



**CITY OF SHREVEPORT**  
**2021 Statement of Qualifications (SOQ)**  
**BJA FY 21 Byrne Criminal Justice Innovation Program**  
**Research Partner**

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<b>AGENCY:</b>	City of Shreveport
<b>ACTION:</b>	Research Partner
<b>DATE ISSUED:</b>	March 26, 2021
<b>SOQ DEADLINE:</b>	April 9, 2021

**I. INTRODUCTION**

***BJA FY 21 Byrne Criminal Justice Innovation Program***

The City of Shreveport will submit an application to the Department of Justice Byrne Criminal Justice Innovation (BCJI), formerly the Innovations in Community-Based Crime Reduction (CBCR) program. BCJI focus on enforcement efforts in neighborhoods where significant crime or crime hotspots exists. Solutions are developed based on data-driven, comprehensive, and community-oriented strategies to reduce crime in neighborhoods of serious and violent crime.

The city is requesting Statement of Qualifications from higher education institution who have extensive experience with research that involves the collection and analysis of data related to crime and community-based issues. The Respondent must develop a wide range of crime prevention and intervention strategies to address the conditions, including physical conditions, which contribute to crime in these areas. This includes programs aimed at developing or improving relationships between law enforcement and the communities they serve, including through community outreach and listening sessions, and supporting nonprofit organizations that focus on improving stressed relationships between law enforcement officers and communities.

**A. SCOPE OF WORK**

- Facilitate community-based planning and action group meetings;
- Plan capacity building and research member trainings;

- Facilitate focus groups;
- Design and administer community surveys;
- Analyze and disseminate research data;
- Collect and process outcome measures for the implementation strategies;
- Provide data-driven evidence based data to develop implementation strategies;
- Assist with quarterly reports;
- Assist with writing the implementation plan; and,
- Assist with the assembly of the final report.

**B. QUALIFICATIONS**

- Research-based Entity or Accredited Higher Education or Post-Secondary Education Institution;
- Widespread Experience in data analysis, and evaluation;
- Crime-based Research;
- Extensive knowledge in program planning and development;
- Proficient in developing goals and strategies for implementation;
- Have worked on similar grants in the past; and,
- Have significant public engagement and facilitation skills.

**C. SELECTION CRITERIA AND TIMELINE**

The city will determine whether the Responder meets the mandatory minimum Requirements. Any Responder who fails to meet the mandatory minimum requirements set forth in this SOQ will be deemed non-responsive and will not be considered further by this solicitation. A selection committee will review all submissions. All responses will be evaluated on the basis of the information requested. The committee will evaluate the SOQ provided by each Responder pursuant to the evaluation system described below:

<b>EVALUATION CRITERIA</b>	<b>SCORE</b>
Qualifications (Including Crime-based Research)	25
Public Engagement	15
Program Planning & Development	20
Data Analysis and Evaluation	20
Project References	15
Certifications	5
<b>Total Score</b>	<b>100</b>

#### D. SPECIAL INSTRUCTIONS

Request for Qualifications MUST include the information below:

- Name, Address, Telephone Number, Electronic E-mail, Facsimile Number, Contact Person;
- Key Team Members/ Organizational chart illustrating reporting lines and names and titles for members of the Respondent's Project Team. Resumes for each individual on the Respondent's Project Team and definition of that person's role in providing the Services;
- Narrative of Qualifications, including a clear understanding of your research and evaluation experience;
- Evidence of experience in the following: reporting, data analysis, public and community engagement, and program planning and development;
- List of Certifications; and,
- Similar projects reference list/ List only projects in which you rendered the same type of services as the Services described in the SOQ.

#### E. INSURANCE REQUIREMENTS

Applicants must provide proof of insurance available upon notification of funding. Coverage must be in full force and effect at all times. Such insurance at a minimum must include the following coverage and limits of liability:

1) Commercial General Liability	
<i>Annual Aggregate</i>	\$2,000,000
<i>Per Occurrence</i>	\$1,000,000
2) Commercial Auto Liability Insurance	\$ 300,000
3) Worker's Compensation Insurance	\$1,000,000
4) Fidelity Bonding (25% of Contract Amount)	

**Subrogation Clause**, the Subrecipient and all of its insurers shall, waive all rights of recovery or subrogation against the City, its officers, agents or employees and its insurance companies.

**Additional Insured Clause**, the policy must be endorsed to name the City as an additional insured.

**NOTE: These insurance limits are subject to change.**

#### F. REFERENCES

Should include a list of entities or governmental agencies for which the respondent has been employed and/or under contract.

## II. SUBMISSION

If Respondent is currently in default, or has received a notice of default, or will be (due to the passage of time) in default on any loan or financing agreement, specify relevant dates, circumstances, and prospects for resolution.

### *Review Process and Timeline*

#### **A. DEADLINE FOR APPLICATIONS**

All responses must follow the guidelines detailed below. If interested in applying, please respond no later than 4:30 p.m., **Friday, April 9, 2021**. All SOQs must be submitted pursuant to the instructions below. It is the Offeror's sole responsibility to ensure that the SOQ is delivered in the manner required by this RFQ by the Due Date and Time. Owner has the right to reject any SOQs not properly delivered.

**B. SEND RESUMES TO:** One (1) original request of qualification plus three (3) copies must be mailed or hand-delivered to the attention of Bonnie Moore, Director, Department of Community Development.

**MAILING ADDRESS:**

PO Box 31109  
Shreveport, Louisiana 71130

or

**PHYSICAL ADDRESS:**

505 Travis Street  
Shreveport, Louisiana 71101

**EMAIL QUESTIONS TO:** [bonnie.moore@shreveportla.gov](mailto:bonnie.moore@shreveportla.gov)

**C.** The City of Shreveport is an Equal Employment Opportunity Commission (EEOC) employer. Minorities, women, other socially disadvantaged groups, and agencies are encouraged to apply.