

CLOSED - This Request for Proposal is for reference purposes only.



Montana Board of Crime Control Request for Proposals (RFP)

5 South Last Chance Gulch, PO Box 201408 Helena, MT 59620-1408

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**Request for Proposals (RFP)
Vision 21: Linking Systems of Care for Children and Youth in Montana
Tribal Liaison Project Coordinator**

RFP 16-14-ZZ Non-RFP

New applicants must email or mail resumes along with cover letter and special questions answers to mbcc@mt.gov

Proposal Deadline: 12:00 pm, Friday, September 8, 2017

Project Period: July 1, 2017 through September 30, 2018

Alternative accessible formats of this document will be provided upon request. Persons with disabilities who require this material in another format in order to participate in the Request for Proposal process should contact MBCC, 5 South Last Chance Gulch, PO Box 201408, Helena, MT 59620-1408. Phone (406) 444-3604; FAX (406) 444-4722; TTY (406) 444-7099.

For applicants without Internet access who cannot submit an application electronically via email, contact Program Specialist Nicole Camp at (406) 431-4010, ncamp@mt.gov for approval and submission instructions.

Proposals must be **RECEIVED** by MBCC no later than **12:00 p.m. September 8, 2017** in order to receive MBCC review and consideration.

Pay close attention to items in RED as these are new updates or requirements to the RFP.

I. Overview

The Montana Board of Crime Control (MBCC) is soliciting proposals for Vision 21: Linking Systems of Care for Children and Youth (LSOC) Tribal Liaison Project Coordinator, to be funded by the Office for Victims of Crime LSOC project funds. **Approximately \$83,525.00 will be available during the time period July 1, 2017 to September 30, 2018, depending upon the availability of federal funds.**

| Schedule of Events | |
|--|--|
| RFP Issue Date | August 25, 2017 |
| Deadline for receipt of written questions | August 30, 2017 |
| Deadline for issuance of MBCC's written responses to questions | September 5, 2017 |
| RFP Submission Deadline | 12:00 pm, Friday, September 8, 2017 |
| Staff Review | September 8-12, 2017 |
| Board of Crime Control Approval | September 13, 2017 |
| Project Start Date | July 1, 2017 |
| Project End Date | September 30, 2018 |

Note: Because federal funds are not always available immediately following the award date, programs should prepare for this contingency.

II. Eligibility

Eligible applicants include individuals, contractors, researchers.

Please note: Federal regulations require applicants to establish and maintain proper accounting systems and financial records to include policies and procedures.

III. Application Deadline

Applications for LSOC Tribal Liaison Coordinator must be submitted to the MBCC via email no later than 12:00 pm, Friday, September 8, 2017.

Failure to meet the required deadline will result in disqualification of the application.

To mitigate any potential application submission problems, MBCC strongly urges applicants to submit applications 72 hours prior to the application due date.

IV. How to Apply

From August 25 - September 8, 2107

- Go to www.mbcc.mt.gov
- Select Funding then Grant Offerings

Requirements

All required documents must be emailed to mbcc@mt.gov for submission. These include the following:

- Cover Letter
- Budget detail
- Budget narrative
- Project Narrative
- Human Subjects Research Certification
- Resume of Work History
- Appendix B: Acknowledgement of Question and Answer Addendum (if applicable)

RFP Questions or Clarification

Applicants having questions or requiring clarification or interpretation of any section within this RFP must address these issues using the Question and Answer Form. Applicants must use the form and submit a scanned copy of the form via e-mail to mbcc@mt.gov on or before August 30, 2017. See Appendix A. Clear reference to the section, page, and item in question must be included in the form. Questions will be answered within 3 working days of receipt and posted on the MBCC website. Questions received after the deadline cannot be considered. Program specific questions cannot be addressed during this solicitation period.

Receipt Verification

All applicants will receive an email acknowledging the receipt of their application.

Late Applications

Regardless of cause, MBCC will not accept late applications. Such applications will automatically be disqualified from consideration. Disqualified applicants will receive a letter indicating the application will not be reviewed.

