



The City of Saint John

Request for Proposals

**2022-081601P – Community Partner –
Building Safer Communities Fund (BSCF)**

Saint John, New Brunswick

Request for Proposals No.: 2022-081601P –
Community Partner – Building Safer Communities Fund (BSCF)

Issued: Tuesday, December 13, 2022

Submission Deadline: Wednesday, January 25, 2023, 4:00:00 pm, AST

1.0 INTRODUCTION

1.1 Background

The City of Saint John is eligible to receive funding totaling \$ 972,992.38, from the Public Safety Canada **Building Safer Communities Fund (BSCF)**. The Fund provides Municipalities an opportunity to enhance community-based prevention and intervention strategies to tackle gun and gang activities.

The purpose of this Request for Proposals to seek interest from eligible non-profit and community organizations, which focus on children, youth, and young adults (hereinafter referred to as youth) for funding support:

- to enhance community knowledge of existing and emerging factors related to gang and gun violence and
- to support the planning, development and implementation of associated prevention and intervention programs, practices, and initiatives.

1.2 Description of Fund

The funding is provided in four (4) annual portions, beginning in April 2022 and ending in March 2026, based upon workplans submitted by the City to Public Safety Canada.

TABLE 1 BSCF Allocation – City of Saint John

Year	Funding (\$)
2022-23	97,992.38
2023-24	340,547.30
2024-25	340,547.30
2025-26	194,598.48
Total	972,992.38

The City is permitted to:

- Redistribute the funding to organizations running programs aimed at engaging children, youth and young adults in skill- based activities, trauma recovery and/or focusing on departure from gangs. These organizations should be incorporating crime prevention models that have proven to work in the Canadian context.

- Redirect funding to national organizations that provide services within the community.

The Saint John Police Force is not eligible to receive the funding under the BSCF. However, they may support the work of other agencies, i.e., through in-kind services, data and information sharing.

This funding opportunity is being provided in the form of a grant per project and will be awarded to successful proponents in the manner as described within this document. Funding provided by the BSCF will be available to support projects and initiatives on an ongoing basis until March 2026, conditional upon successful proponents meeting the terms and conditions of a Memorandum of Understanding (MOU) (or similar agreement) with the City and the availability of funding from Public Safety Canada.

1.3 Objectives

In lieu of directly planning for and using the available funds, the City wishes to redistribute the funds allocated for the period April 01, 2023, to March 31, 2026, to eligible local organizations. In doing so, the City has the following key objectives:

1. To develop an evidence-based and supportable understanding of the underlying and emerging needs and requirements for the prevention of, and intervention in, gang and gun violence among youth in the community.
2. To support and enhance existing prevention and intervention programs and practices with a focus on youth, to understand which services are effective and to identify existing and emerging gaps, challenges, and issues with existing programs.
3. To encourage and support the development, evaluation, and sustainable implementation of innovative and progressive initiatives to fill the identified existing and emerging gaps, challenges, and issues.
4. Enhance public awareness and education including outreach with intervention participants and collaboration and integration with related organizations.

1.4 Priority Outcome Areas

The City has identified the following priority outcomes:

1. Through the compilation of the evidence- based data and information generated and gathered throughout the implementation of the workplans of each successful proponent, supplemented by data and information from other sources, a comprehensive assessment of the gun and gang violence in the community and the gaps in prevention and intervention programs and initiatives.
2. Improved access to gang and gun violence prevention and intervention programs and initiatives, including for parents and families impacted by gun and gang violence.
3. Increased availability to culturally appropriate programming options, which recognize the changing and evolving cultural context of the community.
4. Improved access to education and public awareness regarding the types of issues and challenges that lead to involvement in gun and gang violence.

2.0 REQUEST FOR PARTICIPATION

2.1 Eligible Organizations and Recipients

Eligible recipients must meet one or more of the following criteria:

1. A domestic not-for-profit organization if it has the legal capacity to enter into a funding agreement.
2. A Canadian university or educational institute.
3. A committee or organization that has partnered with a domestic not-for profit organization, which has the legal capacity and capability to enter into a funding agreement.

For profit organizations are not eligible to receive funding from the BSCF.

