



Request for Proposals For Evaluation Services

Gang Alternative, Inc. invites proposals from qualified firms for evaluation services for its Sexual Risk Avoidance Education Program (SRAE) Project. Proposals are to be delivered by email to btoledo@myga.org by 5:00PM EST on December 15, 2020.

Term of Contract

The term of contract will be 3 years (January 1, 2021 to September 15, 2023) renewable contingent upon performance satisfaction and the availability of grant funds.

Agency Background and Project Overview

Gang Alternative, Inc. (GA) is a nonprofit organization with the mission to build character that lasts in children and families through positive alternatives to crime, violence, dependency, and delinquency by offering a holistic approach to their academic, physical, social, economic, and spiritual development. Under its SRAE Project (referred to as *Nap Tann*), GA will educate youth on how to abstain from non-marital sexual activity. This will be done by enhancing the reliance on protective factors to reduce sexual risk behavior among minority teenagers, in particular Haitian Americans, between the ages of 15-19 living in 20 high risk target zip codes in Little Haiti and surrounding communities in Miami-Dade County, Florida. *Nap Tann* will achieve this goal by providing evidence-based curricula and proven approaches designed to promote behaviors aligned with protective factors aimed at sexual risk avoidance in measurable ways, as well as an array of positive youth development services. *Nap Tann* is funded through the Department of Health and Human Services, Family and Youth Services Bureau.

Evaluation Design and Requirements

Nap Tann will utilize local evaluation, which will be a hybrid of (1) Impact Evaluation to measure efficacy of the comparison groups that are receiving distinct services in terms of mode of delivery.

Under *Nap Tann*, the evaluator shall:

1. Demonstrate prior experience conducting similar evaluations for federal grant-funded initiatives, particularly those pertaining to sexual risk and teen pregnancy prevention programs;
2. Demonstrate expertise in both qualitative and quantitative data analysis and program evaluation of the same or similar grant projects;
3. In cooperation with Gang Alternative, Inc., design benchmarks and targets with respect to the following outcomes: a) increased knowledge about unplanned pregnancy, abstinence and HIV/STD transmission and infection; b) increased intentions to practice abstinence c) improved negotiation and refusal skills; d) reduced occurrence of unprotected sex; e) increased confidence

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- to practice abstinence; f) utilization of counseling services; and g) linkages to local community partners;
4. In coordination with Gang Alternative, Inc., finalize the Implementation Schedule and Master Project Calendar to guide implementation and evaluation activities;
 5. Implement evaluation design;
 6. Participate in and serve as a member of the *Nap Tann* Advisory Committee;
 7. Submit a Western Institutional Review Board (WIRB) application, including the full protocol, data collection tools and processes, and Principal Investigator qualifications, if WIRB approval is required for the project;
 8. Develop survey tools inclusive of a subset of questions from the Positive Youth Development Inventory (PYDI) to assess key protective factors of youth development;
 9. Aggregate and analyze quantitative and qualitative data;
 10. Provide performance assessments and evaluation reports that include qualitative and quantitative accomplishments, barriers, and key issues for the project;
 11. Observe program activities to assist with fidelity of EBP delivery; and
 12. Conduct surveys and/or focus groups of participants experiences.

Proposal Content

The Proposal Narrative must demonstrate the applicant's capability to implement the proposed project in accordance with the provisions of this solicitation. The narrative must provide a comprehensive framework and description of all aspects of the proposed project. It must be succinct, self-explanatory, and well organized so that reviewers can understand the proposed project.

The Proposal Narrative is limited to:

- Page limit: may be up to 10 single-sided 8.5 x 11-inch pages. Any materials beyond the specified page limit will not be read or considered
- Formatting: Double-spaced; Times New Roman 12 pt. font, and 1-inch margins.
- Applicants must number the Proposal Narrative beginning with page number 1.
- In addition to the Proposal Narrative, the applicant may submit attachments (budget, references, team resumes/credentials, reports and evidence of related past performance, any additional information that supports your proposal not mentioned in above categories).
- All attachments must be clearly labeled as Attachments. Attachments will be excluded from the page limit. Applicants must submit their application in one package because documents received separately, will be tracked separately and will not be attached to the application for review.

The Proposal Narrative must include the following information:

Section 1: Table of Contents

Include a clear identification of the material by section and by page number.

