

SHANNON BIDDERS' CONFERENCE

Not for Profit agencies and faith based organizations are invited to attend a Bidders' Conference on Wednesday, February 22, 2012 at 2:00P.M. in Room 220 at Springfield's City Hall. Information on requirements for submission of a proposal for funding consideration under the Shannon Grant Anti-Violence Initiative will be discussed and explained. This is not a mandatory conference for agencies desiring to participate. Requirements to be discussed will also be available on the City of Springfield's website.

WEB SITE INFORMATION

General Information

The City of Springfield wishes to obtain the services of qualified contractors to provide prevention services to youth at-risk of becoming involved in gangs that are engaged in violent and criminal activity. Requirements and submission instructions to respond to this request for proposals are listed in this announcement.

Section 1.1 APPLICATION REQUIREMENTS

A. Applicants must submit **one original** (clearly marked "Original") and **three copies** of their response. The original and each copy shall be typewritten, double spaced in 12 point type. One **CD** containing a copy of their entire response, in Microsoft Word 2003. Original to be signed in blue ink.

B. Responses must include the following:

A completed Application including 1. **Cover Page** (summary information on the grant application including total amount requested, participating partners, and contact information for the lead fiscal agent. **2. Discription of the Program, Plan Proposal, and Community Involvement;** **3. Plan components,** (Identify and explain **each** individual program intended to support their plan to include a description of the program as well as program-level budget information, **4. Plan Outcomes;** describe specific activities and intended outcomes of their plan, **5. Plan Funding Request and Budget;** must include line item amount requests and budget narrative explaining line items.

C. Copy of Agency's completed City Vendor Form

Section 1.2 APPLICATION SUBMISSION INSTRUCTION

Deadline for application submission is 3:p.m.,Friday, March 9, 2012

- A. Responses to be hand carried to the Mayor's Office, City Hall, Springfield, Ma.
- B. Original application must be signed by agency person approved to enter contractual agreement.
- C. Applicant to provide Agency's full name, permanent address, telephone number, fax number, and e-mail address.

Section 1.3 APPLICATION RESPONSES

- A. Applicants must gear their program responses to addressing one or more of locally identified Shannon service needs. 1, Secondary School Retention Programs/ Instruction; 2. GED preparation and Employment-Job Training and Placement; 3. After School Leadership/Education Programs; 4. Outreach/Mentoring/ Street Worker Programming; 5. Youth Opportunity Provision/Parenting Programming..

Section 2.1 APPLICATION REVIEW AND EVALUATION CRITERIA

- A. All responses will be reviewed initially to determine compliance with the general application submission instructions.
- B. An evaluation committee shall qualitatively rate each application by evaluating each element for comprehensiveness, appropriateness, feasibility, clarity, effectiveness, innovation, and responsiveness to the spirit and intent of the Shannon Initiative.
- C. Funding request review: The funding amount requested by the applicant will be evaluated in terms of the overall funding available and the applicant's proposal. The funding request shall be reviewed and rated by the committee for reasonableness, effectiveness, and ability to identify those resources to be used in applicant's implementation

Section 2.2 RECOMMENDATIONS FOR AWARDS

- A. Awards are contingent upon successful negotiation of Contract terms and special conditions determined by the review committee's recommendations
- B. Non-Compliance: The City reserves the right to reject an applicant's response at any time during the evaluation process if the applicant; 1. Fails to demonstrate that it meets all request for proposal requirements; 2. Fails to submit all required information or

otherwise satisfy all response requirements. 3. Fails to be in compliance with the filing rules and regulations of the Secretary of State's Corporation Division.