

**NJ DEPARTMENT OF LAW & PUBLIC SAFETY
DIVISION OF ADMINISTRATION
FINANCIAL MANAGEMENT OFFICE
BID SOLICITATION SPECIFICATIONS**

**COMMUNITY BASED VIOLENCE INTERVENTION (CBVI) PROGRAMS
– GRANTEE TECHNICAL AND TRAINING ASSISTANCE (TTA) INITIATIVE**

I. PURPOSE AND INTENT

The New Jersey Department of Law and Public Safety (LPS), Office of Attorney General (OAG), is looking for a Professional Services vendor to develop a Training and Technical Assistance (TTA) Initiative to support grantees under LPS's new Community-based Violence Intervention (CBVI) Program (Program). One-time funding is part of the FY22 State Fiscal Year Appropriation for this purpose and is not to exceed \$995,000.

The vendor selected through this advertised bid solicitation process (Bid Solicitation) under the NJ Treasurer approved Direct Purchase Authorization Exception will provide robust training, support and consultation services to Program grantees awarded state grants by LPS, with the goal of supporting the development and implementation of violence intervention programming for communities impacted by higher than average rates of violence. TTA services will be provided to CBVI program providers already awarded contracts under the FY22 State Fiscal Year Appropriation.

The Training and Technical Assistance vendor will provide services that include, among others, problem identification and assessment; strategic planning; program and service delivery enhancement; evidence-based practice and model programming; developing the Program provider network and fostering collaboration; and performance measurement and management.

The purpose of this Bid Solicitation is four-fold:

1. Setting strategic goals and identifying evidence-based practices that align with the CBVI Program grantees' proposed scope of work, and assisting the State in advancing a model or models of CBVI work.
2. Establishing key performance indicators and metrics that assist CBVI Program grantees in demonstrating successful outcomes that are meaningful to the people and communities they serve.
3. Identifying programmatic and service delivery problems that Program provider's encounter; developing collaboration to solve problems and enhance the quality of CBVI work.
4. Providing general grant administration guidance, including the submission of status reports, budgets, and final reports.

Vendors may not fund any costs incurred for the planning or preparing of this Bid Solicitation from current LPS/OAG Federal or State Grant contracts.

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II. BACKGROUND AND TARGETED POPULATION

New Jersey is home to numerous communities who experience high rates of violence. One set of strategies for addressing this problem is community-based violence interventions. These strategies help the community reduce homicides and shootings by supporting and developing healing relationships among the communities, groups, and individuals who are at the center of gun violence. CBVI programs work with groups and individuals to build their capacity to seek healthy methods for addressing and resolving conflict.

Community-Based Violence Intervention programs initiated in targeted communities have reduced homicides by as much as 60%. These programs employ CBVI strategies that provide alternatives to violence and embody a community-based public safety model. These strategies include, but are not limited to, street outreach and mentoring; trauma-informed programs with cognitive behavioral therapy; and integration of local social service providers to connect people to social and economic services.

New Jersey currently lacks a network of robust service providers in the CBVI area. A network of high quality, community-driven and culturally responsive providers is needed to advance the State's efforts to promote public safety and support communities that experience high rates of violence—and particularly gun violence—and the trauma resulting from such violence.

III. SCOPE OF WORK

Below are the eight elements of the Scope of Work. Next to each is the estimated percentage of time allocated to that element. While it is not a strict requirement that vendors conduct all of these activities, it is hoped that as many elements as possible will be included in the overall proposal.

A. TTA Logistics and Grant Administrative Support (20%)

- Identify a project lead and expert consultants to provide ongoing support for the CBVI sites.
- Develop a plan for the comprehensive delivery of TTA to the CBVI sites, including plans to provide site-specific support, using a variety of delivery methods (phone, web-based, and in-person).
- Perform all logistics to support training and technical assistance activities and events.
- Develop a system for receiving, tracking, and responding to requests for TTA, including an evaluation process that allows LPS to assess user satisfaction with services.
- Provide general grant administration guidance to CBVI Program providers, including the submission of status reports, budgets, and final reports.

B. Trainings (20%)

- Conduct trainings for Program providers in such topics as evidence-based CBVI practices, particular types of service delivery, innovations in the field and best practices, and general topics that are relevant across CBVI Program providers, such as trauma-informed practice, promoting economic opportunities, and linking participants to social services.

