



REQUEST FOR PROPOSALS

Credible Messenger Academy Delivered to the City of Philadelphia Office of Policy and Strategic Initiatives for Criminal Justice and Public Safety

Issued by:

The Philadelphia City Fund

On behalf of The City of Philadelphia, Office of Policy and Strategic Initiatives for Criminal Justice and Public Safety (CJPS)

Questions about this RFP should be submitted to **cityfund@phila.gov** and **sara.autori@phila.gov** by November 3rd, 2023.

Proposals must be received no later than 5:00 PM Philadelphia, PA, local time, November 20th, 2023. A pdf version of the proposal must be emailed to: **cityfund@phila.gov** and **sara.autori@phila.gov**.

SECTION I – INTRODUCTION

A. Statement of Purpose

The Philadelphia City Fund (Fund) and the Philadelphia Office of Policy and Strategic Initiatives for Criminal Justice and Public Safety (CJPS) seek qualified professional firms to design and implement a Credible Messenger Academy (CMA) for programs that address gun violence administered by the City of Philadelphia municipal government (City) and its partners. The CMA will train Credible Messengers—staff with lived experience who are conducting outreach to individuals with high risk of involvement in gun violence—and aims to professionalize the field within the city.

B. Department Overview

The Philadelphia City Fund (the Fund), formerly the Mayor’s Fund for Philadelphia, works in close partnership with the City of Philadelphia (City) and private sector partners to develop and run initiatives that seek to advance City priorities and improve the quality of life for all Philadelphians. The Fund will serve as the fiscal administrator for this opportunity and will hold the contract awarded to the winning applicant, on behalf of CJPS. CJPS will serve as the project manager for this effort on behalf of the Fund.

CJPS is focused on:

- Enhancing the well-being of communities by uplifting solutions to reduce violence.
- Strengthening the bridge between neighborhoods and City government.
- Amplifying support for returning citizens and families impacted by the criminal justice system.

CJPS develops and implements reforms in an equitable fashion informed by decades of systemic oppression, racism, and poverty. Our office oversees:

- Office of Violence Prevention
- Office of Criminal Justice
- Office of Reentry Partnerships
- Town Watch Integrated Services
- Office of the Victim Advocate

C. Project Background

Credible messengers are individuals with lived experience in gun violence and/or the justice system. They provide mentorship to at risk individuals, connect them with services to address the root cause of gun violence, and steward trust within communities affected by violence.

Several programs within CJPS’s scope utilize a credible messenger approach to outreach to those at high risk of involvement in gun violence, including Community Crisis Intervention Program (CCIP), the Group Violence Intervention Program (“GVI”), and Pushing Progress Philly (P3). The CMA will train individuals who are eligible to become credible messengers through these programs and/or who are currently engaged as credible messengers in programs that implement the credible messenger model in the city, with preference given to staff in one of the three programs identified above. The CMA aims to 1) implement

experiential learning, including on the job and professional development practices, 2) formalize the credible messenger field within City government and Philadelphia broadly, 3) create a hiring pipeline for those interested in the field, and 4) provide opportunity for job growth, either within the credible messenger space or adjacent fields.

D. General Disclaimer

This RFP does not commit the Fund or the City of Philadelphia to award a contract. This RFP and the process it describes are proprietary to the Fund and the City and are for the sole and exclusive benefit of the Fund/City. No other party, including any Applicant, is intended to be granted any rights hereunder. Any response, including written documents and verbal communication, by any Applicant to this RFP, shall become the property of the Fund/City and may be subject to public disclosure by the Fund/City, or any authorized agent of the Fund/City.

SECTION II – PROPOSED SERVICES

A. Scope of Work

The Office's objective for this project is to design and implement the credible messenger academy (CMA), including the development of curriculum and conducting the CMA. The curriculum should include subjects related but not limited to conflict resolution, mediation, trauma-informed care, public speaking, data entry and analysis, and related topics. The selected Vendor will conduct research on existing CMA models and conduct focus groups and/or interviews with individuals currently working in the field to design the curriculum. The resulting CMA will include multiple learning modalities, such as on-site, experiential learning. The selected Vendor should explore opportunities for the curriculum to result in a certification and for participants to receive accreditation and continuing education credits. The contracted party will propose the size of the cohort(s) and timeframe for CMA operation, ideally serving 65-70 individuals in a cohort model and should begin and conclude within the 2024 calendar year.

