I. PURPOSE OF REQUEST:

The St. Louis Area Violence Prevention Commission (VPC) through its fiscal agent the Saint Louis MHB (MHB) will contract with qualified Consultants or Firms to provide capacity building technical assistance to grassroots organizations that are self-described as providing at least one violence prevention and/or violence interruption program in the City of St. Louis. The goal of the consulting engagement is to ensure that organizations have the capacity to successfully manage their grant funded program. This program will be administered collaboratively with the City of St. Louis Office of Violence Prevention with support from the National League of Cities Initiative. Technical assistance must occur between August 1, 2023 – December 31, 2024. A maximum of $50,000 is available for this technical assistance program.

II. OVERVIEW OF MHB:

Established in 1994, the Saint Louis Mental Health Board is an independent governmental taxing authority charged with collecting and distributing two local property taxes—the Community Mental Health Fund and the Community Children’s Services Fund—for purposes consistent with Missouri State Statutes and approved by the voters. Our purpose is to create an equitable, thriving community by investing in the provision of quality behavioral health and children’s services that promote mental health wellness for the residents of the City of St. Louis. MHB does not provide services directly but makes grants and other funding available to area non-profits who provide direct services. More information can be found within our website at www.stlmhb.com.

III. OVERVIEW OF VPC:

VPC works to reduce violent crime in the region by promoting and advocating for coordinated, well-resourced policies, support systems, and interventions among area governments, institutions and agencies that serve individuals and families most at risk of violent crime. VPC is a regional, cross-sector collaboration.

Role: To align, convene, communicate, and connect the organizations addressing Gun Violence Prevention and Reduction.

Goal: A reduction in gun related crimes, injuries, and deaths throughout the St. Louis Region focusing on high-risk youth.

Vision: VPC envisions a St. Louis region where communities enjoy quiet nights and the sounds of children playing during the days. A St. Louis that is a safe and desirable destination for businesses and residents. A St. Louis in which all community members feel protected and served by law enforcement and empowered to have a voice in important regional issues.

More information can be found on our website at www.stlareavpc.org.

Revised 06/30/2023
IV. OVERVIEW OF OVP:

Founded in July 2022, the City of St. Louis Office of Violence Prevention (OVP) coordinates public safety resources and community violence intervention programs to make St. Louis neighborhoods safer. The new division, funded in part from the America Rescue Plan, is designed to improve public safety outcomes using data-driven community violence intervention strategies. Board Bill 65 authorized the creation of the Office of Violence Prevention.

More information can be found on our website at https://www.stlouis-mo.gov/ovp/

V. SCOPE OF SERVICES REQUIRED:

VPC/OVP are seeking consultants to provide technical assistance to grassroots organizations as described below.

1. **Legal Entity** – Consultants will work with organizations to identify options for establishing a legal identity and corporate structure that makes sense for the type of programs and services the organization plans to deliver. The consultant may also assist with completing applications for nonprofit status, registering with federal, state, and local government, developing corporate documents (such as by-laws, operations manuals, etc.), and applying for required licenses and insurances.

2. **Program Development** – Consultants will review program activities to assist with developing basic manuals, training materials, and process documents that can be used to describe program delivery.

3. **Communications** – Consultants will create basic internal and external communications plans that strengthen the branding and recognition of the organization and/or program. The consultant may assist with social media management, content creation, website development, and graphic design.

4. **Programmatic Reporting** – Consultants will create a basic plan for collecting and tracking participant data and program outcomes and make recommendations for data management processes and systems. The consultant may assist with data analysis and report creation.

5. **Budget and Financial Management** – Consultants will review revenue and expense tracking budgets and financial management practices to help organizations monitor grant compliance for multiple funding streams.

6. **Financial Reporting** – Consultants will review accounting practices to develop a plan to apply Generally Accepted Accounting Principles to invoicing, budgeting, and preparation of financial reports.

7. **Fundraising Plan** – Consultants will create a basic fundraising calendar that identifies funding opportunities that are appropriate for the organization. The consultant may also assist with grant writing, event planning, donor solicitation, and prospecting.
VI. KEY CONSIDERATIONS:

Eligible Grassroots Organizations

In selecting organizations that qualify for technical assistance, VPC will consider the criteria listed below. Please note that an organization does not have to meet every criterion in order to be selected.

Capacity Considerations:
1. Organizational leadership is from a St. Louis community (geographic or demographic) that experiences high levels of gun violence.
2. Organization is volunteer-run or has a paid staff size of fewer than ten full-time employees.
3. Organization is not formally incorporated as a nonprofit 501c3 or has been incorporated for less than five years.
4. Organization has a documented (bank statements, financial statements, etc.) annual operating budget of less than $750,000.
5. Organization has experienced rapid and/or significant growth in budget or staff that requires stronger administrative infrastructure.

Role of VPC
The St. Louis Area Violence Prevention Commission will select grassroots organizations to participate in the technical assistance program and connect the organizational leader with a consultant. When possible, the consultant will be selected in partnership with the grassroots organization. The selected consultant will then work directly with the organization to identify their specific technical assistance needs. The process as described below can usually be completed in 2-3 meetings.

1. Organizational Assessment – through an intake meeting, the VPC Consultant will conduct a SWOT analysis to identify capacity building needs.
2. Organizational Development Plan – the VPC Consultant will use assessment results to co-create a capacity strengthening plan for the organization. This may include recommendations and referrals that are outside of the scope of the TA Consulting Agreement.

Technical Assistance Plan
VPC will execute a TA Consulting Agreement between the selected consultant and grassroots organization that includes a budget, timeline, and key deliverables. The timeline should be achievable and realistic and not exceed 15 months. Both the consultant and grassroots organization will be responsible for submitting periodic progress reports to VPC. VPC will make invoice payments for technical assistance services directly to the consultant.

Revised 06/30/2023
VII. SUBMISSION REQUIREMENTS:

Consultants interested in being considered for the Technical Assistance Partnership must submit a proposal as outlined below with the subject “VPC TA Partnership” via email to grants@stlareavpc.org by July 31, 2023.

A. Contact Information
   1) Provide basic information such as the business name, address, email, phone number, name and title of a contact person.

B. Statement of Qualifications
   1) Consultant Summaries: Provide brief bios and qualifications for each individual that may be involved in providing services. Clearly indicate which technical assistance categories you are offering to provide and your experience in each.
   2) Experience with Grassroots Organizations: Describe your experience working with grassroots organizations. Briefly describe your general philosophy/core values for working with grassroots organizations.

C. Approach
   1) Capacity and Availability: Please estimate the number of hours per month that you are available to provide the described technical assistance. Summarize your proposed schedule and availability for in-person and virtual meetings (for example days or time ranges that you are available to work directly with organizations).
   2) Cost: Please provide hourly rate(s) for the described technical assistance categories.

D. References
   1) Provide a list of 3 references with contact information that includes the name and type of organization you worked with along with a brief description of the type of relevant support you provided.

VPC reserves the right to offer one contract to a single firm with the capacity to deliver the full scope of services or contracts to multiple firms delivering specific services.

VIII: SELECTION PROCESS/TIMETABLE

The VPC team will review proposals submitted for completeness, responsiveness, relevant experience, and cost effectiveness. Proposals must be submitted by July 31, 2023.

Consultants may be contacted for additional information by email, phone, or through virtual or in-person meetings. The selected consultant should be prepared to enter into a contract with a start date in August 2023.

IX: CONTACT INFORMATION

For more information contact Serena Muhammad, Deputy Director, (314) 535-6964, ext. 14 or email to: smuhammad@stlmhb.org.

Revised 06/30/2023