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C. Strategic Planning (15%)

- Set broad strategic goals with CBVI Program providers that align with the CBVI work being funded.
- Provide diverse subject-matter expertise and innovative assistance to the CBVI Program providers to ensure they develop solid plans to implement violence intervention activities to achieve strategic goals, and sustain their efforts.
- Work with CBVI Program providers to engage partners and strengthen their project plans.
- Share emerging information about the field with awardees through webinars, conference workshops, blogs, and other communication methods.
- Review documents and program materials to align with strategic goals

D. Evidence-Based Practices (10%)

The bidder will work with CBVI Program providers to identify evidence-based practices that align with the CBVI Program grantees' proposed scope of work. Specifically, the bidder will:

- Identify evidence-based practices and strategies with proven outcomes that are relevant to the services being provided.
- Work with providers to align these evidence-based practices with strategic goals, service delivery and project plans, where relevant. For example, the bidder may identify evidence-based practices that are unique to working with at-risk youth, and work with providers to implement these practices in their work with youth.

E. Program and Service Delivery Enhancement - Problem Identification, Assessment and Solutioning (15%)

The bidder will work with CBVI Program providers individually, as a group, or in subgroups to identify and assess problems arising in their programs and/or service delivery. The bidder will work with entities to resolve these issues. Specifically, the bidder will:

- Lead workshops and meetings to identify programmatic and service delivery problems each CBVI Program provider is encountering.
- Work collaboratively with agencies to identify solutions to these issues. Orchestrate trainings, information-sessions, and other forms of targeted support to assist CBVI Program providers in resolving these issues.
- Identify potential training needs.

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F. Performance Measurement and Management (10%)

The bidder will work with CBVI Program providers to establish metrics that are meaningful to the people and communities they serve. Specifically, the bidder will:

- Identify evidence-based metrics that can be used to guide providers and assist them in ensuring their work is effective.
- Work with CBVI Program providers to establish Key Performance Indicators (KPI) that demonstrate successful performance and outcomes with respect to strategic goals, service delivery, use of evidence-based practices. KPIs may not be universal to all CBVI Program providers, but would ideally be common to at least several entities.
- Where feasible, group CBVI Program providers into clusters so that organizations can be compared to others doing similar work.
- Meet regularly with designated Grants staff in the Office of the Attorney General who will provide support in establishing and approving these KPIs and metrics for the evaluation.

G. Developing the CBVI Program Network and Fostering Collaboration (5%)

Through the activities in B through F above, the bidder will work with CBVI Program providers to develop the CBVI Program network with the goal of supporting a culture of learning, utilization of best practices, and mutual support. Such activities may include identifying “centers of excellence,” or promoting the development of peer organization supports and affinity groups.

H. Work with LPS (5%)

- Participate in planning meetings with LPS and others, as needed, to collaborate on key deliverables (Evaluation, Toolkits, etc.).
- Provide LPS with regular updates on the progress of CBVI Program providers to plan, develop, and implement their strategies while ensuring that participants do not stray from goals and intentions outlined in the NOAF for CBVI sites.
- Participate in regular calls with the LPS grant team and the submission of quarterly reports tracking TTA activities.
- Submit program narratives, on a monthly basis, describing current activity. Submit Detailed Cost Statement(s) and invoices as project deliverables are completed. Narratives shall explain tasks completed during the period for which the TTA provider is submitting the Detailed Cost Statement.
- Submit a final report summarizing the overall initiative, including a summary of the TTA project, success stories, lessons learned and overall cost breakdown by Grantee providers and general overall costs.
- The successful bidder will supply data that will allow LPS to evaluate the participation of CBVI Program Providers and assess the effectiveness of the project. Specific outcomes and data collection will be developed jointly between the successful bidder and LPS.

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IV. BID SOLICITATION REQUIREMENTS AND COST SUMMARY

All bidders must submit a written narrative proposal that addresses the following topics, adheres to all instructions and includes required supporting documentation noted below:

- A. **Bidder's Organization, History and Experience.** Provide a brief and concise summary of the bidder's background and experience in implementing training and consultation services as well as knowledge and experience of CBVI strategies and approaches.
- B. **Project Description.** In this section, you must provide an overview of how you will deliver the services detailed in the Scope of Work (**III above**), including your strategy and approach in conducting these activities.
- C. **Additional Description**
 - a. Description of your approach for conducting strategic planning efforts, and setting strategic goals for providers.
 - b. Where possible, identify themes and trends in evidence-based practice of CBVI that you plan to emphasize.
 - c. Description of the approach you will take in conducting problem analysis and developing solutions, including the types of forums you will create to lead this work.
 - d. Explain how you plan to motivate providers to participate in and engage with networks of providers, building partnerships and fostering collaboration across organizations.
 - e. Explain any barriers you anticipate across these elements of the scope of work, and how you plan to overcome these barriers.
- D. **Facilities, Logistics, Equipment.** Your proposal must include a description of how you plan to provide TTA to the selected agencies, whether activities will be conducted at a central location or regional locations, conducted via an online platform, or at providers' sites. If you plan to use a partner organization's facilities for any of these activities, you should state as much.
- E. **Staffing.** All staff, including outside consultants, must have experience in providing technical and/or training assistance to CBVI Program providers or must have relevant experience in CBVI. While some staff may have experience in the field of CBVI (or related) and others may have experience in TTA (or related), it is understood that not all staff will have experience in both. Please describe how your team will accomplish the goals of this program, and how you will be able to assemble and deploy the team to conduct this work in a timely fashion.
- F. **Budget/Cost Proposal.** LPS will consider the cost efficiency of the program proposal as it relates to all of the requirements in the Bid Solicitation Request for Proposal Scope of Work. All vendors must complete the required Cost Summary Bid Solicitation Form.