B. Services and Tangible Work Products

CPJS requires the following services and work products below. Applicants may propose additional or revised services and work products, but should explain why each is necessary to achieve the project objectives.

i. Services

- Conduct research on existing credible messenger training programs, including focus groups and/or interviews with local and national contacts in the credible messenger and gun violence intervention field;
- Produce a curriculum that addresses on the job skills needed to produce outcomes related to gun violence prevention and professional skills needed for job growth;
- Develop a timeline for implementation of the CMA, including when the initial cohort will begin;
- Assess eligibility requirements and cohort size and dynamics for successful implementation;
- Administer the CMA for individuals, using multiple learning modalities;

- Conduct regular meetings with CJPS and program leads to review project and CMA implementation;
- Explore opportunities for the curriculum to result in a certification and for participants to receive accreditation and continuing education credits

ii. Tangible Work Products

- Research report on credible messenger academies
- Credible messenger academy curriculum and application process
- Delivery of Credible messenger academy program
- Monthly qualitative and quantitative reports on the operation of the CMA
- Final report reviewing the development and operation of the CMA

C. Milestones

CPJS anticipates the work for this project will be organized into the following milestones (at minimum) listed below. For each milestone, the Applicant should propose criteria to determine when the milestone has been satisfactorily completed. Applicants may propose additional or revised milestones, but should explain their reasons for the structure proposed and how it will facilitate completion of the work.

- Research report on credible messenger academies – Due February 2nd, 2024
- Curriculum design – due April 1st, 2024
- Program enrollment application criteria and application template – due March 1st, 2024
- Program enrollment – due May 31st, 2024
- Credible Messenger Academy initiation – due June 3rd, 2024
- CMA graduation and certification of completion – due December 2nd, 2024
- Final report – Due December 30th, 2024

The Fund and CJPS reserve the right to condition payments on the satisfactory completion of the specified milestones, tasks, services and/or work products listed above. In addition to describing how each proposed milestone will be accomplished, the scope of work proposed by Applicant should identify the milestones the Applicant proposes as payment milestones and the amount it proposes for each milestone payment. Applicants may propose alternative means of payment, but should explain their reasons for the alternative and how it will facilitate completion of the work.

D. Timeline

| Milestone | Date |
|------------------------------------|----------------------|
| Submit questions regarding the RFP | November 3, 2023 |
| Proposals received | November 20, 2023 |
| Final Selection | December 8, 2023 |
| Kick- off Meeting | Mid-to Late-December |
| Final Report | December 30, 2024 |

The Fund anticipates that the work required under this RFP will be completed by December 30, 2024. Per the Fund’s contracting policies, an initial contract will be offered with a one-year term, with the option to extend or renew pending available funding and with the agreement of the Fund, CJPS, and the selected Vendor.

E. Budget

The budget for the project should not exceed \$500,000.

SECTION III – GENERAL TERMS

The Philadelphia City Fund serves as a Fiscal Sponsor for projects and programs administered by The City of Philadelphia (the City) and City-Related Agencies in order to advance City initiatives and improve the quality of life for all Philadelphians.

By submitting a proposal in response to this RFP, the Applicant agrees that it will comply with all contract monitoring and evaluation activities undertaken by the City of Philadelphia and the Philadelphia City Fund.

For this contract opportunity, the Philadelphia City Fund has agreed to act as the "Fiscal Sponsor" for the City of Philadelphia Office of Policy and Strategic Initiatives for Criminal Justice and Public Safety in order to facilitate Credible Messenger Academy on the City's behalf. The contract or contracts resulting from this RFP will be held between the Fund and the selected applicant(s).

What follows are contractual terms the chosen applicant will be expected to agree to. By submitting a proposal in response to this RFP, the applicant acknowledges and agrees to be bound by these terms unless otherwise noted in the applicant's proposals. The applicant may suggest alternative language to the following terms, and at the Fund's sole discretion, negotiation may be possible to accommodate an applicant's requested changes during the contracting phase.