V. Quarterly Reporting

All successful applicants for contract award funds must comply with the following:

- Applicant agrees to submit quarterly reports to the MBCC Program Manager in a manner described by the agency and compliant with the requirements of the Office for Victims of Crime (OVC). Changes to reporting format or requirements may occur throughout the project term.
- Applicant acknowledges the quarterly reporting periods as follows:

| <u>Reporting Period:</u> | <u>Due Date:</u> |
|-----------------------------------|------------------|
| July 1, 2017 – September 30, 2017 | October 15, 2017 |

October 1, 2017 – December 31, 2017
January 1, 2018 – March 31, 2018
April 1, 2018 – June 30, 2018

January 15, 2018
April 15, 2018
July 15, 2018

- Applicant agrees to submit quarterly reports within ten days following the end of each program quarter. These reports include, but are not limited to:
 - Narrative of activities
 - Financial reporting
 - Performance Measurement Tools as required by the Office for Victims of Crime
 - Data as required by the agency

- Applicant acknowledges that failure to provide reporting as stated in this RFP will cause grant funding to be denied or rescinded.

VI. Program-Specific Information

Project Period

The project period begins July 1, 2017, and concludes September 30, 2018. **Funds may not be expended or obligated prior to July 1, 2017.** The successful applicant will be eligible to participate in a renewal process for the next funding phase of the project. Renewal eligibility is based on the successful completion of goals as outlined in this RFP.

Program Information

Linking Systems of Care for Children and Youth in Montana (LSOC) is a statewide demonstration project to improve services for child and youth victims and their families by developing sustainable strategies for supporting and enhancing the provision of comprehensive and coordinated care that addresses the full range of needs identified. The strategy developed has been, and will be, informed by the Montana Needs Assessment and Gap Analysis conducted in 2015-16. During the next 15 months, the LSOC team will pilot the Montana Victimization and Trauma Screener (Montana VTS), a state specific tool designed to identify needs due to victimization and trauma earlier in the child's life and through additional channels. The LSOC team will also be piloting the Montana VTS manual and associated training, referral methods, and data collection and analysis processes in multiple communities across the state. The pilot process will take one year for each organization and will provide the opportunity for material revision through collaboration with partnering organizations.

The LSOC project team believes that community involvement and close partnership is key to the success of this project, at this stage and for future efforts. Because input and involvement at the community level is central to this project, the project coordinator will be expected to reflect these values and conduct their work accordingly. Working within American Indian Reservations presents unique considerations for the LSOC project that need to be understood so that we may proceed with respect and form meaningful partnerships with organizations who wish to participate.

The Project Coordinator should be willing and able to travel, however travel should not make up more than 30% of their budget.

Project Coordinator of the LSOC project will be expected to provide a specific range of services which will assist in accomplishing these goals in Indian Country. These services include but are not limited to:

- Coordinate and schedule project related meetings and trainings in Reservation communities;
- Provide quarterly status reports as outlined above;
- Collection of data relating to resources and service availability for child and youth victims and their families;
- Network and advocate for the project in Indian Country with the intent of implementing the LSOC strategy;
- Advocate for Native peoples and communities to the LSOC project team so that developed strategies, tools, and materials are revised for appropriateness;
- Oversee the revision of strategies, tools, and materials for use in Indian Country;
- Develop and submit all necessary permissions to respectfully conduct project related work on each Reservation;
- Seek approvals from necessary entities (i.e. Tribal Councils) to conduct project related work
- Seek approvals from necessary entities (i.e. Tribal Councils) to share aggregate data with federal, state, local, and Tribal partners.

Experience working with minority populations, especially Native American, is essential. Applicant must demonstrate:

- The ability to provide the necessary expertise and resources to satisfactorily complete the contract;
- A minimum of 2 years working with Montana Indian populations, organizations, and groups;
- Working knowledge of Tribal process and government, including but not limited to, Tribal Council, Indian Health Services, and the role of State and Federal law inside Reservation borders;
- Working knowledge of the Internal Review Board processes, for Tribal and non-Tribal entities; and
- The ability to meet deadlines for project completion

VII. Application Requirements

Applications and all components must be submitted based upon a fifteen-month period, July 1, 2017 through September 30, 2018 and MUST include the following:

Section 1: Cover Letter

The cover letter should identify the applicant, the project title, the project duration dates, and the grant number. This is the applicant's opportunity to provide an introduction and overview of interest.

Section 2: Budget Detail

Applicants must provide a budget that is (1) complete, allowable, and cost-effective in relation to the proposed activities; and (2) directly related to the development, implementation, or operations of the specific project. *It is strongly recommended that applicants budget the appropriate hotel and travel expenses for 1-2 staff in the travel category to attend appropriate workshops offered by MBCC. This includes, but may not be limited to, workshops, project presentations, and other programs identified by MBCC.*

Section 3: Budget Narrative

The narrative must:

- a. Clearly demonstrate the relationship between money needed and objectives to be met;
- b. Demonstrate that all costs are reasonable;
- c. Explain and justify each budget item;
 - i. Example: Sally Smith's full time equivalent position at \$31,990.40 per year:

Position Title – Sally Smith – 1 FTE @ \$15.38/hr. \$31,990.40

OR 200 days @ \$159.95/day \$31,990

Travel/Lodging

Supplies

- d. Show detailed cost calculations to demonstrate how the Applicant arrived at the total amount requested, and;
- e. Budget Detail MUST be explained and correlate to the categories in the Budget Narrative.

