

**MEETING DATE:** June 9, 2022

**AGENDA ITEM:** B

**TO:** BSCC Chair and Members

**FROM:** Kasey Warmuth, Chief of Research, [kasey.warmuth@bscc.ca.gov](mailto:kasey.warmuth@bscc.ca.gov)

**SUBJECT:** California Violence Intervention and Prevention Program (CalVIP) – Service Contract to Convene Cohort IV Grantees: **Requesting Approval**

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### Summary

This agenda item requests Board approval to release the Request for Proposal (RFP) entitled *Convening(s) of California Violence Intervention and Prevention (CalVIP) Grant Program, Cohort 4 Grantees: Specific Evidence-Based Violence Reduction Strategies* (Attachment B-2). This item also requests the Board to authorize staff to review and rate the proposals that are received and to enter a service contract with the selected Contractor.

### Background

For the CalVIP Grant Program, the Budget Act of 2021 (Senate Bill 129, Chapter 69, Statutes of 2021) appropriated \$1.8 million in funding to build capacity in the field of community-based violence intervention and prevention. The funding is designed to support technical assistance providers with experience in implementing community-based violence intervention and prevention programs, as described below.

On February 10, 2022, the Board approved the CalVIP Executive Steering Committee's (ESC) funding recommendations for \$1.8 million to assist in capacity building, technical assistance and training. The specific service and funding recommendations were:

1. Provide training and certifications to community-based violence intervention and prevention professionals to expand the field of frontline workers, including street outreach, hospital-based Interventions, community intervention workers and ambassadors.
2. Provide supplemental grants for CalVIP grantees to provide mental health services to frontline workers and their families to help deal with the stress and trauma of the job.
3. Provide regional technical assistance for grantees to build capacity in data collection, data entry, development of sharing agreements, financial and billing needs, accounting, communication support, and fiscal structure.
4. Convene specific strategy meetings (e.g., all Hospital-based Violence Intervention, street outreach, etc.), that would bring together the entire Cohort to identify and share best practices.
5. Institute a culturally Relevant Professional Development Pilot Program for frontline workers.

<b>Service</b>	<b>Funding</b>
Training and Certifications for Frontline Workers	\$750,000
Mental Health Services for Frontline Workers	\$500,000
Regional Technical Assistance	\$250,000
Convening Capacity	\$150,000
Professional Development	\$150,000
<b>Total</b>	<b>\$1,800,000</b>

Attachment B-2 provides the RFP for Item 4 above: convene specific strategy meetings. The RFP, entitled Convening(s) of *CalVIP Grant Program, Cohort 4 Grantees: Specific Evidence-Based Violence Reduction Strategies*, was designed to solicit proposals from vendors to manage the convening(s) of grantees for the purpose of identifying and sharing the best practices of specific evidence-based violence reduction strategies (e.g., hospital-based violence intervention, street outreach). Key components of the RFP include:

- The Contractor will review the funded CalVIP proposals and gather information about the grantees' projects, knowledge capacity building needs as it relates to specific evidence-based violence prevention strategies, and their geographical location.
- The Contractor will use the information gathered about and from grantees to refine the convening plan. The vendor's proposal will include a convening plan that:
  - Includes at least three grantee staff from each funded project<sup>1</sup> as attendees for the convening(s). Includes at least 10 BSCC staff as attendees for the convening(s). Neither grantee staff nor BSCC staff will be charged a fee for attending the convening(s). All attendees will pay for their own travel and hotel accommodation expenses.
  - Coordinates and consults with BSCC staff for some aspects of the planning (i.e., grantee information, selection of specific evidence-based violence prevention strategies, breakout groups/topics, location, facilities, dates, duration).
  - Gathers information from grantees about their CalVIP grant projects, knowledge capacity building needs as it relates to specific evidence-based violence intervention strategies, and geographic location.
  - Uses the information gathered from grantees to inform (1) the selection of the specific evidence-based violence reduction strategy(ies) that will be the focus of the convening(s), (2) the geographical location of convening(s), and (3) the facilitation of the convenings (e.g., groups of similar/different grantees for breakouts, facilitation methods appropriate for number of attendees).
  - Works with BSCC staff to identify and confirm speakers for the convening(s) which may include keynote speakers, plenaries, panel presentations, and/or breakout sessions.
  - Uses facilitation methods that will provide for an interactive, engaging convening(s). These methods may include (1) recognized experts in the

<sup>1</sup> The three (3) grantee staff will most likely include the project director, day-to-day project manager, and project evaluator. As noted above 79 grantees were recommended for funding and an additional 15 to 20 grantees are anticipated to be added in September 2022.

- selected evidence-based violence reduction strategies as keynote speakers, (2) panels that present supporting research, exemplary programs, and/or local efforts related to the selected strategy(ies) of focus, and (3) opportunities for grantees to network, learn from and share with each other.
- Uses appropriate facility(ies)/venue(s) for the convening(s) that include the availability of pertinent amenities for attendees.
  - Includes the cost of the facility(ies)/venue(s) for the convening(s) that includes the registration area, meeting rooms/auditoriums, breakout rooms, and all audio/visual requirements for the convening(s).
  - Describes the process and criteria for identifying the number of convenings to be delivered and the number of attendees for each.
  - Identifies, confirms, and contracts with keynote speakers for the convening(s). Any speaker fees are included in the budget of the Convening Plan.
  - Identifies and confirms other speakers for the convening(s), including BSCC staff, grantees, and other external speakers. Any speaker fees are included in the budget of the Convening Plan.
  - Communicates with speakers on their requirements, deadlines, deliverables, and to ensure adequate preparation.
  - Includes all materials and coordination for the convening(s) [e.g., attendees online registration method, method for attendees to make any necessary hotel reservations, e-mail promotional materials, convening materials for distribution (e.g., agenda, presentation handouts, name tags; printed and digital)].
  - Includes a process for attendees to provide feedback about speakers, presentations, and the convening(s).
- The Contractor will make a presentation to the grantees in January 2023. The presentation will review and discuss the aspects of the convening plan that impact grantees including how the specific strategies will be selected and how grantees will be informed of the convening(s), including how to register.
  - The Contractor will coordinate and deliver the number of convenings including in their proposal. Convenings shall be delivered by the dates identified in the refined convening plan.
  - The Contractor will prepare and submit quarterly reports describing the work completed during the quarter to coordinate and deliver the convening(s). The Contractor shall provide the BSCC with digital versions of any materials or documents developed for the convenings.
  - The Contractor will participate in conference calls, virtual meetings, and in-person meetings with BSCC staff members as needed during the project period. The purpose of these meetings is for the Contractor to include and confer with BSCC staff in all planning activities. BSCC shall approve the agenda and facilitation plan in advance of the convening(s). Generally, the meeting format will be virtual; however, up to four in-person one-day meetings may be planned over the course of the contract period.

- The Contractor will gather all feedback received about the speaker(s), facility(ies), and convening(s) in general and produce a post event report that is delivered to the BSCC no later than 30 days after each convening.

### **Recommendation/Action Needed**

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Staff recommends that the Board:

1. Approve and authorize release of the RFP: Convening(s) of *CalVIP Grant Program, Cohort 4 Grantees: Specific Evidence-Based Violence Reduction Strategies*.
2. Authorize BSCC staff to review and rate the proposals that are received and to enter a service contract with the selected Contractor.

### **Attachments**

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B-1: February 10, 2022, BSCC Board Meeting, Agenda Item I

B-2: Request for Proposal: Convening(s) of CalVIP Grant Program, Cohort 4 Grantees: Specific Evidence-Based Violence Reduction Strategies