



REQUEST FOR PROPOSAL (RFP)

The California Partnership to End Domestic Violence (Partnership) invites you to submit a proposal for a STATEWIDE NEEDS ASSESSMENT. At this time, we anticipate a 9-to-12-month engagement.

Additional information about our organization, project and scope of contracting services are provided in subsequent pages.

Questions Regarding RFP

Inquiries concerning this RFP should be submitted to jennifer@cpedv.org using the subject line: ***“Statewide Needs Assessment RFP Inquiry”***

Submission of Proposals

Documents must be submitted in the following formats:

- Single space, 1” margins
- Not to exceed 20 pages
- 12-point font
- Word, Excel, or PDF

Completed proposals:

- Via e-mail to jennifer@cpedv.org by 11/1/2024

NOTE

All costs related to the submission of this RFP must be assumed by the submitting individual/organization. No expenses will be reimbursed.

SECTION I. ORGANIZATIONAL OVERVIEW

The California Partnership to End Domestic Violence (the Partnership) is California's recognized domestic violence coalition, representing over 1,000 advocates, organizations and allied groups throughout the state. Through our public policy, communications and capacity-building efforts, we align prevention and intervention strategies to advance social change. We believe that by sharing expertise, advocates and policymakers can end domestic violence. For nearly 40 years, we have inspired, informed and connected all those concerned with this issue, because together we're stronger.

SECTION II. SCOPE OF WORK

A. Description

The California Partnership to End Domestic Violence is seeking proposals from qualified researchers, consultants, and/or firms to conduct a comprehensive statewide needs assessment for our Coalition in compliance with the Family Violence Prevention and Services Act (FVPSA). This assessment will guide strategic planning and ensure the effective allocation of resources to support domestic violence prevention and intervention efforts across the state.

The primary objective of this needs assessment is to identify and analyze the current needs, gaps, and strengths within the domestic violence service system across the state of California. The assessment will also provide actionable insights to enhance service delivery, improve coordination among service providers, and inform policy recommendations. This assessment should also be designed in a way that can be re-evaluated and easily implemented every five years.

B. Scope of Contracted Services

This proposal is not to exceed \$ \$48,500
Responsibilities will include:

Project Planning and Management

- Develop a detailed project plan including timelines, milestones, and deliverables.
- Conduct a kickoff meeting with the California Partnership to End Domestic Violence and a project team of key stakeholder organizations to refine the objectives and expectations of the needs assessment.
 - The Project Team will include the Partnership, California Governor's Office of Emergency Services, the state's Tribal Domestic Violence Coalition, Tribes, and other underserved population representatives.
- Provide regular progress updates and a final report summarizing findings and recommendations.

Data Collection and Analysis

- Conduct a comprehensive review of existing data and reports related to domestic violence services in the state.

- Design and administer surveys and/or interviews with key stakeholders and communities, including service providers, survivors, and community organizations.
- Analyze quantitative and qualitative data to identify trends, gaps, and emerging needs.

Stakeholder Engagement

- Engage with a diverse group of stakeholders through focus groups, interviews, and surveys.
- Facilitate meetings and discussions with domestic violence advocates, service providers, community members, other community-based services, and survivors to gather insights and feedback.

Needs Assessment and Findings Report

- Prepare a detailed needs assessment report that includes:
 - Executive Summary: Key findings and recommendations.
 - Methodology: Approach and tools used for data collection and analysis.
 - Findings: Analysis of current needs, gaps, and strengths in the domestic violence service system.
 - Recommendations: Strategic recommendations for addressing identified needs and gaps.
 - Appendices: Supporting data, survey instruments, and interview protocols.

Presentation and Dissemination

- Present findings and recommendations to California Partnership to End Domestic Violence, project team, and relevant stakeholders.
- Provide recommendations for effective dissemination of the report to ensure broad accessibility and impact.

Deliverables

- Detailed project plan with timelines and milestones.
- Regular progress reports.
- Comprehensive needs assessment report (both digital and printed copies).
- Presentation of findings and recommendations.