A. Insurance Requirements

The standard minimum insurance policy requirements to be maintained by Vendors of the Philadelphia City Fund are listed below. Vendor must maintain:

1. Workers' compensation (or similar) insurance as required by the jurisdiction where the Services are performed
2. Commercial general liability insurance (including products liability, completed operations and contractual liability coverage) with minimum limits applicable to bodily injury and property damage of \$1,000,000 per occurrence, and \$2,000,000 in aggregate, and containing a waiver of subrogation against The Fund
3. Excess or umbrella insurance with minimum limits of \$1,000,000 per each occurrence and \$2,000,000 in the aggregate and containing a waiver of subrogation against The Fund
4. Errors and omissions insurance with minimum limits of \$1,000,000 combined single limit

Such policies must (a) be in Vendor's name unless agreed upon in writing by the Fund, (b) include the Fund and its employees as additional insureds, (c) not have a deductible exceeding \$25,000 per claim, and (d) be placed with insurers reasonably acceptable to the Fund, having a Best's rating of no less than "A-". These minimum insurance amounts are not to be construed as limiting a Vendor's right to obtain additional coverage and higher liability limits at Vendor's discretion. Vendor may be required to provide proof of insurance at the Fund's discretion.

B. Confidentiality

Through performance of the Agreement resulting from this RFP, the selected Vendor may receive or have access to Confidential Information of the Fund and PDPH, which may include certain information concerning the Services and other information not generally known to the public. Vendor shall not disclose any Confidential Information it receives from the Fund and PDPH to any person or entity except (a) employees or contractors of Vendor, and (b) Vendor's professional advisors who have a need-to-know such information, provided such professional advisors have agreed in writing to maintain the confidentiality of such information pursuant to confidentiality agreements containing confidentiality obligations that are not materially less restrictive than those contained in the Agreement, or such professional advisors are bound by law or codes of professional conduct to keep such matters confidential. Vendor shall inform such employees having access or exposure to Confidential Information of Vendor's obligations under the Agreement. Vendor shall use not less than the same degree of care (but no less than a reasonable degree of care) to avoid disclosure of such Confidential Information as Vendor uses for its own confidential information of like importance. Vendor shall use reasonable efforts to ensure that Confidential Information and all materials relating to the Fund and PDPH at the premises of Vendor or in the control of Vendor shall be stored at locations and under such conditions as to prevent the unauthorized disclosure of such information and materials. Vendor may not use the Confidential Information for any purpose other than for the performance of the Services under the Agreement. This obligation shall survive the termination of the Agreement. Vendor shall return the Fund and PDPH materials, if applicable, to the Fund promptly upon termination of the Agreement or earlier if requested by the Fund.

"Confidential Information" means all non-public information in whatever form transmitted, whether written, electronic, oral or otherwise, including without limitation business plans, specifications, design plans, drawings, software, data, prototypes and other business and technical information that is disclosed by the Fund and PDPH pursuant to the Agreement and that is marked as "confidential" or "proprietary" (or, if disclosed orally, designated as confidential upon disclosure) or which, under the circumstances surrounding disclosure, a reasonable person would deem as confidential. Notwithstanding the foregoing, Confidential Information shall not include information that: (a) is independently developed by Vendor or lawfully received by Vendor free of restriction from another source having the right to so furnish such information; (b) is or becomes generally available to the public without breach of the Confidentiality Agreement by Vendor; (c) at the time of disclosure, was known to Vendor free of restriction; or (d) is required to be disclosed pursuant to any statute, law, rule or regulation of any governmental authority or pursuant to any order of any court of competent jurisdiction; provided however, that: (e) the Vendor shall use commercially reasonable efforts to notify the Fund and PDPH before disclosure, (f) Vendor shall disclose only such portion of the information as is legally required; and (g) the disclosed information is not "Confidential Information" only for the purpose of and to the extent of the required disclosure, and otherwise remains "Confidential Information" subject to the terms and conditions of this Agreement.

