SINGLE SOURCE AWARD **BID # SS-0539-19**

Subject: Training and Technical Assistance Service for the Cure the Violence Public Health Violence Reduction Model

Department: Grant and Contract Compliance

Description of Purchase:
Recommend approval of single source award to the Public Health Insurance Institute of Metropolitan Chicago to provide training and technical assistance for the Cure the Violence public health violence reduction model. Period of service is from date of contract execution through September 30, 2019. Total expenditure amount not to exceed $140,000.00.

Funding Source: JXMA011MACV-03410 - To be executed by formal contract through the Office of General Counsel

Single Source Award To: Public Health Insurance Institute of Metropolitan Chicago

Price Justification: See Attached

Total Award: $140,000.00 **Requisition #:**

Attachments: Recommendation Memo, Single Source Form and Scope of Work

Certification as to Single Source: Damian Cook, Grant Administrator, Office of Grant and Contract Compliance

THE ABOVE PURCHASE IS RECOMMENDED FOR AWARD IN ACCORDANCE WITH CHAPTER 126.206.

Analyst: Annette Burney

Gregory Pease, Chief
Procurement Division

APPROVAL OF GENERAL GOVERNMENT AWARDS COMMITTEE

"ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS"

CHAIRMAN ***DATE***

ACTION OF AWARDING AUTHORITY DATE: _____

APPROVED_____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

City of Jacksonville, Florida

Lenny Curry, Mayor

Office of Grant and Contract Compliance
214 N. Hogan St.
Jacksonville, FL 32202
(904) 255-8742
www.coj.net

ONE CITY. ONE JACKSONVILLE.

MEMORANDUM

TO: **Greg Pease, Chief of Procurement**

06/06/19 14:02:56
Procurement

THROUGH: **Damian Cook, Grant Administrator**

FROM: **Patrick "Joey" Greive, Director of Administration and Finance Department**

SUBJECT: **Request for Single Source Procurement, Cure Violence Training & Technical Assistance**

DATE: **June 3, 2019**

The Office of Grant and Contract Compliance is requesting single source procurement with the Public Health Insurance Institute of Metropolitan Chicago for training and technical assistance services for the Cure Violence public health violence reduction model.

Although the overall crime rate is declining, the rate of violent crimes, such as murder, has remained elevated. The Cure Violence model is unique in its approach and in its success. Cure Violence approaches violence with the understanding that violence is an epidemic process that can be stopped using the same health strategies employed to fight all other epidemics. This theory of change utilizes carefully selected and trained workers, trusted members of the community, to stop the violence, change the behavior of the highest potential transmitters, changing community norms, and hospital response and follow up. Multiple cities that have implemented this model have seen over a 40% reduction in shootings and deaths.

In February 2019, Cure Violence staff visited Jacksonville to conduct an assessment of the need and suitability of the implementation of the Cure Violence model in Jacksonville. Their preliminary response was that Jacksonville has the necessary components for a successful implementation, and could see reductions in violence if the model is fully implemented. At that time, an emergency procurement was awarded to begin work immediately.

This procurement will allow Cure Violence staff to develop the implementation model and fund the remainder of the full proposal for training and technical assistance for the Cure Violence public health violence reduction model. The Public Health Insurance Institute of Metropolitan Chicago has developed and owns the Cure Violence public health violence reduction model and is the only vendor that can sufficiently implement due to their previous assessments and functional knowledge.

Cure Violence will be contracted through their fiscal agent, The Public Health Insurance Institute of Metropolitan Chicago, in the amount of $140,000. The funds for this contract will come from JXMA011-MACB.

SINGLE SOURCE REQUEST

Pursuant to the City of Jacksonville Procurement Code § 126.206 & § 126.312, when requesting a purchase from a vendor subject to the referenced sections, please complete this form to justify your request and submit to Procurement with applicable attachments.

REQUESTING AGENCY (DEPT./DIVISION): Office of Grants and Compliance/ Admin & Finance Deptartment

FUNDING SOURCE: JXMA011-MACB

BRIEF DESCRIPTION OF GOODS/SERVICES:

The Public Health Insurance Institute of Metropolitan Chicago for training and technical assistance services for the Cure Violence public health violence reduction model Cure Violence will provide comprehensive and intensive training, support and guidance throughout the pre-implementation, implementation, and evaluation stages vincluding pre-implementation assistance (staffing patterns, staff recruitment planning and hiring guidance), onsite trainings, e-learning, peer learning, database management,conference participation, communications assistance, policy development and advocacy and overall project management.

