



# **GUAM COALITION AGAINST SEXUAL ASSAULT & FAMILY VIOLENCE**

P.O. Box 1093 HAGATNA, GUAM 96932  
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**September 6, 2011**

**Request for Qualifications RFQ #2011-005**

**GCASAFV Community Advocate Training Project**

**Technical Assistance (TA) & Support**

The Guam Coalition Against Sexual Assault and Family Violence (GCASAFV) is seeking the services of consultant(s) and/or agencies for technical assistance (TA) and support to assist staff in developing a community presentation and/or an assessment/evaluation of Community Advocate Training (CAT)-trained community leaders who provide outreach and awareness of sexual assault (SA) and domestic violence (DV). GCASAFV requests submittal of proposals that focus on qualifications from consultants and/or agencies with experience in providing technical assistance and related support services to non-profit agencies, other community organizations, and neighborhood networks in the areas of capacity-building outreach and awareness relating to SA and DV.

## **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**

1. GCASAFV is seeking the services of a qualified technical assistance (TA) consultant and/or agency to assist the Coalition with developing a community presentation on information relating to SA and DV and available SA/DV community services, to include talking points to help structure the material for standard delivery by CAT-trained individuals to underserved groups on Guam.
2. The consultant and/or agency will assist with developing an assessment tool to monitor the CAT presenters' delivery regarding content/accuracy and adherence to the message/talking points and will help prepare them to competently present the information.

## **REQUIRED DELIVERABLES**

The deliverables relating to TA and support services include the following:

1. Assist Coalition staff in developing a community presentation format and talking points for CAT members to use as a guide for SA/DV outreach.
2. Assist staff in developing the assessment tool that will be used to assess the competency of the Community Advocates' conducting their presentations to the community. The consultant and/or agency will assist with monitoring/evaluating Community Advocates'

ability/preparedness for doing the community presenting to ensure consistency and accuracy with the delivery of the message regarding SA & DV.

The GCASAFV will:

1. Provide the consultant/agency with recommendations of available resource and training materials on SA and DV and assist with development of the CAT presentation.
2. Assist with developing the assessment tool and evaluating Community Advocates' presentation delivery.
3. Provide administrative and logistical assistance to the consultant/agency.
4. Coordinate and schedule with Coalition partners their role in assisting CAT members with presentations.

### **PROPOSAL PACKET: How to Apply**

Please submit a proposal **by 4:30 p.m., September 23, 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 Consultant/Agency. Please provide a cover letter that summarizes qualifications and experience to perform the scope of work along with the following information about you and/or your agency/company:

- a. A statement of qualifications relating to your experience and knowledge in the areas described in this RFQ and familiarity with issues relating to SA and DV. Provide a list of related projects you were awarded for the past three years, sources of funding, and your role/your agency's role in those projects.
- b. Total number of years of experience providing the requested services.
- c. As applicable, a list of individuals, including their résumés, who will be carrying out the services requested in this RFQ.
- d. Client References – a list of three (3) references and their contact information where similar services were performed in the last three (3) years.
- e. Fee schedule – please provide a copy of fee schedule, including the total amount of compensation for provision of requested services.
- f. Contact information for yourself and key collaborators (as applicable) including Name, Title & Organization, Address, Phone, Fax & Email addresses.

### **OTHER INFORMATION**

GCASAFV reserves the right to accept, reject, and evaluate any and all responses, and to change the scope of this request. Questions concerning this RFQ should be directed to:

Guam Coalition Against Sexual Assault & Family Violence

ATTN: Carole Crisostomo, Project Coordinator

173 Aspinall Avenue, Building B – 206B, Hagatna, Guam 96910

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Email: carole@guamcoalition.org