



Request for Proposal (RFP): Project Co-Lead
Strategic Roadmap: Enhancing Services for Older Black and African American Abuse Survivors

The National Clearinghouse on Abuse in Later Life (NCALL), a project of End Domestic Abuse Wisconsin – the Wisconsin Coalition Against Domestic Violence (End Abuse) is seeking proposals for a consultant to co-lead the development of materials for direct service providers and criminal justice stakeholders on enhancing services for Black and African American victims of abuse in later life.

The goal of the Strategic Roadmap project is to develop stakeholder-driven resources, informed by roundtables and key informant interviews, aimed at improving collaboration among direct service providers, criminal justice stakeholders, and African American culturally-specific organizations. Resource materials will include strategies for supporting culturally-specific organizations as part of a community response to improve services for older Black and African American victims of abuse.

The contracted consultant in this position will work collaboratively with lead NCALL staff and other contracted project consultants who will provide subject matter expertise to co-construct resource materials that will be distributed nationally to professionals in the victim services and criminal justice fields. Additional strategic planning and logistical support will also be provided by NCALL staff.

Project Period and Key Dates

The expected project period will be from March 1, 2022 – September 30, 2023. The following estimated timeline is designed for a resource release date of July 1, 2023. Key dates are as follows (tentative):¹

¹ The expert consultant for this project will collaborate with lead NCALL staff to determine the feasibility of this timeline and the details of the project work plan.

Important Dates and Project Phases	Date	Estimated Hours per Phase*
Submission Period for Proposals	December 2, 2021 – January 30, 2022.	N/A
NCALL proposal review period	January 30 – February 4, 2022	N/A
Expected execution date of project contract	March 1, 2022	N/A
Phase 1: Planning and Participant Engagement	March 1 – April 14, 2022	25-35
Phase 2: Information Gathering	April 15 – July 31, 2022	50-60
Phase 3: Information Analysis	August 1 – September 30, 2022	30-40
Phase 4: Product Development & Approval	October 1, 2022 – May 31, 2023	100-120
Phase 5: Product Dissemination	June 1 – September 30, 2023	15-25

*Hours listed are negotiable based on project development and consultant availability.

Scope of Services

Following are the desired, key services for the contracted consultant of the Strategic Roadmap: Enhancing Services for Older Black and African American Abuse Survivors project. The activities listed below are examples of key services to be provided and are not fully inclusive of all activities:

Overall Project Duties

- Co-lead the project with NCALL lead staff; meet 2-4 times per month with NCALL lead staff for planning and product development.
- Engage the subject matter experts and stakeholders in a project team, and, in consultation with NCALL lead staff, plan and co-facilitate project team meetings.

Phase 1: Planning and Participant Engagement

- Finalize project work plan.
- Identify subject matter experts and stakeholders in the elder abuse and gender-based violence fields who have expertise in the experience of programs serving older Black and African American victims of abuse and financial exploitation.
- Outreach to potential participants.

- Start project team meetings as outlined in Overall Project Duties section above.

Phase 2: Information Gathering

- Work collaboratively with NCALL lead and support staff and the project team to plan and carry out two roundtable events including culturally-specific program representatives and representatives from other victim services providers and criminal justice stakeholders; determine roundtable participants, topic areas, and facilitation process; assist in carrying out all aspects of roundtable events.
 - Roundtable events may be virtual or in-person, depending on the preferences of roundtable participants and public health recommendations at the time of the events.
- Work collaboratively with NCALL and the project team to plan and conduct key informant interviews with key subject matter experts and other stakeholders.

Phase 3: Information Analysis

- Work collaboratively with NCALL staff and the project team to summarize information from roundtable events and key informant interviews. Identify key issues and recommendations.
- Engage the project team and others to clarify issues and recommendations.

Phase 4: Product Development and Approval

- With the NCALL lead staff, co-write the resource material for direct service providers and criminal justice stakeholders.
- Gather feedback from the project team and funder in an iterative writing process.

Phase 5: Product Dissemination

- Provide recommendations on dissemination strategies for a national audience of direct service providers and criminal justice stakeholders.
- Participate in meetings or presentations, as relevant, to share information with stakeholders and other interested parties on the resource material.

