

Due Date: July 22, 2022 2:00 PM

**PIONEER VALLEY PLANNING COMMISSION
REQUEST FOR PRICE QUOTATIONS:**

FY21 Domestic Violence Prevention Project –Task Force Coordinator/Consultant

General Description

The Pioneer Valley Planning Commission (PVPC) is responsible for providing domestic violence prevention services under the FY21 Community Development Fund Program (CDF) Grant awarded to the Town of Chester for the Towns of Huntington, Middlefield and Chester, from the Massachusetts Department of Housing and Community Development through its Community Development Block Grant Program. The PVPC provides these services by coordinating and supporting the Southern Hilltown Domestic Violence Task Force.

The PVPC is seeking price quotes from qualified consultants to coordinate the Southern Hilltown Domestic Violence Task Force. The Task Force Coordinator will be supervised by the Manager of Domestic Violence Prevention Projects at the Pioneer Valley Planning Commission and together with the Manager will hire Task Force Project Leaders as needed to assist with Task Force work.

The Task Force works to develop a coordinated community response to domestic violence and is comprised of community residents and liaisons from agencies that serve the region including but not limited to Hilltown Safety at Home, Hilltown Community Health Centers, Gateway Schools, local and State police, local faith communities, local legislators and District Attorney's offices, and relevant state-wide agencies.

This contract is subject to all terms and conditions of the PVPC's contract with the Town of Chester, and the Town of Chester's agreement with the Massachusetts Department of Housing and Community Development, as governed by the U.S. Department of Housing and Urban Development.

There is up to \$27,000 available in funding for this position through the FY21 Chester – DHCD Community Development Fund Contract.

Purchase Description and Work Requested

Consultant services shall include, but are not limited to,

- ✓ recruiting and supporting Task Force membership
- ✓ planning and facilitating Task Force and work group meetings
- ✓ developing and implementing Task Force projects in collaboration with Task Force members and community stakeholders (in areas including community mobilization, outreach and education, service development and accessibility, prevention, professional training and support, and networking and coordination among key stakeholders)
- ✓ connecting with state and national domestic and sexual violence practitioners in order to keep Task Force members informed of promising practices
- ✓ developing communication strategies to support Task Force efforts including working with the press, writing press releases and letters to the editor, and managing task force social media presence
- ✓ recruiting and supervising Project Leaders and interns
- ✓ possibly writing grants to support Task Force projects

Work for this project will begin in September, 2022. The position is funded through September 30, 2023 and renewal is subject to future grant awards. The Consultant will work 6-10 hours a week depending in part on whether Project Leaders are hired to assist with projects. This is a grant funded consultant position and does not come with benefits.

Rule for Award

PVPC will award this work to the responsible vendor offering the needed service at the lowest price. The maximum funds available for this work is \$27,000. While all work must be completed by September 30, 2023, the consultant will collaborate with PVPC to establish interim deliverables and deadlines for this contract.

The PVPC reserves the right to reject any quote which, in its judgement, fails to meet the requirements of this request or which is incomplete, conditional, or obscure; or which contains additions or irregularities; or in which errors occur; or if it is determined to be in the best interests of the PVPC to do so.

The Pioneer Valley Planning Commission reserves the right to waive minor discrepancies or permit a competing firm to clarify such discrepancies and so conduct discussions with all qualified competing firms in any manner necessary to serve the best interests of the PVPC. The PVPC reserves the right to award the contract up to forty-five (45) days after the proposal due date. The PVPC also reserves the right to award a contract based upon written quotes received without prior discussions or negotiations.

The PVPC does not discriminate on the basis of race, color, national origin, sex, religion and disability in employment or the provision of services.

The Pioneer Valley Planning Commission will be the awarding and contracting authority. However, any contract must be approved by both the Town of Chester and the Massachusetts Department of Housing and Community Development.

PVPC is looking for a consultant with demonstrated understanding and experience of the following. This is considered a minimum requirement of this work.