2.2 Eligible Activities

While the BSCF has a wide range of activities eligible for funding, the City will consider proposals that focus on:

- **Prevention.** Targeting those at higher risks of gun and gang violence before they get involved. This includes development, enhanced and/or delivery of new, innovative, or existing evidence-based programs targeted at priority areas and populations.
- **Intervention.** Supporting existing, and development and delivery, of intervention initiatives addressing risk factors associated with gang and gun violence.
- **Knowledge.** Development of knowledge to fill gaps at the community/recipient level including research and sharing of information and/or best practices related to prevention/intervention gun and gang violence.
- **Public awareness and education.**

2.3 Ineligible Expenses

The BSCF funds cannot be used for:

- Any goods or services currently funded through other government programs.
- Ongoing core activities or operation expenses. Proposed programs/initiatives must be enhancements or new initiatives.
- Costs required to sustain an organization that do not relate to direct service delivery under the proposed program or initiative within the proposed BSCF opportunity.

3.0 APPLICATION PROCESS

3.1 Application Deadline

Proposals will be received until **4:00 p.m. AST Wednesday January 25, 2023.**

Proposals are to be submitted via email, clearly identifying the RFP Number and title in the subject line, to:

supplychainmanagement@saintjohn.ca

3.2 Proposal Criteria

- Proposals must provide all the information requested via the Application Form (Appendix A) Failure to provide the information may prevent consideration of the proposal.
- Proposals can incorporate additional support information, if deemed required or necessary. However, informational/promotional brochures, and like documents, should not be included.
- Ensure the proposal is signed by an officer authorized by the proponent.
- Submissions must be in English.
- The proposal should be accompanied by a covering letter.

3.3 Information to Contained in Proposal

Applicants must provide the information and documentation in the form and order outlined in the Application Form attached as Appendix A.

3.4 Information Session

An Information Session will be held via MS Teams at **2:00 p.m., AST, Monday, December 19th, 2022**. Proponents should indicate their interest in participating in the session by emailing supplychainmanagement@saintjohn.ca by 10:00 a.m., AST, Monday, December 19th, 2022. The session will be recorded, and the contents provided to all proponents.

3.5 Questions and Clarifications

For the purposes of this RFP, all questions, request for clarifications or inquiries are to be sent to **Chris Roberts** via email at supplychainmanagement@saintjohn.ca no later than Monday, January 16, 2023, 4:00 pm, AST.

3.6 Summary of Key Dates (Subject to Change at the City’s Discretion)

ITEM	DATE
RFP Issued	Tuesday, December 13, 2022
Information Session	Monday, December 19, 2022, 2:00 pm, AST
Deadline for Enquiries	Monday, January 16, 2023, 4:00 pm, AST
Deadline for Addenda	Wednesday, January 18, 2023, 4:00 pm, AST
RFP Closes	Wednesday, January 25, 2023, 4:00:00 pm, AST
Proponents Advised of Outcomes of Evaluation	February 17, 2023

4.0 ASSESSMENT AND APPROVAL PROCESS

4.1 Proposal Assessment

Proposals will be reviewed and assessed by a Steering Committee that will include representatives of the City, the Saint John Police Force, the City’s consultant and from the University of New Brunswick - Saint John. The following is an overview of the categories and weighting for the rated criteria relevant to the evaluations of submitted proposals:

Evaluation Criteria Process	Scoring (Points)
Meets the deliverables /objectives as outlined in Part 3 <ul style="list-style-type: none"> Proposal received by deadline. Proposal is complete. Proponent meets eligibility criteria. 	15
Program Design and Effectiveness <ul style="list-style-type: none"> Demonstration of need and evidence to support request. Clear outline and alignment of intended priority area, outcomes and indicators. Innovative solutions and opportunities. Sustainability 	60
Financial and Budget Information <ul style="list-style-type: none"> Requested funding amount is sufficiently justified and proportional, aligned with proposed workplan and supported by annual budget. 	25
Total Points	100

4.2 Approval Process, Timing and Notifications

The Steering Committee will review and evaluate all submitted proposals. The City intends to notify proponents of the outcome on or before Friday, February 17, 2023. Please note: All decisions and recommendations will be subject to approval by Public Safety Canada and pending upon the execution of a Memorandum of Understanding (MOU) (or similar agreement) between the City and the proponent.

4.4 Disclosure of Information

The proponent hereby agrees that any information provided in their proposal, even if it is identified as being supplied in confidence, may be disclosed where required by law or if required by order of a court or tribunal. The proponent hereby consents to the disclosure, on a confidential basis, of this proposal by the City to the City's advisers retained for the purpose of evaluating or participating in the evaluation of this proposal

4.5 Acknowledgement of Non-Binding Procurement Process

The proponent acknowledges that the RFP process will be governed by the terms and conditions of this RFP, and that, among other things, such terms and conditions confirm that this procurement process does not constitute a formal legally binding bidding process, and that there will be no legal relationship or obligations created until the City and the selected proponent have executed an Agreement.