AMOUNT OF PROJECT (attach quote): $140,000

PROVIDE A SUMMARY OF THE SCOPE OF GOODS/SERVICES TO BE PROVIDED; IDENTIFY EACH ITEM, COMPONENT OR SERVICE BEING PROCURED (ATTACH QUOTE/PROPOSAL):

Training includes: Violence Interruption and Reduction Training (VIRT), Management Training: Interruption & Outreach, and Database and Documentation. Technical Assistance includes: Embedded Cure Violence TTA, Site Visits, On-going Support, Conflict Mediation Techniques, Recruitment of "Highest Risk", Engaging and Building Rapport (Highest Risk), Risk Reduction Planning, Using Data to Leverage Program Implementation, Using Data to Evaluate Success or Opportunities, Leading with Equity Spokesperson Training, Addressing Trauma, and Building a Health System to Prevent Violence.

PROVIDE A DETAILED JUSTIFICATION AS TO WHY THE REQUESTED GOODS/SERVICES CAN ONLY BE EFFICIENTLY AND EFFECTIVELY PROCURED THROUGH THE RECOMMENDED SINGLE SOURCE PROVIDER:

Cure Violence has provided an array of Training and Technical Assistance (TTA) to over 100 communities in over 10 countries. The services are adapted to each unique community based on the needs and capacity of the local partners. The TTA plans to implement two new replication sites in coordination with Jacksonville Mayor's Office. Cure Violence's ultimate goal is to provide quality TTA services to assist in ending the violence epidemic. Based off of their experience with implementation and ownership of the public health violence reduction model, the Public Health Insurance Institute of Metropolitan Chicago is the most equipped and capable of achieving Program goals.

ASSERT THAT YOU HAVE RESEARCHED THE AVAILABILITY OF THE REQUESTED GOODS/SERVICES FROM OTHER SOURCES IN APPLICABLE MARKETS AND HAVE DISCUSSED AND EVALUATED THE SAME WITH COJ'S PROCUREMENT AND EBO DIVISIONS:

The Office of Grant and Compliance has researched this need and recommends the Public Health Insurance Institute of Metropolitan Chicago to implement the Cure Violence public health violence reduction model based on the knowledge and unique capability to provide oversight due to their ownership of the model and previous implementations.

Submitted by: Damion Cook (Name) Grant Adm (Title)

Date: 6/6/19

Requesting Agency's Director's Signature:

Procurement Division ML

March, 2017

Leslie-Burney, Annette

From: Dignan, Devon
Sent: Monday, June 10, 2019 12:02 PM
To: Leslie-Burney, Annette
Cc: Dignan, Devon
Subject: Public Health Insurance Institute (Chicago) Info

Hi Annette,

Grant/Subobject: JXMA011MACV-03410
Pop: Date of Contract Execution – 9/30/2019

Please let me know if you need anything further.

Thank you,
Devon

Devon Dignan
Grants Compliance Officer
City of Jacksonville | Office of Grants & Contract Compliance
214 N. Hogan Street
Jacksonville, FL 32202
(904) 255-8115

CITY OF JACKSONVILLE

Cure Violence Training and Technical Assistance
Scope of Services: Jacksonville

Cure Violence has provided an array of Training and Technical Assistance (TTA) to over 100 communities in over 10 countries. The services are adapted to each unique community based on the needs and capacity of the local partners. The following is a proposed TTA plan to implement two (2) new replication sites in coordination with Jacksonville Mayor's Office. Cure Violence's ultimate goal is to provide quality TTA services to assist in ending the violence epidemic.

Full Replication

Cure Violence will provide comprehensive and intensive training, support and guidance throughout the pre-implementation, implementation, and evaluation stages. This includes pre-implementation assistance (staffing patterns, staff recruitment planning and hiring guidance), onsite trainings, e-learning, peer learning, database management, conference participation, communications assistance, policy development and advocacy and overall project management. Cure Violence will provide its core training modules, as stipulated in the Schedule of Activities, which includes:

Training

Violence Interruption and Reduction Training (VIRT)

The Cure Violence - Violence Interruption and Reduction Training (VIRT) has been developed for outreach workers, violence interrupters, and other administrative staff. It includes a mix of presentation of core concepts and skill development through demonstration and practice. The curriculum is focused on four core areas: 1) Introduction to interruption and outreach, including roles and responsibilities with an emphasis on boundaries and professional conduct; 2) Identifying, engaging and building relationships with participants and prospective participants, assisting participants to change their thinking and behavior as it relates to reducing risk for injury/re-injury and/or involvement in violence; 3) Preventing the initiation of violence or retaliatory acts when violence occurs through mediation and conflict resolution; and 4). Working with key members of the community, including residents, faith leaders and service providers through public education, responses to violence and community building activities. This training includes conflict mediation, identifying those at highest risk and elements of other trainings listed below.

