple proposals by the same respondent is an option with this procurement, **but a separate proposal for each distinct program/project, including a separate program budget, must be submitted. However, one proposal may reference the other, and proposals can indicate planned sharing of staff/equipment/space across proposals. However, each proposal budget should show what the stand alone costs for that proposal are.**

- 9. Declaration of Confidential Information.** Respondents are advised that all materials associated with this procurement are subject to the terms of the Freedom of Information Act (FOIA), the Privacy Act, and all rules, regulations, and interpretations resulting from them. If a respondent deems that certain information required by this RFP is confidential, the respondent must label such information as CONFIDENTIAL

#### ■ D. PROPOSAL FORMAT

- 1. Required Outline.** All proposals must follow the required outline presented in Section IV – Proposal Outline. Submissions that fail to follow the required outline may be deemed non-responsive and not evaluated.
- 4. Attachments.** Attachments other than the required Appendices or Forms identified in Section IV are not permitted and will not be evaluated. Further, the required Appendices or Forms must not be altered or used to extend, enhance, or replace any component required by this RFP. Failure to abide by these instructions may result in disqualification.
- 5. Style Requirements.** Submitted proposals must conform to the following specifications:
  - Paper Size: 8 ½" x 11" "portrait" orientation
  - Page Limit: 20 pages *excluding* all required Appendices and Forms
  - Font Size: Minimum 11 point
  - Margins: All margins shall be one inch (1")
  - Line Spacing: Single-spaced
- 6. Pagination.** The proposer's name must be displayed in the header of each page. All pages, from the Cover Sheet through the required Appendices and Forms, must be numbered in the footer.
- 7. Delivery Condition** – All proposals, including all required attachments, must be received via email, by the above deadline. Proposers are recommended to use a secure email platform or request a read receipt to confirm delivery.

#### ■ E. EVALUATION OF PROPOSALS

- 1. Evaluation Process.** It is the intent of The Center to conduct a comprehensive, fair, and impartial evaluation of proposals received in response to this RFP.
- 2. Evaluation Team.** The Center will designate an Evaluation Team to evaluate proposals submitted in response to this RFP. The contents of all submitted proposals, including any confidential information, will be shared with the Evaluation Team. Only proposals found to be responsive (that is, complying with all instructions and requirements described herein) will be reviewed, rated, and scored. Proposals that fail to comply with all instructions will be rejected without further consideration. Attempts by any respondent (or representative of any respondent) to contact or influence any member of the Evaluation Team may result in disqualification of the respondent.
- 3. Minimum Submission Requirements.** All proposals must comply with the requirements specified in this RFP. To be eligible for evaluation, proposals must (a) be received on or before the due date and time; (b) meet the Proposal Format requirements; (c) follow the required Proposal Outline; and (d) be complete. Proposals that fail to follow instructions or satisfy these minimum submission requirements

will not be reviewed further. The Center will reject any proposal that deviates significantly from the requirements of this RFP.

4. **Evaluation Criteria (and Weights).** Proposals meeting the Minimum Submission Requirements will be evaluated according to the established criteria. The criteria are the objective standards that the Evaluation Team will use to evaluate the technical merits of the proposals. Only the criteria listed below will be used to evaluate proposals. The criteria are weighted according to their relative importance. The weights are confidential.
  - Organizational Requirements
  - Service Requirements
  - Budget Requirements
5. **Respondent Selection.** Upon completing its evaluation of proposals, the Evaluation Team will submit the rankings of all proposals to The Center's Executive Director. The final selection of a successful respondent is at the discretion of the ED. Any respondent selected will be so notified and offered an opportunity to negotiate a contract with The Center. Such negotiations may, but will not automatically, result in a contract. All unsuccessful respondents will be notified by e-mail about the outcome of the evaluation and respondent selection process.
6. **Debriefing.** After receiving notification from The Center, any respondent may contact the Official Contact and request a Debriefing of the procurement process and its proposal. If respondents still have questions after receiving this information, they may contact the Official Contact and request a meeting with The Center to discuss the procurement process. The Center shall schedule and conduct Debriefing meetings that have been properly requested, within **fifteen (15) days** of The Center's receipt of a request. The Debriefing meeting must not include or allow any comparisons of any proposals with other proposals, nor should the identity of the evaluators be released. The Debriefing process shall not be used to change, alter or modify the outcome of the competitive procurement. More detailed information about requesting a Debriefing may be obtained from the Official Contact.

### III. PROGRAM INFORMATION

#### ■ A. CONNECTICUT PROJECT LONGEVITY CARE COORDINATION OVERVIEW

##### 1. Program Description

Project Longevity is an anti-gun violence program operating in the Norwich. A social service coordinator, employed by The Center conducts intakes and does routine case management. More intensive case management is provided by contracted care coordination staff. Additional target outreach is also provided by contracted staff. Project Longevity staff in each city work with the police department, probation, parole, corrections, municipal, and community organizations in each city to identify those individuals who are the highest risk of either committing or being victims of gun violence, and offer to connect them with an array of services that can help them move away from those risks. These services may include short term basic needs, emergency housing, mental or physical health services, substance use disorder services, driver's licenses, job readiness training, occupational skills training, or other services as needed. While Project Longevity has resources to fund some of these services directly, the program also leverages resources already available in the community.