5.0 ADDITIONAL INFORMATION

Additional helpful links are included below to assist organizations in developing a proposal:

- [Overview of Direct Intervention Approaches to Address Youth Gangs and Youth Violence](#)
- [Youth Gang Prevention Fund Projects: What Did We Learn About What Works in Preventing Gang Involvement?](#)
- [Youth Gangs in Canada: A Review of Current Topics and Issues](#)
- [Project Planning and Evaluation](#)
- [Research Summary - Crime Prevention Programs in Canada: Examining Key Implementation Elements for Indigenous Populations](#)

6.0 TERMS AND CONDITIONS

6.1 RESERVED RIGHTS

The City reserves the right to:

- a) Reject an unbalanced Proposal. For the purpose of this section, an unbalanced Proposal is a Proposal containing a unit price which deviates substantially from, or does not fairly represent, reasonable and proper compensation for the unit of work bid or one that contains prices which appear to be so unbalanced as to adversely affect the interests of the City. The City reserves the right to use Proposals submitted in response to other like or similar Requests for Proposals as a guideline in determining if a proposal is unbalanced.
- b) Amend or modify the scope of a project, and/or cancel or suspend the Proposal Solicitation at any time for any reason.
- c) Require proponents to provide additional information after the Closing Date for the Proposal Solicitation to support or clarify their proposals.
- d) Not accept any or all proposals.
- e) Not accept a proposal from a proponent who is involved in litigation, arbitration or any other similar proceeding against the City.
- f) Reject any or all proposals without any obligation, compensation or reimbursement to any proponent or any of its team members.
- g) Withdraw a Proposal Solicitation and cancel or suspend the Proposal Solicitation process.
- h) Extend, from time to time, any date, any time period or deadline provided in a Proposal Solicitation (including, without limitation, the Proposal Solicitation Closing Date), upon written notice to all proponents.
- i) Assess and reject a proposal on the basis of
 - i. Information provided by references;
 - ii. The proponent's past performance on previous contracts;
 - iii. Information provided by a proponent pursuant to the City exercising its clarification rights under the Proposal Solicitation process;
 - iv. The proponent's experience with performing the type and scope of work specified including the proponent's experience;
 - v. Other relevant information that arises during a Proposal Solicitation process.

- j) Waive formalities and accept proposals which substantially comply with the requirements of the Proposal Solicitation.
- k) Verify with any proponent or with a third party any information set out in a proposal.
- l) Disqualify any proponent whose proposal contains misrepresentations or any other inaccurate or misleading information.
- m) Disqualify any proponent who has engaged in conduct prohibited by the Proposal Solicitation documents.
- n) Make changes including substantial changes to the proposal documents provided that those changes are issued by way of an addendum in the manner set out in the Proposal Solicitation documents.
- o) Select any proponent other than the proponent whose proposal reflects the lowest cost to the City.
- p) Cancel a Proposal Solicitation process at any stage.
- q) Cancel a Proposal Solicitation process at any stage and issue a new Proposal Solicitation for the same or similar deliverable.
- r) Accept any proposal in whole or in part.

And these reserved rights are in addition to any other express rights or any other rights which may be implied in the circumstances and the City shall not be liable for any expenses, costs, losses or any direct or indirect damages incurred or suffered by any proponent or any third party resulting from the City exercising any of its express or implied rights under a Proposal Solicitation.

6.2 LIMITATION OF LIABILITY AND WAIVER

In every Proposal Solicitation, the City shall draft the documents such that each proponent, by submitting a proposal, agrees that:

- a) Neither the City nor any of its employees, agents, advisers or representatives will be liable, under any circumstances, for any claims arising out of a Proposal Solicitation process including but not limited to costs of preparation of the proposal, loss of profits, loss of opportunity or any other claim.
- b) The proponent waives any claim for any compensation of any kind whatsoever including claims for costs of preparation of the proposal, loss of profit or loss of

opportunity by reason of the City's decision to not accept the proposal submitted by the proponent, to award a contract to any other proponent or to cancel the Proposal Solicitation process, and the proponent shall be deemed to have agreed to waive such right or claim.

6.3 NEGOTIATION

The City reserves the right in its sole discretion to negotiate the final terms and conditions of the project contract with the most probable candidate for award prior to award of the project.