- ✓ Comprehensive understanding of Intimate Partner Violence (IPV) demonstrated in part by at least 2 years working in the field of IPV, or equivalent life experience with IPV
- ✓ Demonstrated experience effectively planning and facilitating meetings
- ✓ Proven ability to develop, manage and implement projects and community initiatives
- ✓ Demonstrated experience working effectively with people who have a diversity of perspectives, opinions and work backgrounds
- ✓ Demonstrated experience working effectively with individuals of diverse economic, religious, cultural and racial backgrounds
- ✓ Demonstrated strong communication and presentation skills, both oral and written
- ✓ Ability to work independently and as part of a team
- ✓ Proficiency with Microsoft Office suite and with Google Drive and Google Docs and with telecommuting platforms such as Zoom

- ✓ Proposal and grant writing experience preferred
- ✓ Bachelor's degree in a relevant field or commensurate life/work experience

Price Quotation Submission Procedure

Price Quotes must be emailed to:

Erica Johnson, Chief Procurement Officer
Email: ejohnson@pvpc.org

Re: DV Prevention/Task Force Coordination

Price quotes must be received no later than 2:00 PM on Friday, July 22nd 2022. All quotes must be emailed. No paper submissions will be accepted.

Please email Monica Moran, Manager of Domestic Violence Prevention Programs at mmoran@pvpc.org with any questions regarding the work requested. Please email Erica Johnson with any questions regarding the procurement process.

Price Quote Contents

All submissions should include:

1. A fully completed Attachment A (Price Quote Form). All prices entered on Attachment A are to include all costs for labor and materials as well as any other costs associated with carrying out the work as described.
2. A fully completed Compliance Certification. (Attachment B).
3. Resume and letter of interest from proposer, including a narrative demonstrating required qualifications.
4. Three references.

ATTACHMENT A:

**PIONEER VALLEY PLANNING COMMISSION
REQUEST FOR PRICE QUOTATIONS**

FY21 Domestic Violence Prevention Project –Task Force Coordinator/Consultant

Price Submission Form

Hourly Rate (\$_____)
Numerical Written

Signed by:

Signature

Date

Printed Name

Title

ATTACHMENT B: CERTIFICATE OF COMPLIANCE

Pioneer Valley Planning Commission

FY21 Domestic Violence Prevention Project –Task Force Coordinator/Consultant

Certificate of Non-Collusion: The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, union, committee, club, or other organization, entity, or group of individuals.

Non-Discrimination and Affirmative Action Certification: The Vendor agrees to comply with all applicable Federal and State statutes, rules and regulations prohibiting discrimination in employment, including but not limited to, the Americans with Disabilities Act 42 USC 12101, 28 CFR Part 35, or as amended; 29 USC S.791 et. seq.; Executive Orders 227, 237, 246; MGL C. 151B; and MGL C. 272, S. 92A, S98 et.seq., or any amendments to these provisions. Pursuant to Executive Orders 227 and 246, the Vendor is required to take affirmative actions designed to eliminate the patterns and practices of discrimination including providing written notice of its commitment to non-discrimination to any labor association with which it has an employment agreement, and to certified minority and women-owned businesses and organizations or businesses owned by individuals with disabilities. The PVPC shall not be liable for any costs associated with the Vendor's defense of claims of discrimination.

Qualifications: The Vendor represents that it is qualified to perform the services required under this contract and possesses or shall obtain all requisite licenses and permits.

Employment Security Contributions and Compulsory Workers' Compensation Insurance: Pursuant to MGL C.151A, S.19 and MGL C.152, the Vendor certifies with all laws of the Commonwealth relating to payments to the Employment Security System and all Commonwealth laws relating to required worker's compensation insurance policies.

Tax Compliance Certification: Pursuant to M.G.L. c. 62C, §49A, I certify that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Public Contracts – Debarment: The respondent certifies that neither the company nor its principals are suspended, debarred, proposed for debarment, declared ineligible, or voluntarily excluded from the award of contracts, procurement or non-procurement programs from the Commonwealth of Massachusetts, and/or the United States Federal Government. "Principals" means officers, directors, owners, partners and persons having primary interest, management or supervisory responsibilities with the business entity. The Vendor shall provide immediate written notification to the town at any time during the period of the contract or prior to the contract award if the Vendor learns of any changed condition with regards to the debarment of the company or its officers. This certification is a material representation of fact upon which reliance will be placed when making the business award. If at any time it is determined that the vendor knowingly misrepresented this certification, in addition to other legal remedies available to the municipalities, the contract will be cancelled and the award revoked.

Signed under the penalties of perjury on this _____ day of _____, 2022.

Signature

Name of Person Signing Proposal

Name of Business