



VIOLENCE PREVENTION PROGRAM MANAGEMENT CONSULTANT

REQUEST FOR PROPOSALS

ENGAGEMENT OBJECTIVE

VPC seeks to engage a qualified consultant for a project period estimated at 6-8 months, to help improve the City of St. Louis' prevention, intervention, and response to gun violence. The consultant will identify areas of overlapping service for individuals and communities impacted by gun violence and coordinate efforts to fill gaps. The consultant will provide project leadership and is directly accountable for the on-time and on-budget delivery of assigned Public Safety activities.

The scope of work for this engagement includes activities related to: system planning, collaboration building, conducting analyses, and staffing public safety committees and taskforces. The Violence Prevention Program Management Consultant will work directly with the St. Louis City Office of Public Safety, Department of Health, Office of Children, Youth, and Families and other local partners that support violence prevention efforts in the City of St. Louis.

SCOPE OF WORK

The Violence Prevention Program Management Consultant will be accountable to the St. Louis City Mayor's office and VPC for implementation of the following strategies, activities, and associated deliverables:

- Monitor and assess violence prevention programs in order to coordinate operations amongst providers
- Assess new programming initiatives to determine if program fills needed service gap
- Research best practices in violence prevention.

SUBMISSION REQUIREMENTS

A written proposal should be submitted that provides sufficient detail to allow reviewers to understand the general and unique approach, skills, and experience to be brought to the consulting engagement. Any proposal format may be used but at a minimum, the following information must be included:

1. A description of the approach to be used for this engagement based on experience with similar projects.
2. A list of all projects conducted over the last 18 months to demonstrate breadth of the consultant's experience. Include a 1-2 sentence description of each project. Highlight any similar projects and provide extra detail.

3. A resume or CV.
4. At least three (3) references from current and/or former clients/customers including: contact name, title, organization, address, phone number, and email.
5. An hourly consultancy fee, inclusive of all costs, not to exceed a total budget of \$50,000. Please indicate the projected number of hours available and needed for you to fulfill the scope of work.

SUBMISSION INSTRUCTIONS

Proposal submissions will be accepted until 1/31/22. Respondents should email the proposal as a **single attachment** using the subject line **City VP PM** to stlmhb@stlmhb.com.

SELECTION PROCESS AND TIMELINE –

VPC and St. Louis City representatives will review proposals from qualified bidders that meet the above criteria. A virtual meeting will be required by reviewers prior to the selection of a consultant.

December 13, 2021	Request for Proposals announced
January 13-21, 2022	Review of proposals, qualified bids identified, and finalists selected by review team
January 24-31, 2022	MHB notifies consultant of selection and executes consulting agreement
February 2022	Engagement begins