C. Representations, Warranties, and Covenants

The selected Vendor represents, warrants and covenants that so long as the Agreement resulting from this RFP has not been terminated: (a) Vendor has full power and authority to enter into and perform its obligations under the Agreement; (b) entering into and performing its obligations under the Agreement (i) will not violate or breach any agreement binding on Vendor; and (ii) does not result in a conflict of interest between the Services or

Works to be provided under the Agreement and Vendor's other activities. Vendor shall advise the Fund of any conflict of interest that arises during the performance of the Agreement. (c) The Services and Works will: (i) be created and originated by Vendor and may be conveyed to the Fund under the Agreement free and clear of claim of ownership by others; (ii) not violate or infringe any proprietary information, non-disclosure, copyright, patent or other intellectual property or contractual right; (iii) not violate any applicable law, rule or regulation; (iv) conform with the Agreement, be performed in a workmanlike and professional manner, be of high quality, and in no event, be of a quality less than the quality of services performed and work product created by a skilled consultant with expertise in the area for which Vendor is providing the Services; and (v) be free of errors and that all failures of the Services or Works furnished hereunder will be corrected to conform with the Agreement.

D. Indemnification

The selected Vendor shall indemnify, defend and hold the Fund and the CJPS harmless from and against any damage, loss, liability, obligation, claim, litigation, demand, suit, judgment, cost or expense including, without limitation, reasonable attorneys' fees ("Claims") that may be made: (a) for bodily injury, death, or damage to real or tangible personal property, including theft, resulting from the acts or omissions of Vendor, its employees or agents; (b) in connection with Vendor's breach of its obligations under the Agreement; (c) by any third party alleging that the Services or Works violate any proprietary information, non-disclosure, copyright, patent or other intellectual property or contractual rights; and (d) in connection with Vendor's recklessness, gross negligence, willful misconduct, or violation of applicable law. The Fund and the CJPS may participate at its expense in any Claim, and the Fund and the CJPS's prior written consent is required for settlement of any Claim.

Except for the indemnification covenants contained in the first paragraph of this Section, for which no cap shall be applicable, if Vendor has any other liability to the Fund and the CJPS for any Claims, such liability shall in all cases whatsoever be limited to the greater of (e) any amount of insurance Vendor is required to carry as set forth in the Agreement, and (f) the total amount received by the Vendor for the Services under the Agreement.

SECTION IV – SUBMISSION REQUIREMENTS

A. Organization & Personnel Qualifications:

Provide a statement of qualifications and capability to perform the services sought by this RFP, including a description of relevant experience with projects that are similar in nature, size and scope to that which is the subject of this RFP. The proposal must identify the applicant's qualifications by education level, skill set (described in detail), experience level, and job title. Resumes of all personnel so identified should be included in Applicant's proposal. Experience with "like" projects should be cited.

B. Scope of Work Description:

The scope of work proposed by Applicant should include a general project schedule that identifies all tasks, activities, deliverables, and milestones the Applicant proposes to carry out for the project and a time of completion (measured from project start date) for each. The Applicant should state the number of days following the Fund's authorization to proceed by which it will be ready to start the work, including any mobilization time. If the Applicant proposes a different overall time of performance, it should state its reasons.

C. Cost Proposal:

Applicants must provide a detailed cost proposal, which must include 1) a line-item breakdown of the costs for specific services and work products proposed, and 2) a statement of staff hourly rates. The proposed price must include all costs that will be charged to the Fund for the services and tangible work products the Applicant proposes to perform and deliver to complete the project. Any contract resulting from this RFP will provide for a not-to-exceed amount in the compensation section of the contract.

D. References:

Include contact information for a minimum of (2) references who can speak to the applicant or firm's experience with similar types of work as that described in this RFP.

E. Deadline for Submission:

Responses to this RFP must be emailed as a single pdf by 5:00 PM on November 20th, 2023 to cityfund@phila.gov and sara.aurori@phila.gov.

F. Proposal review and Selection Process:

The successful candidate will be the person/firm who demonstrates the knowledge, experience, and ability to perform the work effectively.

Per the Fund's contracting policies, an initial contract will be offered with a one-year term, with the option to extend or renew pending available funding and with the agreement of the Fund, CJPS, and the selected Vendor.