Section 2: Profile and Summary of Qualifications

- Company Information: Company name, address, e-mail, telephone number, and the name of the primary contact person.
- Managerial and Staff Capability: Describe the qualifications of key staff and leadership team that will be working on this project and how they will coordinate with Gang Alternative, Inc.'s

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Director of Programs. Describe company experience in similar projects, resumes of staff assigned to the project, and a minimum of 3 client references.

- The Proposal Narrative must contain a statement of qualifications and experience including documentation of performance of services with a community-based organization or other entity providing similar services for at least 3 years.

Section 3: General Description of the Scope of Work

- Briefly state the understanding of the respondent regarding the work to be done and make a positive commitment to perform the work.
- Briefly discuss how you will meet each of the services desired as described in Scope of Services, including experience working with target population. Note whether members of the evaluation team are bilingual (Haitian Creole-English and Spanish-English)

Section 4: References

List three (3) client references where the client can document the services provided and respondent's experience. References should verify performance, quality of work provided, and overall client satisfaction.

Section 5: Budget /Fee Structure

A proposed fee structure for the project and for all work to be performed including any costs from any anticipated subcontractors or vendors including local translators, where applicable. If the proposer is to use additional subcontractors or vendors, those sub-contractors must be disclosed and the services to be provided and costs need to be separated and explained.

Submission

Attn: Evaluation Services- Procurement Proposal – btoledo@myga.org

All questions and inquiries or communication regarding this RFP must be done in writing to the indicated email address and will be available for public view. To maintain the integrity of this process, we ask that you do not independently contact staff regarding the RFP. All questions and communication should be in writing and sent to the designated contact person identified for this RFP.

Sealed Proposals

Each respondent shall submit only one proposal. A proposal shall consist of one (1) Electronic Version sent in a PDF to **Attn: Evaluation Services-Procurement Proposal** -btoledo@myga.org. Proposals should include a contact name and an e-mail address for correspondence and **shall be submitted no later than 5:00 p.m. EST on December 15, 2020**. Late proposals will be disqualified.

Applications for funding under this Solicitation will be accepted after the publication of this announcement and until the specified time on the closing date. A review panel will carefully evaluate applications against the selection criteria. These criteria are based on the goals, priorities, and emphases set forth in this Request for Proposal.

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Evaluation Criteria

All eligible applications will be processed through a three-step review: technical review for eligibility; substantive review of the proposal's content, materials and ability to deliver services proposed; and, finally, President/CEO and Executive Team's final review and approval.

A selection committee will review the submitted proposals and may select one or more companies or vendors to participate in an oral interview/presentation to further discuss the project, confirm qualifications, timelines and costs and fees. Gang Alternative, Inc. will, upon review of all submissions and after any oral interview, make a decision and award a single contract.

- The technical review consists of pre-application screening that qualifies the application to proceed to the substantive review stage.
- The substantive review is conducted by a proposal evaluation team that may include any combination of Gang Alternative, Inc.'s staff and subject matter experts.

TERMS, CONDITIONS, AND OTHER REQUIREMENTS

Agreement

A contract will be negotiated after the award for any work to be performed as a result of this RFP. The RFP, the proposal, and the resulting contract will constitute the complete agreement between respondent and Gang Alternative, Inc.

Gang Alternative, Inc. reserves the right to terminate any contract resulting from this RFP, at any time and for any reason, upon giving thirty (30) days prior written notice to the other party. If said contract should be terminated without cause as provided herein, Gang Alternative, Inc. will be relieved of all obligations under said contract.

The Company will have the option to terminate the contract without cause upon written notice to Gang Alternative, Inc.'s President and CEO. Such written notice must be received at least thirty (30) days prior to the effective date of termination.

Trade Secret and Confidential Materials

If the application includes material which is deemed a trade secret (as defined by Section 812.081, FS) or other confidential material exempt from the provisions of Chapter 119, FS, which the applicant does not wish to become public record, the following statement should be included in the application:

Trade Secrets as defined by Section 812.081, Florida Statutes, or other confidential materials contained on *applicable* pages of this application shall not be used or disclosed, except for evaluation purposes. This restriction does not limit Gang Alternative, Inc.'s right to use or disclose the information designated as trade secrets or confidential which is obtained from another source. Any exemption claimed will be limited to the pertinent data/documents and must be supported by a statutory exemption. Notwithstanding anything to the contrary, nothing contained in the application shall be deemed or interpreted to restrict or prevent Gang Alternative, Inc. from complying with the disclosure requirements of Chapter 119, FS, when material is incorrectly identified as a trade secret

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or confidential information. By submitting an application, the applicant covenants not to sue Gang Alternative, Inc. and waives any claim against Gang Alternative, Inc. arising under Chapter 119, Florida Statutes or in connection with or as a result of any disclosures by Gang Alternative, Inc. in connection herewith.

