



GUAM COALITION AGAINST SEXUAL ASSAULT & FAMILY VIOLENCE

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September 6, 2011

Request for Qualifications: RFQ #2011-006

GCASAFV Community Advocate Training Project

Community Presentations by Community Advocates

The Guam Coalition Against Sexual Assault and Family Violence (GCASAFV) requests proposals from interested organizations/agencies to conduct presentations on island to increase community awareness of sexual assault and domestic violence. Presenters who have participated in the GCASAFV Community Advocate Training will provide target audiences with information relating to sexual assault and domestic violence and community resources available for those at risk of sexual assault and domestic violence. Presenters will assist in identifying groups for the presentations.

BACKGROUND

GCASAFV is a non-profit organization comprised of member agencies representing public and private service providers, community individuals and other community partners and government allies. The Guam Coalition receives its funds through grants from the US Department of Justice, Office on Violence Against Women (OVW), with a majority of the grants as the island's recognized Sexual Assault and Domestic Violence Coalition, and more recently, through funds from the US Department of Health and Human Services through its Family Violence Services Prevention Act grants to State/Territory Domestic Violence Coalitions.

GCASAFV was established in 2006 with the purposes to address sexual assault and family violence on Guam at a community level with one united voice; provide education, outreach and training; identify and address gaps in services to victims of sexual assault and family violence; advocate for increased accessibility of services for all victims; and assist in building the capacity of community organizations and networks to meet Guam's sexual assault and family violence needs.

SCOPE OF WORK

GCASAFV is seeking the services of agencies/organizations with presenters who have successfully completed the GCASAFV Community Advocacy Training to conduct up to fifty (50) outreach and awareness presentations to increase community awareness of SA and DV issues and to provide information on resources available to faith-based and community-based leaders of underserved communities.

REQUIRED DELIVERABLES

The Provider(s) will:

1. Commit CAT-trained, culturally competent employees to conduct up to fifty (50) community presentations on information related to sexual assault/domestic violence and available community services to neighborhood networks, faith-based groups, and other organizations.
2. Meet with GCASAFV to assist with identifying community groups for presentations.
3. Assist with the collection of data related to community presentations (such as sign-in sheets and distribution/collection of evaluation surveys)
4. Provide GCASAFV with information to meet federal reporting requirements.

The Guam Coalition Against Sexual Assault and Family Violence will:

1. Assist with the coordination of the venue(s) and scheduling of presentations.
2. Prepare and provide materials for the presentations.
3. Maintain records of presentations and participants.

4. Work with the agency to help identify groups who may benefit from the presentations.

PROPOSAL PACKET: How to Apply

Please submit a proposal by **4:30 p.m., September 26, 2011** (Chamorro Standard Time) to:

Guam Coalition Against Sexual Assault & Family Violence

ATTN: Cynthia Cabot, Executive Director

- Via personal delivery: Ada Plaza Center, Bldg. B, Ste. 206 B
173 Aspinall Ave., Hagatna, Guam 96910
- Via facsimile: (671) 479-7233, or
- Via email: coalition@teleguam.net

SUBMITTAL REQUIREMENTS

General Information Regarding the Organization/Agency Providing the Presenters. Please provide the following information about your organization/agency:

- a. A description of the agency/organization's experience and knowledge in providing community presentations and its familiarity with sexual assault and family violence issues. Provide a list of related projects your agency was awarded for the past three years and the source of funding.
- b. A list of individuals, including their resumes, who are CAT-trained and will be carrying out the services requested in this RFQ.
- c. Fee Schedule—please propose your organization's brief explanation for compensation for providing the services as indicated in this RFQ.

Please submit your proposal packet in response to this RFQ #2011-006 that includes the following:

- ◆ Cover Letter also listing key collaborators including Name, Title/Organization, Address, Phone, Fax & Email address for each individual
- ◆ Narrative of Agency's Background and Experience
- ◆ Justification & Schedule of Fees

OTHER INFORMATION

GCASAFV reserves the right to accept, reject, and evaluate any and all responses, and to change the scope of this RFQ. Any response submitted during this RFQ process becomes the property of GCASAFV. GCASAFV will not be liable for, nor pay any costs incurred by the respondent in preparation of a response to the RFQ or any other costs involved, including travel and time for interviews.

Questions concerning this RFQ should be directed to:

Guam Coalition Against Sexual Assault & Family Violence

ATTN: Carole Crisostomo, Project Coordinator

Ada Plaza Center, Bldg. B, Ste. 206 B

173 Aspinall Ave., Hagatna, Guam 96910

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Proposals submitted in response to the RFQ that contain the necessary requirements and are determined to be the most advantageous to GCASAFV will be considered. Proposals which are received that are incomplete and do not contain all submission requirements may be deemed unresponsive and will not be considered for selection.