Section 4: Project Narrative

The Project Narrative describes the Applicant's approach in his/her community or area of operation. Submit a Project Narrative that presents a detailed description of the purpose, needs, goals, objectives, implementation, and collaboration of the proposed project. The Project Narrative should also include methods of measuring outcomes and project evaluation. Goals and objectives should adhere to those performance measures and must be reflected in quarterly reporting. Material required under the Budget Detail and Budget Narrative and Other Attachments sections will not count toward the project narrative page count. The Project Narrative must be in a 12-point font, double-spaced, one-inch margins and kept to 10 pages or less.

The Project Narrative MUST contain the following elements:

Executive Summary

Briefly summarize the scope of the project; state the problem or need; identify objectives and outcomes to be gained. Explain how the proposal addresses the purpose area(s) identified. This section should be limited to two double-spaced, 12-point font pages with one-inch margins.

Goals

Provide a broad statement, written in general terms, that conveys the project's intent to change, reduce, or eliminate the problem described. Outline the specific goal(s) of the project. Goals must be clearly defined, dynamic, achievable, realistic and tangible.

Objectives

A minimum of three and a maximum of five objectives are required. Identify the specific milestones aimed at achieving the goal(s).

Objectives must:

- Start with the word 'To';
- State the date when a milestone will be reached; and,
- Be specific, measurable, achievable, realistic, and time-bound.

Example: "To work directly with law enforcement to improve victim services" is not a measurable objective. "To hold 12 monthly meetings with law enforcement to discuss ways to improve victim services" is measurable and appropriate for the project period.

Evaluation Plan

Applicants must include a plan that describes how the grant-funded program is evaluated throughout the duration of the project to meet the program objectives and goals. The plan should clearly state what data will be collected, how, by whom, and when.

Collaboration

Applicants must describe how the program promotes coordinated public and private efforts. This includes but is not limited to:

1. Describing partnerships that are built through the grant;
2. The multi-disciplinary teams that are created to reach the program's objectives; and
3. How the established partnerships compliment one another's programs

Section 5: Special Assurances and Conditions.

The application contains a list of Special Assurances and Conditions that are part of the legal and binding agreement between MBCC and the Applicant upon award. The Signature Page of the application binds the Applicant to the Special Assurances and Conditions. [Click here](#) to view the Vision 21: Linking Systems of Care Special conditions that will apply to this application.

Section 6: Email Required Documents.

Do not submit documents other than those specified in this solicitation. Any materials submitted as part of an application may be released pursuant to a request under the Freedom of Information Act.

Required documents, other than those specified previously, include:

1. Human Subject Research Certification: Applicants must show proof of completion of a recognized human subjects research training.
2. Resume: Applicants must provide a current resume inclusive of all employment history relevant to the deliverables of this project

VIII. Special Requirements

All successful applicants for MBCC grant award funds must agree to the following requirement(s):

1. Submit quarterly narrative, performance measures, data, financial, and annual reports *in the prescribed format according to MBCC time frames*. See Section V.
2. Time sheets will be submitted on a monthly basis for reimbursement of allowable costs. Timesheets must be maintained to track actual time worked, supply costs, travel costs, and lodging expenses. Timesheets must be signed by the employee/volunteer and certified by a supervisor.
3. Travel will be reimbursed at current state per diem rates. Rate information may be found at <http://sfsd.mt.gov/SAB/EmployeeTravel>.

Applicants are responsible to review the information pertaining to these additional requirements prior to submitting the application.

IX. Limitations and Fund Use

All MBCC grant funds are governed by the Department of Justice grant program's legislation, statutes, and regulations and the Uniform Guidance found in 2 C.F.R. 200 of the Office of Management and Budget (OMB) and the 2015 DOJ Grants Financial Guide found at <http://ojp.gov/financialguide/DOJ/index.htm>.