Management Training: Interruption & Outreach

The Cure Violence Management Training is conducted to impart management-level staff with critical knowledge, skills, strategies, and insights specific to managing a health intervention, frontline staff (Violence Interrupters & Outreach workers), strategic recruitment and deployment of staff, building a strong team, creating a positive work environment, enforcing accountability, mobilizing the community and shifting community norms that perpetuate violence. This training is designed to prepare management for providing oversight of the day to day operations, including potential programmatic challenges, strategic planning and the use of data to guide the work and problem solving based upon nearly 20 years of programmatic experience, current staff and community dynamics.

Database and Documentation

Cure Violence developed a database system to collect and analyze program components of the CV intervention based on 15 years of developing documentation tools and techniques for outreach work to prevent violence. The system is web-based and password protected. It collects data related to all programmatic activities, including outreach participants, case management, community activities, violent incidents, community mobilization, public education, and conflict mediations. Participants are trained on using the database system for tracking and analysis to monitor and strengthen their programs. This training typically comes with access for up to 25 people to use the Cure Violence database. For the purposes of this Agreement, database access will be provided for all site staff and individuals providing oversight of the project. This service includes analysis, weekly reports, regular check-in calls, and maintenance.

Technical Assistance

Embedded Cure Violence TTA

After the initial set of trainings for each site are completed (VIRT, Management, and Database), Cure Violence will assign one of the lead TTA staff to stay in Jacksonville and help manage the site for a week or two (depending on need) to ensure all trainings, protocols, and strategies are implemented correctly.

Site Visits

Quarterly site certification visits will be conducted over the course of the contract period. These visits will allow Cure Violence staff to ensure that the lessons from the TTA have been embedded into the local work. Site visits will include observation of daily operations and opportunities to provide onsite feedback as the sites work towards Cure Violence certification. The visits will include booster trainings based on the Cure Violence model based on the weekly calls and observation in the field.

On-going Support

Ongoing support will be provided through weekly conference calls with each site and representatives of the Mayors office. These calls will include analysis and review of the weekly data reports. Cure Violence TTA staff will also be available to provide immediate crisis response assistance in addition to the scheduled calls, as needed.

To maintain the Cure Violence work, embed the best practices learned and optimize the model, it is recommended to continue the TTA beyond year 1. Post year 1, Cure

Violence offers a variety of Booster trainings to advance the work. This includes but is not limited to:

Conflict Mediation Techniques

Cure Violence has extensive experience working in communities facing high rates of violence and historically entrenched conflicts. The Conflict Mediation Techniques training builds on the many years of experience and enhances the skills of participants who are already involved in outreach and interruption work. The techniques covered in this training are specifically designed for working with individuals at highest risk for involvement in violence and for the rapid cooling of conflicts headed towards violence. This includes skills for maintaining the safety of everyone involved, including outreach staff.

Recruitment of "Highest Risk"

Recruitment of those at highest risk for involvement in violence can pose one of the greatest challenges to outreach efforts and programs. This training provides participants already identified as "credible messengers" with specific skills and tools for building a recruitment plan. This includes mapping the target area(s), identifying groups, social networks, individuals of influence, known on-going conflicts and sources of conflict. Participants are guided through several learning modalities and scenarios specific to their work and their communities. The successful recruitment of those at highest risk is critical for long-term reductions in violence across communities.

Engaging and Building Rapport (Highest Risk)

Credible messengers often have an established rapport with those at highest risk, which is why hiring the right people is essential. However, building relationships so that individuals are willing to engage in behavior change and spreading the nonviolence message often requires a different set of skills. This training identifies various ways to connect with community members who are involved in or at risk for being involved in violence as well as techniques for establishing trust with high risk target populations and securing their buy-in to the intervention program.

Risk Reduction Planning

Planning and goal setting is critical to working with program participants. While many other interventions rely on traditional case management, Cure Violence has determined a need to provide services that differ from traditional case management. This 2-day training walks participants through the non-traditional case management steps and nuances of reducing risk by creating and following risk reduction plans. These plans build a roadmap to ensuring that program participants are leading their behavior change process and working to identify needed resources and/or ways in which they can reduce their likelihood for involvement in violence. Risk reduction planning provides an opportunity to engage with other service providers, vetted and identified as quality services that meet the needs of those at highest risk. Confidentiality, low-hanging fruit, social services, fast tracking and follow-up will be discussed during this two-hour interactive training.