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- G. **Implementation Schedule.** Include the implementation schedule for the proposal, including a detailed monthly timeline of activities, commencing with the purchase order award start date, through service initiation, to timely program implementation. Proposals must provide specific project timelines, including milestones and target dates for every activity outlined in the Bid Solicitation Request for Proposal Scope of Work.

V. VENDOR/ENTITY ELIGIBILITY AND QUALIFICATIONS

SELECTED VENDOR MUST MEET ALL COMPLIANCE AND ELIGABILITY REQUIREMENTS FOR THE STATE OF NEW JERSEY AND OFFICE OF THE ATTORNEY GENERAL, AND FURTHER AGREES TO ALL TERMS AND CONDITIONS ESTABLISHED FOR THIS PROGRAM.

VI.VENDOR/ENTITY QUALIFICATIONS

Qualifications needed by a vendor/entity to be considered for this Bid Solicitation: vendors/entities must be in good standing with all State agencies with which they have had a grant or contractual relationship.

VII. BID SOLICIATION PROPOSAL SUBMISSION

All proposals must include all ELEMENTS FROM THE FOLLOWING SECTIONS:

III. SCOPE OF WORK

IV. BID SOLICIATION REQUIREMENTS AND COST SUMMARY

FORM: COSTS SUMMARY - BID SOLICITAION - COMMUNITY BASED VIOLENCE INTERVENTION (CBVI)

- *** Important dates and deadlines are included on the next page ***

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VIII. IMPORTANT DATES, DEADLINES, QUESTIONS AND SUBMISSION OF FINAL PROPOSALS AND COST SUMMARIES

- ***RESPONSE FROM PARTIES INTERESTED IN SUBMITTING A BID PROPOSAL*** - IF AN ENTITY HAS THE INTEREST, ABILITY AND INTENT TO FILE A BID PROPOSAL, WE ENCOURAGE YOU TO RESPOND ACCORDINGLY THAT YOU WILL BE SUBMITTING A BID PROPOSAL AND PROVIDE THE FOLLOWING:
PRIMARY AND BACKUP CONTACT NAMES, PHONE NUMBERS AND EMAIL ADDRESSES.

THE RESPONSE OF YOUR INTENT TO SUBMIT A PROPOSAL SHOULD BE RECEIVED VIA THE FOLLOWING EMAIL ADDRESS: PROCUREMENT@NJOAG.GOV , NO LATER THAN 5:00 PM EST, WEDNESDAY, MAY 18, 2022. FAILURE TO RESPOND WILL NOT ELIMINATE ANYONE FROM FINAL BID PROPOSAL SUBMISSION CONSIDERATION; HOWEVER, YOU MAY NOT RECEIVE ADDITIONAL INFORMATION FROM QUESTIONS SUBMITTED BY INTERESTED VENDORS.