To be allowable under federal awards, costs must be reasonable, allocable, and necessary to the project and must also comply with any statutory requirements. To be allowable under federal awards, costs must meet the following general criteria:

- Funds may not be expended or obligated prior to July 1, 2017.
- Be necessary and reasonable for proper and efficient performance and administration of the award;
- Be allocable under the provisions of the Uniform Guidance found in 2 C.F.R. 200;

- Be authorized or not prohibited under State or local laws or regulations;
- Conform to any limitations or exclusions set forth in the Uniform Guidance found in 2 C.F.R. 200, federal laws, terms and conditions of the award or other governing regulations as to types or amounts of cost items;
- Be consistent with policies, regulations, and procedures that apply uniformly to both federal awards and other activities of the organization;
- Be accorded consistent treatment;
- Be determined in accordance with generally accepted accounting principles (GAAP);
- Not be included as a cost or used to meet cost sharing or matching requirements of any other federal award in either the current or a prior period, except as specifically provided by federal law or regulation; and
- Be adequately documented.

In addition to the Department of Justice (DOJ), the Office of the Chief Financial Officer (OCFO) provides policy guidance, financial control, and support services to Office of Justice Programs (OJP) in the areas of grants, accounting and financial management. The provisions of this guide apply to Department of Justice awards.

| Generally Allowable Costs – this is not all inclusive | Unallowable Costs – this is not all inclusive |
|---|---|
| <ul style="list-style-type: none"> • Advertising and public relations costs – restrictions apply; • Audit costs - If your agency receives less than \$750,000 per year in total federal assistance, you will not be required to arrange for an audit and may not charge audit costs to your grant. Agencies receiving \$750,000 per year or more in total federal assistance will be required to have an audit performed, in accordance with federal guidelines. Costs for such an audit should be charged proportionately to all programs being audited; • Communication costs; • Compensation for personal services – detailed time and attendance records are required • Employee morale, health, and welfare costs; • Equipment – must be integral of the project. Equipment is defined as having a useful life of more than one year and an acquisition cost greater than \$5,000; • Insurance and indemnification – restrictions apply; • Maintenance and repair costs – restrictions apply; • Material and supplies costs; • Meetings and conferences – restrictions apply; • Memberships, subscriptions and professional activity costs – restrictions apply; • Professional/consultant service costs must follow the applicable federal grant guidelines and state policy; • Publication and printing costs – restrictions apply; • Rental costs of buildings and equipment; • Training costs; and • Travel costs – mileage, per diem, and lodging cannot exceed state rates. Go to http://mom.mt.gov/default.mcp to access the Montana Operations Manual. Once inside the manual, click Travel. <p>For allowable costs, go to http://ojp.gov/financialguide/DOJ/index.htm . Under <i>Top 10 Topics</i> select ‘2. Allowable Costs’.</p> | <ul style="list-style-type: none"> • Bad debts; • Construction in general; • Compensation and travel of federal employees; • Costs incurred outside the project period; • Donations and contributions; • Entertainment; • Fines, penalties, and interest expense; • Food and beverages (including alcoholic); • Fundraising and investment costs; • Goods or services for personal use; • Land acquisition/purchase of real property; • Lobbying; • Membership fees to organizations whose <i>primary</i> activity is lobbying; • Pre-agreement costs; • Purchase or lease of vehicles; • Supplanting; • Tips; and • Uniform allowances. <p>For unallowable costs go to http://ojp.gov/financialguide/DOJ/index.htm . Under <i>Top 10 Topics</i> select ‘3. Unallowable Costs’.</p> |

X. Application Review and Selection Criteria

Initial Screening

MBCC staff will conduct an initial screening of the application to check for completeness of the application. If any required documents are not submitted, the application will be deemed incomplete and disqualified from further consideration. Disqualified applicants will receive a letter indicating the application will not be reviewed.

Application Review

Successfully screened applications will be reviewed through a competitive process for completeness and responsiveness to the scope of the requirements of this RFP.

Fiscal and Program Staff will review applications and funding recommendations will be referred to the MBCC Board of Directors for final funding decisions/awards. The MBCC Board of Directors reserves the right to award funds to programs they believe are the best use of these funds, regardless of the Applicant's application score. The MBCC Board of Directors supports the use of evidence-based and promising practices and will also consider this factor when reviewing applications.