Qualifications of Bidder

The contracted consultant for this project must possess an array of qualifications that include, but are not limited to:

- Experience working in culturally-specific programs focused on Black or African American victims of abuse.
- Experience working at the intersection of elder abuse and gender-based violence.
- Experience working in or collaborating with national elder abuse and/or gender-based violence partners.
- Organized, excellent written and verbal communication skills, ability to complete tasks on time, and a flexible schedule given that some weeks may involve more hours than others.
- Experience co-leading projects.
- Strong project management skills.
- Strong facilitation and interviewing skills.
- Strong writing skills with preferred experience writing resource materials for direct service providers.

Requirements of Proposals

Bidders to this project should submit proposals in a similar format as provided in the template included in this RFP. All proposals must be submitted electronically with the header: **“Bidder Proposal: NCALL Strategic Roadmap.”**

Each bidder to this RFP is expected to fully inform themselves on all aspects of the work required to be performed during this project. The bidder, through a written electronic proposal, will need to provide evidence of their proven ability and experience to undertake the duties detailed in this RFP.

All proposals must be submitted by written, electronic copy by 11:59 PM on Sunday, January 30th.

All proposals are to be submitted to NCALL’s Director, Kristin Burki. NCALL reserves the right to seek clarification or additional information from any Bidder related to their proposal.

For more information about this project, contact Kristin Burki (kburki@ncall.us). NCALL, a project of End Domestic Abuse Wisconsin, is committed to creating a world that respects the dignity of older adults and enhances the safety and quality of life of older victims and survivors of abuse. NCALL is a long-time national leader, technical assistance provider, and resource center on abuse in later life. To learn more, visit www.ncall.us.

**Project Co-Lead: Strategic Framework to Enhance Services and Systems for Black
and African American Victims of Abuse
RFP – Proposal Template**

Bidder's Details

Full Name:

E-mail Address:

Phone number:

Contact Officer Information (if different than above):

Contract Manager:

Please provide this information if the person responsible for general liaison and accepting and issuing any written notices under any awarded contract.

Name and Position Title:

Telephone:

Email:

Bidder's Proposal

Describe how you will provide the services to meet the requirements set out in this proposal by submitting a proposal addressing sections 1-4 below.

1. Capacity and Experience

- Describe your experience that demonstrates your capacity to engage with local and national stakeholders and subject matter experts in the areas of elder abuse and/or gender-based violence.
- What is your history of identification with, connection to, or partnership with organizations serving older Black or African American victims of abuse and financial exploitation?
- Please detail your project management experience and describe an example of a complex project you managed, your role, and the processes used to ensure the project was managed to ensure its outcomes were met.
- Please describe your approach to developing resource materials or similar written products, including your engagement with stakeholder or subject matter experts in the writing process. Please provide a writing sample of a resource material or similar written product.
- Please attach your CV and/or resume.

2. Budget

Prepare a competitive budget for the project, including a budget justification for the contractor's hourly rate. Consider the following parameters:

Maximum contract amount: \$20,000

Maximum contractor rate: \$75/hour

Estimated range of hours: 220-280

3. Other Relevant Information

Provide any additional details, information, or evidence you deem necessary to allow RFP evaluators to effectively determine your ability to deliver the services detailed in this project.

4. Assurances

Complete the assurances form on the following page and submit it with your proposal.

Assurances Form

Request for Proposal (RFP): Project Co-Lead Strategic Roadmap: Enhancing Services for Older Black and African American Abuse Survivors

Bidder's Name: _____

Conflict of Interest

I affirm that there is no conflict of interest (real or perceived) with undertaking the role of contracted consultant for this project. If there is a conflict of interest, please include a recommended plan to manage the conflict of interest in your proposal.

Examples of real or perceived conflicts of interest include but are not limited to: being a current End Domestic Abuse Wisconsin staff or Board member, having any financial interest tied to any End Domestic Abuse Wisconsin program, or being related to End Domestic Abuse Wisconsin staff or Board members.

Initial and date: _____

Assurances

I affirm that I maintain insurance policies (i.e. liability insurances) relevant to the delivery of services identified in this RFP, in the event that the I am awarded the contract.

Initial and date: _____

Equipment and licenses

I affirm that I possess and maintain all equipment, programmatic and professional and other licenses required and relevant to the delivery of services detailed in this RFP, in the event that the I am awarded the contract.

Initial and date: _____