Using Data to Leverage Program Implementation

This training focuses on how data should drive the work and promote effectiveness and efficiency. It includes ways in which programs can increase the use of data to inform all aspects of their work. Participants will gain the skills necessary to use internal and external data sources in their daily work. Both the Cure Violence database and other forms of predictive analytics will be examined as examples of using data strategically. The success of programs depends on the meaningful use of data and consistently and strategically using this form of knowledge to drive all program activities.

Using Data to Evaluate Success or Opportunities

Cure Violence has been independently evaluated numerous times verifying success in many areas including homicide and shooting reduction; norm change; spread of the reduction to surrounding areas and more. This training will allow participants to do a deep dive into the evaluations to determine which indicators are most relevant for their community and for their project. Participants will learn how to use data and evaluation results to tell the story of their work to a variety of audiences. This is a critical element for buy-in, sustainability, policy development, community awareness and reframing how violence is addressed.

Leading with Equity

Applying an equity lens to violence prevention work is critical to ensure long-term positive outcomes for communities most impacted by violence. This training will assist participants in developing strategies to change perceptions, increase accountability, and align resources in partnership with communities.

Spokesperson Training

Participants of this training receive the knowledge and tools to become champions for the health approach to violence prevention and promote action at the local and national level. One and two day trainings are available. The two-day training includes application, planning and individual coaching based on the needs of the audience. The knowledge gained through this training provides participants with a framework for increasing awareness and advocacy in their agency, organization, and community.

Addressing Trauma

Trauma plays a critical role in the perpetuation of violence and impacts people who have been affected by violence both directly and indirectly. This training explores the complexity of trauma and prepares participants to begin implementing trauma-informed tactics to their programming both for staff and for program participants. One and two day trainings are available. The two-day training includes an introduction to vicarious trauma and safety planning for self-care and healing.

Building a Health System to Prevent Violence

This training requires the participation of city and community leaders. Participants will learn about the power of the public health approach and the various best practices that need to be scaled to have an integrated, holistic, equitable approach to violence prevention across all sectors. The training builds off of the Framework developed by The Movement Towards Violence as a Health Issue (www.violenceepidemic.org), co-led by Cure Violence. This 4-day session will be co-facilitated with other national partners who will share lessons from cities across the country and identify key steps each city can

take to leverage existing work into a sustainable system. Data, partnering, streamlining, accountability, incentives, consistency and messaging will be discussed as well as other factors that will determine the success of each effort. Participants will leave with a plan for next steps in developing their new health system for violence prevention.

TTA services for subsequent years are offered at a reduced rate based on the needs of the jurisdiction.

Schedule of Activities

Timeframe	Activity
Pre-Implementation	• Staffing assistance - Staffing patterns - Recruitment planning - Hiring guidance/assistance • CBO capacity building
Quarter 1	• VIRT 1 • Management Training 1 • Database Training • Embedded TTA • Weekly calls • Weekly data reports • Site Certification Visit 1
Quarter 2	• Weekly calls • Weekly data reports • Site Certification Visit 2
Quarter 3	• Weekly calls • Weekly data reports • Management Training 2 • VIRT 2 • Database Training • Embedded TTA • Site Certification Visit 3
Quarter 4	• Weekly calls • Weekly data reports • VIRT 3 (if needed) • Management Training 3 (if needed) • Database Training (if needed) • Embedded TTA (if needed) • Site Certification Visit 4

Cost

This TTA package is valued at $150,000. Travel, lodging and administrative services are included in this cost.

QWS3270X 6/14/2019 3:39 PM

FAML6350 V5.1 ** NW COJ FAMIS PRODUCTION ** 06/14/2019

LINK TO: ACCOUNT SUMMARY INQUIRY 3:39 PM

FISCAL MO/YEAR : 09 2019 CURRENCY CODE :

INDEX CODE : JXMA011MACV MAYORS CURE VIOLENCE PROGRAM

SUBOBJECT : 03410 CONTRACTUAL SERVICES

PROJECT :

PROJECT DETAIL :

GRANT :

GRANT DETAIL :

USER CODE :

S	JUNE 2019	ANNUAL BALANCE	ALL YEARS BALANCE
ESTIMATED REVENUES	.00	.00	.00
REVENUES	.00	.00	.00
UNREALIZED REVENUES	.00	.00	.00
BUDGET	.00	150,000.00	150,000.00
EXPENDITURES	.00	.00	.00
ENCUMBRANCES	.00	.00	.00
PRE-ENCUMBRANCES	.00	.00	.00
REMAINING BALANCE	.00	150,000.00	150,000.00

F1-HELP F2-SELECT F4-PRIOR F5-NEXT

F9-LINK F10-PRIOR-MO F11-NEXT-MO

G014 - RECORD FOUND