Given the array of potential community resources available and the limited core staffing of Project Longevity, the Center is seeking proposals for community engagement, prevention, and intervention services for at risk or justice involved youth, adults, and their families:

**Community engagement services** are services intended to build trust in the community, create community networks, and raise awareness of available Project Longevity services.

**Prevention services** are services intended to engage at risk youth, adults and families in positive development activities that make it less likely that they will commit or be a victim of violence. These include character development, sports, enrichment, mentoring, leadership, or other similar services.

**Intervention services** are services intended to provide support to those who are at risk of committing or being victims of gun violence, including pre-professional skill development, occupational training, peer counseling, mentoring, or other similar services.

##### 2. Program Purpose

The purpose of Community engagement, prevention, and intervention services is to positively engage and support at risk youth, adults and families in order to reduce violence in the community.

The Center is interested in considering a wide array of programming, from community engagement events, afterschool enrichment programming, sports related programming, career exploration and job readiness programming, vocational programming, mentoring programming, programming intended to improve youth self-esteem and resilience, or any other programming intended to engage a-risk youth and reduce their risk of justice involvement.

##### 3. Eligible Program Participants

Eligible participants will be youth, adults, and families that are at risk of committing or being victims of violence.

#### ■ C. MAIN PROPOSAL

Eligible respondents are private provider organizations (defined as non-state entities that are 501(c)(3) nonprofit corporations or partnerships with principal place of business in Connecticut). Individuals who are not a duly formed business entity are ineligible to participate in this procurement.

Respondents are required to provide the information requested about each community partner and subcontractor proposed to provide direct services to program participants where indicated throughout this section of the RFP. Failure to comply with this requirement may result in the immediate disqualification of the proposal.

## 1. Organizational Requirements

**A responsive proposal must include** the following information about the administrative and operational capabilities of the respondent, and each proposed community partner and subcontractor where indicated throughout this section of the RFP.

- a. *Purpose/Mission.* Provide a brief overview of the respondent's and each proposed community partner's and subcontractor's organization including the purpose, mission, vision, and years in operation. Describe how the CT Project Longevity Care Coordination role fits within the respondent's and each proposed community partner's and subcontractor's purpose, mission, and vision.
- b. *Entity Type.* Provide proof of the respondent's 501(c)(3) nonprofit status, such as a copy of the Internal Revenue Service (IRS) determination letter, in Section IV.G. Appendices.
- c. *Location of Offices.* Specify the location of the respondent's principal place of business.
- d. *Current Range of Services/Program participants.* Summarize the services the respondent and each proposed community partner and subcontractor currently provide, or have provided during the past two years in the Greater New London area including community collaboration and criminal justice concerns. Include the current number of program participants being served, client-to-staff ratio, funding source(s), and successes.
- e. *Qualifications/Relevant Experience.* Describe the respondent's and each proposed community partner's and subcontractor's experience performing the activities required by this RFP. Provide evidence of the respondent's ability to manage public (city, state, and/or federal) grants, contracts, and third-party reimbursement systems. Summarize the respondent's ability to lead a collaborative effort and coordinate multiple community partners and subcontractors, if applicable.

## 2. Service Requirements

**A responsive proposal must describe** how the respondent shall, directly or indirectly through community partners and subcontractors, perform the activities required by this RFP.

- ❖ What is the proposed name of the program (doesn't have to be the final name)

- ❖ Who are the intended recipients of the program? (e.g., at risk youth age 16 and over; families with children under 18; older youth age 18-24). Please include any additional description of the intended recipients that may be helpful (e.g., youth under 18 with prior justice involvement; youth experiencing challenges with chronic absenteeism, etc).
  
- ❖ Describe the elements of your proposed program. What services do you propose to provide? What is the planned duration (how long would the program run) and dosage (how many hours of programming, how many days per week, month, etc).
  
- ❖ Who will be delivering the services. (e.g., employees of your organization, sub contractors, volunteer staff?). If employees of your organization, would you plan to hire staff dedicated to this program or assign current staff? If more than one organization would be involved in service delivery, how would that collaboration be structured, and what would be the service contribution of each partner?
  
- ❖ What are the intended outcomes of the program for participants (e.g., increases in self-esteem or resilience, increases in literacy or numeracy, earning a credential, entering employment, improving school attendance, reducing disciplinary incidents, avoiding justice involvement).
  
- ❖ How will the services you propose help to achieve the intended outcomes you indicated above? Be specific.
  
  
- ❖ How many youth and/or families would you propose to serve annually?



**3. Budget Requirements**

- (a) Budget: Use the Excel Budget form sent with this request for proposal to prepare an annual line item budget that depicts the allowable costs associated with the program.
- (b) Budget Narrative: Detail how expenses listed in the annual budget were calculated. Either Microsoft Word or Excel format is acceptable.
- ❖ Supportive Services may include both personnel and program costs. Personnel narratives must include the number and/or percent of positions (use FTE) funded. Administrative salaries cannot be funded under the supportive services line item but may be included in the Administration line item. Program costs that support the operation of the proposed program are allowed and must be itemized and justified in the narrative.
  - ❖ The Center reserves the right to fund portions of a proposed budget and/or require adjustments.