- **QUESTION FROM POTENTIAL VENDORS MUST BE RECEIVED VIA EMAIL ADDRESS: PROCUREMENT@NJOAG.GOV BY THURSDAY, MAY 19, 2022. ALL ENTITIES WHO HAVE EXPRESSED INTEREST OR SUBMITTED QUESTIONS WILL RECEIVE ALL QUESTIONS AND CORRESPONDING RESPONSES FROM NJ L&PS BY 5:00 PM, FRIDAY, MAY 20, 2022.**
- **THE DATE AND TIME FOR FINAL BID PROPOSAL SUBMISSION WILL BE 11:59 PM EST TUESDAY, MAY 31, 2022. VENDORS WILL RECEIVE ACCESS TO THEIR OWN ALLOCATED BOX.COM FOLDER TO SUBMIT THEIR FINAL PROPOSAL IN ADDITION TO SUBMISSION OF AN EMAIL OF THEIR PROPOSAL TO THE EMAIL ADDRESS: PROCUREMENT@NJOAG.GOV. LATE OR INCOMPLETE BID RESPONSE SUBMISSIONS WILL BE INELIGIBLE FOR CONSIDERATION BY THE EVALUATION COMMITTEE. ALL PROPOSALS MUST BE ACCOMPANIED BY THE BID PROPOSAL COST SUMMARY AND INCLUDE A STATEMENT THAT PRICING IS FIXED AND VALID FOR 90 DAYS FROM DATE OF BID PROPOSAL SUBMISSION.**
- **OUR INTENT IS TO ISSUE A PURCHASE ORDER ON OR ABOUT JUNE 10, 2022, SUBJECT TO THE VENDOR COMPLETING ALL PROCUREMENT COMPLIANCE REQUIREMENTS OF THE STATE OF NJ. THIS ISSUANCE OF A PURCHASE ORDER WILL START THE PROGRAM AND THE PROGRAM MUST END BY DECEMBER 31, 2022.**

IX. THE ADDRESS* OF THE OFFICE, RECEIVING THE FINAL BID SOLICITATION:

Robert Marks, Deputy Director
Financial Management Office
Division of Administration
Office of the Attorney General
25 Market Street
Trenton, New Jersey 08625-0081

* ONLY ACCEPTING bid solicitations electronically via email address: procurement@NJOAG.GOV and Box.com

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X. PROPOSAL COST SUMMARY AFTER THIS PAGE.

AN EXCEL SPREADSHEET WILL BE INCLUDED WITH BID SOLICITATION EMAIL AND ON ADVERTISED ON WEBSITES.

X1. OPTIONAL VENDOR/ENTITY VIRTUAL PRESENTATIONS

AT THE SOLE DISCRETION OF THE EVALUATION COMMITTEE, THE NJ DEPARTMENT OF LAW & PUBLIC SAFETY, OFFICE OF THE ATTORNEY GENERAL RESERVES THE OPTION TO CONDUCT VIRTUAL VENDOR PROPOSAL PRESENTATIONS. THE SCHEDULE AND ALLOWABLE TIME FOR PRESENTATIONS WILL BE SET BY THE EVALUATION COMMITTEE SHOULD THE NEED FOR VENDOR PRESENTATIONS BE REQUIRED.

XII. VENDOR PROCUREMENT COMPLIANCE REQUIREMENTS –

SEE ATTACHED COMPLIANCE CHECKLIST

XIII. NEWS RELEASES

THE VENDOR IS NOT PERMITTED TO ISSUE NEWS RELEASES PERTAINING TO ANY ASPECT OF THE SERVICES BEING PROVIDED UNDER THIS CONTRACT WITHOUT THE PRIOR WRITTEN CONSENT OF LPS.

XIV. ADVERTISING

THE VENDOR SHALL NOT USE THE STATE'S NAME, LOGOS, IMAGES, OR ANY DATA OR RESULTS ARISING FROM THIS CONTRACT AS A PART OF ANY COMMERCIAL ADVERTISING WITHOUT FIRST OBTAINING THE PRIOR WRITTEN CONSENT OF LPS.

XV. VENDOR'S CONFIDENTIAL INFORMATION

A. THE OBLIGATIONS OF THE STATE UNDER THIS PROVISION ARE SUBJECT TO THE NEW JERSEY OPEN PUBLIC RECORDS ACT ("OPRA"), N.J.S.A. 47:1A-1 ET SEQ., THE NEW JERSEY COMMON LAW RIGHT TO KNOW, AND ANY OTHER LAWFUL DOCUMENT REQUEST OR SUBPOENA.

B. BY VIRTUE OF THIS CONTRACT, THE PARTIES MAY HAVE ACCESS TO INFORMATION THAT IS CONFIDENTIAL TO ONE ANOTHER. THE PARTIES AGREE TO DISCLOSE TO EACH OTHER ONLY INFORMATION THAT IS REQUIRED FOR THE PERFORMANCE OF THEIR OBLIGATIONS UNDER THIS CONTRACT. VENDOR'S CONFIDENTIAL INFORMATION, TO THE EXTENT NOT EXPRESSLY PROHIBITED BY LAW, SHALL CONSIST OF ALL INFORMATION CLEARLY IDENTIFIED AS CONFIDENTIAL AT THE TIME OF DISCLOSURE AND ANYTHING IDENTIFIED IN VENDOR'S PROPOSAL AS BACKGROUND IP ("VENDOR CONFIDENTIAL INFORMATION"). NOTWITHSTANDING THE PREVIOUS SENTENCE, THE TERMS AND PRICING OF THIS CONTRACT ARE SUBJECT TO DISCLOSURE UNDER OPRA, THE COMMON LAW RIGHT TO KNOW, AND ANY OTHER LAWFUL DOCUMENT REQUEST OR SUBPOENA.

