



## 2018 SOUTH CHICAGO NEIGHBORHOOD NETWORK COMMUNITY ENGAGEMENT PLAN REQUEST FOR PROPOSALS

### I. SOUTH CHICAGO NEIGHBORHOOD NETWORK OVERVIEW

South Chicago Neighborhood Network (SCNN) is one of the 10 United Way's Neighborhoods Networks that have been charged to address local community challenges by working collaboratively to solve the most pressing problems through community-specific strategies to achieve lasting change.

The SCNN shared vision is to create a trauma-informed community dedicated to supporting a culture of care and building a safer South Chicago for those who has been directly and indirectly impacted by gun and domestic violence. A trauma-informed approach to community building uses comprehensive, multi-stakeholder strategies to support and strengthen traumatized and distressed residents and address the effects of unresolved trauma.

SCNN goal is to develop a three-year plan that will educate, engage and cultivate the residents of South Chicago in creating a social movement that will foster an environment of resiliency where the community understands the impact of trauma, feels safe, make social connections and begin to physical and emotionally heal as a community.

#### **Purpose**

SCNN is requesting competitive proposals from individual consultants to support the development of a community engagement plan to help South Chicago neighbors and community groups establish common bonds, deepen relationships and take action on top priorities in SCNN's Common Agenda, Bold Goal, and key Objectives:

#### Common Agenda

South Chicago will become a trauma-informed community dedicated to supporting a resilient culture of safety and wellness for those who have been impacted by violence.

#### Bold Goal

By 2020, South Chicago will engage youth between the ages of 8 to 26 to improve the safety of the community by reducing assault, battery, criminal sexual assault, and homicide each by five (5) percent



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### Objectives

#1: Educate the community on trauma and a trauma-informed process through the development of a trauma “Education Campaign”.

#2: Facilitate community building through a trauma-informed process that includes increasing social “connectedness”.

#3: Increasing existing, community-based opportunities for stress-reduction, health and wellness.

### **Applicants Eligibility**

- Applicants must be located and do work in the Chicago metropolitan area.
  - Priority will be applied to applicants with community organizing experience in low-income communities, communities of color and/or youth
- Applicants must demonstrate experience in the application of a process for building a base of members and leaders, and engaging them in structured, regular leadership development activities.
- Applicants must demonstrate previous experience with employing an economic inclusion and racial justice analysis that prioritizes building relationships between diverse constituents and stakeholders
  - Priority will be applied to applicants who are bilingual (Spanish) and bicultural (or have staff that are bilingual and bicultural in Spanish)

### **Grant Limitations**

The following activities are not eligible for support:

- Partisan political activity
- Entities that aim to re-grant dollars to others



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### II. REQUEST FOR PROPOSAL OVERVIEW

#### Scope of Services Sought

The consultant will organize and lead the development of a South Chicago community engagement plan that includes community and participant outreach, recruitment and a strategy for organizing training in conjunction with the SCNN Network Coordinator and Network members. The selected consultant will assess participant needs, make referrals to new and existing community resources, track plan development against established goals, facilitate and coordinate team work among SCNN staff, network members and external organizations.

#### Format of SCNN

SCNN meetings are held monthly on the fourth Thursday of each month. During these monthly meetings, all network members convene to review the plan action items for the month, provide updates on the past month's activities and to report out from each Network Committee (i.e., Communications, Community Engagement, Evaluation and Trauma) to share next steps to advance the Network plan<sup>1</sup>. Often, the United Way Program Officer and key South Chicago stakeholders present on the plan and related activities and deliverables.

In between each meeting, the Network Committees meet individually (and on occasion with stakeholders and the Network Coordinator) to plan activities, coordinate with Network partners and to deliver on the plan's Bold Goal and Common Agenda. A specific Network Committee (Community Engagement) will collaborate with the selected applicant to advise and inform the development of the SCNN Community Engagement plan. With oversight from the Network Coordinator, iterations of the developed plan will be presented to the Network for feedback, and final approval will be made by the Community Engagement Committee and Network Coordinator and presented to the Network at a monthly meeting.

#### Project Timeline

The development of the Community Engagement plan will begin on January 7<sup>th</sup>, 2019 and end on April 8<sup>th</sup>, 2019 for a period of 90 days/three months.

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<sup>1</sup> See attached SCNN 3-Year plan.



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**III. Total Awards and Application Process**

**Total Award** – The funding cap for this project is \$10,000.

**Communications/Questions** – Questions or requests for clarifications must be directed via email to Tevonne Ellis, SCNN Network Coordinator at [ellist@claretianassociates.org](mailto:ellist@claretianassociates.org). The subject line for email inquiries should read “**RFP: Community Engagement Plan – Questions**”.

**Schedule of Events** – The dates below in Table 1 include the RFP release date, submission deadline, review period and notice of awards. ***No proposals will be accepted after the submission deadline.***

**Table 1. Schedule of Events**

Schedule of Events	Key Dates
RFP Release Date	December 10, 2018
Proposal Submission Date & Time	January 14, 2019
Proposal Review & Interview Period	January 21, 2019
Notice of Award	January 28, 2019
Project Start Date	February 1, 2019
Project End Date	May 6, 2019

**Evaluation Criteria – Proposals will be evaluated based on the criteria in Table 2:**

**Table 2. Evaluation Criteria**

Criteria	Description	Points
Qualification/Experience	Experience in providing requested services to similar entities	40
Quality of Proposed Work	Clarity, completeness and relevance to SCNN Bold Goal and Common Agenda	30
References	Satisfaction of previous clients and/or employers	20
Cost	Pricing of proposed services	10
<b>Total Points</b>		<b>100</b>

**IV. Proposal Format and Content**

**Cover Page** – Respondents must include the name of the consulting firm, list of personnel who will support the project, roles and key contact information for the lead applicant.

**Consultant Qualifications** – Respondents must include a brief description of the consultant (and team, if applicable), including history, number of years the consultant has been in business, and type



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of services provided. Include descriptions of successful projects or experiences comparable to the support requested in this RFP and in environments/communities comparable to the South Chicago community and Neighborhood Network.

*The consultant qualifications should not exceed one page (double-spaced) in length.*

**Proposal Narrative** – Respondents must describe the approach, key steps, convening and consensus-building strategy they will employ to lead the South Chicago Neighborhood Network through the development of a community engagement plan. The narrative should include a work plan and timeline that is tied to the deliverables proposed in the scope of work in this RFP.

*The proposal narrative should not exceed two pages (double-spaced) in length.*

**Budget** – Respondents must provide a line item budget (and short budget narrative) that is aligned with the proposed scope of work and key deliverables in the proposal narrative. **The project budget must not exceed the funding cap of \$10,000.**

*The budget and narrative should not exceed one page (double-spaced) in length.*

**References** – Respondents must provide at least three references that can reflect content and efficacy in similar/related project. Each reference must include a key contact, phone number, email, company/organization name and addresses.

**Women/Minority Business** – Please indicate whether you are a Veteran, Woman, or a Minority-owned business or a Section 3 Enterprise.