C. Timeline

RFP Released	9/16/2024
Proposal Due	11/1/2024
Contract Awarded	11/27/24
Work commences	12/1/2024
Work completed	11/30/2025

D. Qualifications

The selected researcher or contractor will demonstrate the following knowledge, skills, experience:

- At least 5+ years in business

- Experience with Needs Assessments - Proposals should demonstrate significant experience in conducting comprehensive needs assessments, particularly within the social services or public health sectors.
 - Ideal candidates will have experience in assessing service systems and identifying gaps, strengths, and opportunities for improvement.
- Experience conducting outreach, focus groups and interviews with vulnerable and hard to reach populations.
- Experience working with historically underserved communities.
- Experience working with organizations addressing Domestic Violence or Related Fields - Experience with research specifically within the domestic violence field or closely related areas (e.g., victim services, trauma-informed care) is highly desirable. This includes familiarity with the complexities of domestic violence service systems and an understanding of the challenges faced by service providers and survivors.
- Demonstrated knowledge of and experience implementing both qualitative and quantitative data collection and analysis
- Demonstrated communication and writing skills
- Demonstrated ability to engage a diverse range of stakeholders, including survivors, service providers, and policymakers. Experience facilitating discussions and workshops in a way that is trauma informed and that lead to meaningful feedback and collaboration is essential.
- Familiarity with the Family Violence Prevention and Services Act (FVPSA) and other relevant regulations or standards related to domestic violence services is not required but is beneficial. This includes understanding compliance requirements and best practices for needs assessments in this context.
- Strong skills in preparing comprehensive, clear, and actionable reports. Proposals should include examples of previous reports or publications that demonstrate the ability to present findings and recommendations effectively.

SECTION III. PROPOSALS

Those wishing to submit proposals for this Contract should carefully review and submit the following information:

A. General Information

- Name of Individual/Organization
- Contact Person
- Title
- Mailing Address
- Telephone Number
- E-mail
- Website

B. Organizational Overview

- Describe your organization, history and scope of practice
- Provide brief biographies of proposed team (w/ resumes attached)

C. Qualifications

- Briefly explain why you/your firm is a good fit with our organization and this project
- More specifically, describe how you/your firm meet the required qualifications outlined above (Sec. IID).

D. Proposed Work Plan & Timeline

- Description of proposed process to be used to fulfill the Scope of Work/Project Deliverables noted above
- Outline of key steps, persons responsible and proposed timelines to complete each item

E. Client Management Services & Fees

- Process for managing project, including communications with the Partnership
- Measures and reports to be used to keep project on track and demonstrate fulfillment of expected deliverables
- Proposed project budget aligned with activities in Scope of Work
- Budget narrative, justification and methods of calculation

F. References

- List of clients (name only) for whom you/your company have provided similar consulting services
- Contact information for three (3) specific professional references

SECTION V. ADDITIONAL TERMS

A. Applicant Rights

All materials submitted in response to this RFP become the property of the Partnership upon delivery and shall be appended to any formal documentation, which would further define or expand the contractual relationship between the Partnership and the Consultant/Contractor. Each applicant, as an express condition for the Partnership's consideration of such proposal, agrees that the contents of every other proposal submitted by other applicants with respect to this RFP are confidential, proprietary and trade secret information in all technical areas and waives any right to access such proposals during the RFP process. No submissions or supporting documentation will be returned to the submitting applicant. Neither party shall be liable for disclosures that are required by law.

B. Conflict of Interest

Proposing companies/entities are asked to identify any conflicts of interest in serving the Partnership and to clarify, if applicable, how conflicts will be managed/mitigated to ensure the best interests of the Partnership are met.

C. Reservation of Rights

This RFP does not commit the Partnership to award a contract, to pay any costs incurred in the preparation of the proposal to this request, or to contract for services. The Partnership reserves the right to accept or reject any or all proposals received

as a result of this request, to negotiate with any qualified persons or organizations, or to cancel in part or in its entirety this RFP if, at the sole discretion of the Partnership, the organization determines that it is in its best interest to do so.