C. A PARTY'S CONFIDENTIAL INFORMATION SHALL NOT INCLUDE INFORMATION THAT: (A) IS OR BECOMES A PART OF THE PUBLIC DOMAIN THROUGH NO ACT OR OMISSION OF THE OTHER PARTY; (B) WAS IN THE OTHER PARTY'S LAWFUL POSSESSION PRIOR TO THE DISCLOSURE AND

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HAD NOT BEEN OBTAINED BY THE OTHER PARTY EITHER DIRECTLY OR INDIRECTLY FROM THE DISCLOSING PARTY; (C) IS LAWFULLY DISCLOSED TO THE OTHER PARTY BY A THIRD PARTY WITHOUT RESTRICTION ON THE DISCLOSURE; OR (D) IS INDEPENDENTLY DEVELOPED BY THE OTHER PARTY.

- D. THE STATE AGREES TO HOLD VENDOR'S CONFIDENTIAL INFORMATION IN CONFIDENCE, USING AT LEAST THE SAME DEGREE OF CARE USED TO PROTECT ITS OWN CONFIDENTIAL INFORMATION.
- E. IN THE EVENT THAT THE STATE RECEIVES A REQUEST FOR VENDOR CONFIDENTIAL INFORMATION RELATED TO THIS CONTRACT PURSUANT TO OPRA, A COURT ORDER, SUBPOENA, OR OTHER OPERATION OF LAW, THE STATE AGREES, IF PERMITTED BY LAW, TO PROVIDE VENDOR WITH AS MUCH NOTICE, IN WRITING, AS IS REASONABLY PRACTICABLE AND THE STATE'S INTENDED RESPONSE. VENDOR SHALL TAKE ANY ACTION IT DEEMS APPROPRIATE TO PROTECT ITS DOCUMENTS AND/OR INFORMATION.
- F. IN ADDITION, IN THE EVENT VENDOR RECEIVES A REQUEST FOR STATE CONFIDENTIAL INFORMATION PURSUANT TO OPRA, A COURT ORDER, SUBPOENA, OR OTHER OPERATION OF LAW, CONTRACTOR SHALL, IF PERMITTED BY LAW, IMMEDIATELY NOTIFY THE STATE, IN WRITING AND PROVIDE THE VENDOR'S INTENDED RESPONSE. THE STATE SHALL TAKE ANY ACTION IT DEEMS APPROPRIATE TO PROTECT ITS DOCUMENTS AND/OR INFORMATION.
- G. NOTWITHSTANDING THE REQUIREMENTS OF NONDISCLOSURE DESCRIBED ABOVE, EITHER PARTY MAY RELEASE THE OTHER PARTY'S CONFIDENTIAL INFORMATION (I) IF DIRECTED TO DO SO BY A COURT ORDER (II) IN THE CASE OF THE STATE, IF THE STATE DETERMINES THE DOCUMENTS OR INFORMATION ARE SUBJECT TO DISCLOSURE AND VENDOR DOES NOT EXERCISE ITS RIGHTS AS DESCRIBED IN SECTION (E), OR IF VENDOR IS UNSUCCESSFUL IN DEFENDING ITS RIGHTS AS DESCRIBED IN SECTION (E), OR (III) IN THE CASE OF VENDOR, IF VENDOR DETERMINES THE DOCUMENTS OR INFORMATION ARE SUBJECT TO DISCLOSURE AND THE STATE DOES NOT EXERCISE ITS RIGHTS DESCRIBED IN SECTION (F), OR IF THE STATE IS UNSUCCESSFUL IN DEFENDING ITS RIGHTS AS DESCRIBED IN SECTION (F).

XVI. AVAILABILITY OF FUNDS

THE STATE'S OBLIGATION TO MAKE PAYMENT UNDER THE AWARDED CONTRACT IS CONTINGENT UPON THE AVAILABILITY OF APPROPRIATED FUNDS AND RECEIPT OF REVENUES FROM WHICH PAYMENT FOR CONTRACT PURPOSES CAN BE MADE. NO LEGAL LIABILITY ON THE PART OF THE STATE FOR PAYMENT OF ANY MONEY SHALL ARISE UNLESS AND UNTIL FUNDS ARE APPROPRIATED EACH FISCAL YEAR TO THE USING AGENCY BY THE STATE LEGISLATURE AND MADE AVAILABLE THROUGH RECEIPT OF REVENUE.

END OF BID SOLICITATION