Federal and State Tax

Gang Alternative, Inc. is exempt from federal and state taxes for tangible personal property, sales taxes, and intangible taxes. The President and CEO will sign an exemption certificate submitted by the successful respondent(s). Respondent(s) doing business with Gang Alternative, Inc. will not be exempted from paying sales tax to their suppliers for materials to fulfill company's obligations with Gang Alternative, Inc., nor will any respondent be authorized to use Gang Alternative, Inc.'s Tax Exemption Number in securing such materials.

Legal Requirements

It shall be the responsibility of the provider to be knowledgeable of all federal, state, county and local laws, ordinances, rules and regulations that in any manner affect the items covered herein which may apply. Lack of knowledge by the respondent(s) will in no way be a cause for relief from responsibility.

Respondent(s) doing business with Gang Alternative, Inc. are prohibited from discriminating against any employee, applicant, or client because of race, creed, color, national origin, gender, sexual orientation/identification, or age.

Ownership of Intellectual Property Rights

The Parties agree that their service to Gang Alternative, Inc. will include the exposure to and sharing of private, confidential, proprietary information and trade secrets regarding the nature and scope of Gang Alternative, Inc.'s programs, training, community partners, consultants, grant parameters, key stakeholders, and amounts of funding and participants. The Parties agree that this information is invaluable and that the dissemination outside of the specific parameters of their service to Gang Alternative, Inc. would be of great harm and endanger the business operations of Gang Alternative, Inc. Therefore:

- Except for the rights expressly granted to the Contractor under this Agreement, Gang Alternative, Inc. will retain all right, title and interest in and to any Propriety or Licensed Technology used, data independently conceived, generated, developed or shared with contractor or its personnel during the term of this agreement.
- Gang Alternative, Inc. reserves a nonexclusive and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use for Gang Alternative, Inc.'s purposes: i) the copyright in all products developed under the proposal, including a sub-contract or contract under the proposal; and ii) any rights of copyright to which the Contractor, sub-contractor purchases ownership under an award (including, but not limited to, curricula, training models, technical assistance products, and any related materials). Such uses include, but are not limited to, the right to modify and distribute such products worldwide by any means, electronically or otherwise.
- As of the date hereof, Contractor acknowledges and agrees that it has no ownership or other rights in perpetuity to any intellectual property, reports, data or Confidential Information

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developed, conceived, shared or embodied as part of the work for which Contractor shall be engaged in for Gang Alternative, Inc.

- The Parties agree that nothing in this Agreement is to be construed to grant, imply or convey ownership of Intellectual Property Rights to Contractor's work product developed in the course of their service to Gang Alternative, Inc.

Conflict Of Interest

All respondents must disclose in their *Profile and Summary of Qualifications* the name of any officer, director, or agent who is also an employee or member of the Board of Directors of Gang Alternative, Inc., and or related to either. All respondents must disclose the name of any Gang Alternative, Inc. employee or Board member who owns, directly or indirectly, any interest in the respondent's business.

Public Information

All submitted proposals, and information included therein or attached thereto, shall become public record upon their delivery to Gang Alternative, Inc. in accordance with Chapter 119, Florida Statutes. All questions and inquiries or communication regarding this RFP must be done in writing to btoledo@myga.org and will be available for public view.

Right to Reject Proposals and Waive Non-Material Irregularities

Gang Alternative, Inc. reserves the right to: accept or reject any or all proposals; waive any non-material irregularities and technicalities; and may, at its sole discretion, request a clarification or other information to evaluate any or all proposals. Gang Alternative, Inc. reserves the right, before awarding the contract, to require respondent(s) to submit evidence of qualifications or any other information Gang Alternative, Inc. may deem necessary.

Selection of a company or contractor does not constitute approval of the application as submitted. Before the actual contract is awarded, Gang Alternative, Inc. may enter into negotiations about such items as proposal service components, staffing and funding levels, and administrative systems in place to support proposal implementation. If the negotiations do not result in a mutually acceptable submission, Gang Alternative, Inc. reserves the right to terminate the negotiations and decline to fund the application.

Record Retention

Contractor must be prepared to follow Federal guidelines on record retention, which require contractor to maintain all records pertaining to contract activities for a period of not less than three years from the time of final contract close-out.

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