3.0 EXPERIENCE AND CAPACITY

Please provide an overview of your experience and capacity providing the prevention or intervention services to the population you intend to serve in this proposal. Is your organization ready and have the capacity and capability to support your proposed project commencing on April 01, 2023?

4.0 PROJECT INFORMATION

4.1 Project Title

4.2 Project Type

Select project type:

- Public Safety Crime Prevention Inventory (CPI) identified model program.
- Existing program or initiative with incremental change or expansion (revised program model, extension to a new population, addition of new service provision.)
- New or innovative program initiative.

4.3 Project Summary

1. Please provide a high-level description of the initiative/program or project, purpose, scope, and expected outcomes. If past evaluations or research studies exist on similar projects in other jurisdictions, or within the current justification prior to the new element being added for the current submission, it would be helpful to include a summary of these findings to add to the demonstration of potential impact. The description of the intended goals and related outcomes of the project to be implemented should be clearly stated and focus on realistic and measurable outcomes for the project period.
2. Provide sufficient information to demonstrate the need for this project, using evidence-based information to justify this need. In addition, describe the target population(s) to be directly served by this project or initiative, including any relevant statistical or contextual information to support this focus.

3. What specific services and strategies will be used to achieve the outcomes indicated? How does the proposed initiative align with existing programs and services available in the community? What is unique/innovative about the approach proposed relative to existing services (i.e., what gap in existing programs/services does it seek to fill)? Why has this specific proposed strategy/approach been selected?

4.4 Project Outcomes and Measures

How do you plan to measure the degree to which the planned project has achieved its expected goals? Provide a summary of how the outcomes selected will be measured or evaluated, including any indicators that speak to outcomes.

Describe your proposed evaluation methodology, including data collection processes intended to capture indicators of outcomes. (It is recommended that applicants consult or partner with professionals with experience in conducting evaluation if this expertise does not exist within the organization making the submission.)

4.5 Project Partnership

Are you proposing a partnership with another organization? If so, provide the organization(s) name and contact information and the contribution and/or role of each partner.

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5.0 PROJECT PLAN			
5.1 Project Duration			
Proposed Start Date: _____		Proposed End Date: _____	
5.2 Project Activities and Timelines			
Provide a workplan, using the following headings, for each year of the proposed project years			
Activity Description	Anticipated Start Date	Anticipated End Date	Outcomes

6.0 FINANCIAL INFORMATION					
6.1 BSCF Project Budget					
For each year of the project, include a breakdown of all associated costs and a detailed description/explanation of what the funds will be used for.					
For each position that you are requesting funding for, provide the following details:					
<ul style="list-style-type: none"> • New or existing position • Position title and description, including qualifications • Rate of pay, including included benefits 					
Item Name	Amount Requested				Description/Explanation
	2023-24	2024-25	2025-26	Total	

6.2 Building Safer Communities Fund Request

Please indicate the total amount of funding requested for each year of your proposed project.

2023-24 \$ _____ 2024-25 \$ _____ 2025-26 \$ _____ Total \$ _____

6.3 Additional Funding Sources

Please indicate the total amount of other additional funding (confirmed and anticipated) associated with each year of your proposed project. Provide details - funding source, description of funds and amount – for each confirmed and anticipated funding source.

2023-24 \$ _____ 2024-25 \$ _____ 2025-26 \$ _____ Total \$ _____

Confirmed Additional Funding Source	Description of Other Funds Confirmed	Dollar Amount

Anticipated Additional Funding Source	Description of Other Funds Anticipated	Dollar Amount

6.4 Additional Funding Sources – In-Kind

Provide details any in-kind support (both confirmed that will be given (i.e., goods and services in lieu of money). Provide details - description amount – for each confirmed and anticipated funding source.

2023-24 \$ _____ 2024-25 \$ _____ 2025-26 \$ _____ Total \$ _____

Confirmed Source of In-Kind	Description of In-Kind Confirmed	Associated Dollar Amount

Anticipated Source of In-Kind	Description of In-Kind Anticipated	Associated Dollar Amount

6.5 Total Project Costs		
Total BSCF Funds Requested	\$	
Total Funding – Other Sources	\$	
Total Funding – In Kind	\$	
Total Project Costs	\$	

7.0 AUTHORITY TO SUBMIT APPLICATION	
In making this application, I declare that I have read the Request for Proposal Terms and Conditions and to the best of my knowledge and belief, the information provided is truthful and accurate and I am authorized to make this application on behalf of the Organization	
Name:	Position:
Signature:	Date: