



City of Gilroy

SOUTH COUNTY YOUTH TASK FORCE

7301 Hanna Street, Gilroy, CA 95020

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www.cityofgilroy.org



**QUOTE REQUEST FORM
MORGAN HILL/SAN MARTIN LATE NIGHT GYM**

Release Date: **Friday November 1, 2024**

To: **Qualified Consultants**

Due Date: **Friday November 15, 2024**

The City of Gilroy (City) and the South County Youth Task Force (SCYTF), is hereby requesting quotes from qualified consultants who can provide youth and family violence prevention programs as described in the scope of work below for the anticipated contract period of December 1, 2024 through June 30, 2025. The city may award multiple awards, one single award or none.

Background

The SCYTF is a regional collaboration of local governments, school districts, community and faith-based organizations, community members, and law enforcement agencies in South Santa Clara County who are committed to serving, supporting, and uplifting our youth so that they have the opportunity to thrive.

SCYTF Strives to Fulfill the Collaborative's Mission and Vision:

Mission: To promote a safe and nurturing community that creates and ensures sustainable access to opportunities, resources, and services for South County youth and their families, while empowering their voice and supporting their growth and success.

Vision: A community that is safe and free of youth violence where young people are strong, thriving and connected to their families, schools, and neighborhoods.

The City of Gilroy and SCYTF does not discriminate on the basis of race, color, national origin, religion, sexual orientation, gender identity, disability, age, or familial status in the administration of its programs or activities.

The scope of work generally includes the following services throughout South Santa Clara County (Morgan Hill, San Martin, and Gilroy) under the SCYTF Project II THRIVE **Morgan Hill/San Martin Late Night Gym**.

Target population for these services include vulnerable elementary school, middle school and high school students that reside in opportunity neighborhoods where higher disparities exist, such as higher impact by poverty, food insecurity, gangs, violence, crime, drugs, are on probation, and/or impacted by gangs, ages 10-24, any gender or non-binary, who reside or attend school in Morgan Hill or San Martin (zip code areas 95037 and 95046) and can fall in one or more of the following categories: At Promise (At-Risk) to High-Promise (High-Risk) Youth; Youth who demonstrate to be impacted by gangs.

INTERESTED CONSULTANTS MUST BE ABLE TO PROVIDE ALL SERVICES LISTED BELOW:

SCOPE OF WORK FOR MORGAN HILL/SAN MARTIN LATE NIGHT GYM

- 1. Coordination, facilitation, and management of one (1) a weekly Late Night Gym for 28 weeks** (late evening pro-social program) in Morgan Hill specific location to be determined. A minimum of (50) unduplicated clients must be served. Each session must be of at least three (3) hours long per night in each location ranging from 5:00PM-9:00PM. Each session must have an average of 20 youth. Program must be evidence-based or evidence-promising.
- 2. Provide Linkage and Referral to other community and county services and resources.**
- 3. Participate in Monthly Technical Team, Multi-Disciplinary Team (MDT) meetings** and lead or co-chair one or more Tech Team subcommittees.
- 4. A minimum total of (50) unduplicated youth and adults** to be served through programming utilizing Units of Service (UOS) workbook.
- 5. Partner with the City of Morgan Hill, the Morgan Hill Unified School District and the South County Technical Team** and local community partners to further the goal and efforts of building a restorative community and preventing and de-escalating youth violence and anti-social behaviors in South County.
- 6. Conducting youth entrance and exit surveys** to collect evidence that youth are exhibiting positive or improving lifestyles.
- 7. Work directly with SCYTF administration team** for outreach, collaboration, co-branding, and support.
- 8. Provide monthly calendars or activities/programs, sign-in sheets, surveys, reports/narratives, and other measurable metrics** to prove expected deliverables are met.

- **Work Location(s)**

Services will be provided in local neighborhoods of South Santa Clara County: within the cities of Morgan Hill and unincorporated town of San Martin, in areas identified as being higher need for services, as defined by the SCYTF Strategic Plan(s) and/or by SCYTF Policy, Technical Team’s latest climate and trends, and/or by local community.

- **Time of Day or Day of Week Work Restrictions**

Services may be requested to be provided through the week, evenings, and weekends, as identified as needed by the community being served.

- **Insurance Requirements**

The insurance requirements for these services are included in the Attachment labeled “Gilroy Service Agreement Template” under Article 5. Obligations of Consultant, Subsection D.

- **Target Date to Start and/or Complete Work**

Services may not start until you are issued a notice to proceed after the agreement has been fully executed. Assuming that the agreement is processed in a timely manner, and the correct insurance is provided, the target date to start and/or complete the work is as follows December 1, 2024- June 30, 2025.

- **Technical Team Memorandum of Understanding**

Using the SCYTF’s multi-agency membership and collective-impact framework, grant funds will be awarded to community-based agency who enter or already have entered into memorandum of understanding (MOU) with SCYTF to be a Technical Team participant.

• **Quote Request Due Date**

We kindly request that the quotes for the described work, its budget narrative, vendor qualifications, and vendor staffing plan/ability to provide services be:

- Emailed to Sandra.cruz@cityofgilroy.org and copy: cwarner@dao.sccgov.org
By 4:00PM on Friday November 15, 2024.

Questions can be submitted in writing via email to: sandra.cruz@cityofgilroy.org and copy: cwarner@dao.sccgov.org **by 4:00pm on Wednesday November 06, 2024.**

• **A completed quote must include the following, any incomplete or late submittals will not be considered for any services:**

- Quote with budget (up to 1 page)
- Budget narrative (up to 1 page)
- Vendor Qualifications (up to 2 pages)
- Vendor Staffing Plan/ Ability to Provide Service(s) (up to 2 pages)
- Copy of evidence-based/evidence-promising curriculum/practice being used for services.
- Quotes not to exceed **\$30,000**. Any other quotes above this cost will not be considered.
- Quotes shall remain effective for 180 days beyond the submitted date.

Vendor Submittal Name & Signature

Print Company/Vendor Name

Print Name

Title

Signature

Date

Address