The following selection criteria will be used to evaluate each application, with the different weight given to each based on the percentage value listed.

| Criteria | Description | Scoring |
|------------------------------------|--|----------------|
| Executive Summary | Provides a clear, concise summary of proposal (i.e. describes/justifies services); states problems or needs; identifies objectives and outcomes to be gained. | 10% out of 100 |
| Budget Detail/ Budget Narrative | Is complete, allowable and cost-effective in relation to the proposed activities; Budget Narrative clearly explains and justifies budget items and how the applicant arrived at and calculated the budget amounts. <i>Budget Detail must be explained and correlate to the categories in the Budget Narrative.</i> | 25% out of 100 |
| Goals | Clearly defined, dynamic, achievable, realistic, and tangible; addresses the long-range effect of the project and its intent to change, reduce or eliminate the problem described. | 15% out of 100 |
| Objectives | Are specific, measurable, achievable, realistic and time-bound; identifies specific milestones aimed at achieving the stated goal(s) and when milestones will be achieved. Minimum of three and maximum of five objectives are required. | 15% out of 100 |
| Evaluation Plan | Describes how project success will be measured relative to the goals and objectives; describes community-level baseline data, capacity to support the program and assurance of agency's commitment to provide data; includes what data will be collected, how, by whom and when. | 10% out of 100 |
| Collaboration | Describes how the program promotes coordinated public and private efforts. | 25% out of 100 |

For example, the first criteria "Executive Summary" is worth ten percent (10%) of the entire score in the application review process.

Scoring Criteria will be used as a tool to assist the accounting and program staff, as well as the Application Review Committee, in evaluating the overall application. Any proposal that fails to achieve 60% of the total available points will be eliminated from further consideration.

Awards

Immediately following review of the applications, a notice will be sent to the applicant with the recommendation that will be presented to the Board. The Board will review the Committee's recommendations during their September 2017 meeting and make final funding decisions. Each applicant will receive either an award notice or a denial letter.

Appeals

Per Board policy, if an application is recommended for denial, the applicant may appeal the recommendation if the applicant demonstrates one of the following:

- The Request for Proposal was inaccurate;
- Staff provided misinformation;
- Staff failed to follow existing policies;
- The federal award to MBCC would be jeopardized without program funding in the geographic region or service category; or
- A specific geographic region would no longer have any available program in a service category.

Notice of Appeal must be made in writing to the Executive Director of the Montana Board of Crime Control within ten calendar days of notice of the MBCC Committee's recommendation.

Montana Board of Crime Control
Deb Matteucci, Executive Director
5 South Last Chance Gulch
PO Box 201408
Helena, MT 59620-1408
(406) 444-3604

XI. Application Checklist

Application Checklist: Please refer to this checklist before submitting the application and required additional documentation.

- Cover Letter
- Budget Detail
- Budget Narrative
- Project Narrative (Executive Summary, Goals, Objectives, Evaluation Plan, and Collaboration)
- Human Subjects Research Certification
- Resume of Work History
- RFP Question and Answer Form – (optional) due by **August 30, 2017**
- Acknowledgement of RFP Question & Answer Addendum

Attachments

Appendix A – RFP Question and Answer Form

Appendix B – Acknowledgement of Question and Answer Addendum



Appendix A

RFP Question and Answer Form Tribal Liaison Coordinator Deadline: August 30, 2017

Applicants are encouraged to ask clarifying questions, obtain a better understanding of the project. Applicants having questions or requiring clarification or interpretation of any section within this RFP must address these issues via email or in writing to MBCC on or before **August 30, 2017**. Return to: ncamp@mt.gov

Name: _____

Organization: _____

Email: _____

| Question Number | Page Number | Section Number | Questions & Answers for RFP LSOC Tribal Liaison |
|-----------------|-------------|----------------|---|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| 6. | | | |
| 7. | | | |



Appendix B

**ACKNOWLEDGEMENT OF RFP QUESTION AND
ANSWER ADDENDUM
RFP 16-14-ZZ Non-RFP
Project Coordinator
Deadline: 12:00 pm, September 8, 2017**

RFP: LSOC Tribal Liaison Coordinator
RFP TO BE OPENED: August 25, 2017
TITLE: Tribal Liaison Coordinator

ADDENDUM NO. (insert number)

To All Applicants:

Attached are written questions received in response to this RFP. These questions, along with the Board of Crime Control's response, become an official amendment to this RFP.

All other terms of the subject "Request for Proposal" are to remain as previously stated.

Acknowledgment of Addendum:

The applicant for this solicitation must acknowledge receipt of this addendum. This page must be submitted with the final application by the deadline as determined at the date of the proposal opening. Failure to include this addendum may result in an application being deemed incomplete and the application may be disqualified from further consideration.

I acknowledge receipt of Addendum No. (insert number).

Signed: _____ Name: _____

Company Name: _____ Date: _____