



REQUEST FOR QUALIFICATIONS (RFQ)
Planning Assistance, Lead Facilitation, & Evaluation
for Community Listening & Dialog Sessions

Date Issued: January 30, 2020

Due Date: Noon on February 26, 2020

PROJECT OVERVIEW

The City of Walnut seeks to identify consultants who can assist with the planning, facilitation, and evaluation of a series of community listening and dialog sessions. These will be designed to address community concerns following an officer-involved shooting on June 2, 2019, which resulted in the death of a 23-year-old African-American Walnut Creek resident.

The focus of this effort has been identified by the City, in partnership with the Friends of Scott, Alexis and Taun Hall (FOSATH,) as a means of:

- Providing individuals, families impacted by mental illness, and residents of diverse ethnic backgrounds with the opportunity to express perspectives and opinions
- Identifying the experiences and perceptions of residents of diverse ethnic backgrounds regarding perceived inequitable treatment in the City.
- Identifying the mental health services delivery gaps that can place police in the front line of mental health crisis response.
- Identifying the challenges and concerns that police personnel (dispatchers, supervisors, and officers) have in responding to mental health crisis events.
- Building confidence and trust in the delivery of public safety services.
- Expanding options for response to mental health crises that are not principally dependent upon police actions.

BACKGROUND

The City of Walnut Creek, in response to the concerns elevated by FOSATH, is committed to engaging in a series of sessions designed to enhance the perception of safety and level of confidence in the City's Police Department for people living with mental illness and their families, and residents of diverse ethnic backgrounds. While the response of hundreds of community residents to the death of Miles Hall on June 2, 2019, prompted this initiative, the City and FOSATH recognize the larger implications these conversations could have at a state or even national level. The use of police personnel and tactics in response to mental health crises

and the use of force to contain or subdue people living with mental illness is both a regional and national challenge.¹

PROJECT TASKS & DELIVERABLES OVERVIEW

The City intends to contract with a provider of planning, facilitation, and evaluation services to:

- Assist in planning, and then be the lead facilitators, of an estimated 6-10 small to medium-sized interactive listening and dialog sessions,² one additional session open to a broader audience which will feature the outcomes of the smaller sessions, and a presentation to the Walnut Creek City Council summarizing the process and results of the initiative.
- Develop sessions focusing on:
 - mental illness crisis response safety and implicit/explicit bias related to mental illness and/or ethnicity; and
 - The concerns of law enforcement personnel regarding their safety and ability to respond effectively in situations where mental illness is a principle factor.
- Based on the listening sessions, provide both a written and verbal report highlighting:
 - the outcomes of listening session interactions, including an evaluation of the participants' experiences with the sessions; and
 - Suggestions for law enforcement training designed to facilitate the compassionate and safe treatment of people with mental illness and/or to reduce the necessity for the use of force.
 - Suggestions for law enforcement training designed to facilitate conversations of perceptions of disproportionate treatment of residents of diverse ethnic and cultural backgrounds.

ELIGIBILITY

Providers of consultant and facilitation services for this initiative should reflect a diverse (gender, ethnic and cultural backgrounds, and professional experience) team and have demonstrated experience in:

- Facilitating community listening and dialog sessions involving the participation of community members³ who have concerns, or have been impacted by, law enforcement

¹“People with mental illness 16 times more likely to be killed by police” Liz Szabo USA TODAY
<https://www.usatoday.com/story/news/2015/12/10/people-mental-illness-16-times-more-likely-killed-police/77059710/>

² It is anticipated that some of the sessions will focus on the issues related to ethnicity and cultural background, and that others will focus on issues related to mental illness. It is expected that there will be overlap in terms of the issues raised in these sessions but that it will be necessary to customize individual sessions to reach members of the community with different concerns.

³ The goal of the initiative is to include a broad representation of community members in these sessions with diversity in age, ethnicity and cultural background, along with representation from the education, business, faith, health care providers, government, and community service organizations.

response where they feel mental illness and/or ethnicity and culture has been a factor causing an inequitable response.

- Working with law enforcement personnel to elicit input regarding their concerns for their own safety while responding to the needs of the community.
- Working with law enforcement agencies in delivering intervention response in mental illness crisis events. Possess a familiarity with mental illness response in Contra Costa County and among other local law enforcement agencies.
- Recommending training for law enforcement agencies designed to minimize the impacts of implicit bias in the delivery of policing services.
- The use of evaluation tools to assess the impact of educational/training experiences, including pre- and post- participant surveys.

TO APPLY

Submit a response outlining experience (including summary curriculum vitae of principals who will deliver planning and/or facilitation and evaluation services) and outlining applicant's approach to delivering the services described in the RFQ. Responses shall be submitted by email by the specified due date to: community@walnut-creek.org.

REVIEW PROCESS

Submissions will be reviewed and scored by a panel comprised of no fewer than four representatives of the City-FOSATH Listening Sessions Committee. Applicants whose submitted materials are considered in alignment with the review criteria will be notified by a representative of Listening Committee. Placement on the pre-qualified list does not guarantee applicant is awarded a service contract. Contracts will be assigned based on alignment between the applicants' qualifications and the results of interviews with members of Listening Committee. The Committee may request additional information before awarding a service contract.

REVIEW CRITERIA

Those providers who demonstrate the best combination of services and experience matching the described eligibility requirements for the project will be invited to submit an initial quote for professional services subsequent to one or more interviews by the selection committee.

TIMELINE:

Thursday, January 30, 2020	RFQ Opens
Noon, Wednesday, February 26	Deadline for RFQ Submissions
March 2020	Panel Review/Applicants Notified of Panel Results
April 2020	Contracts for Services Initiated/Completed
April 2020	Delivery of Services Begins

CONTACT

If you have questions about the application or the application process, please email them to Walnut Creek Communications Manager Betsy Burkhart at Burkhart@walnut-creek.org no later than February 21, 2020.

ADDITIONAL INFORMATION

- All organizations that submit materials for review will receive confirmation of receipt.
- This request for qualifications does not constitute an offer to contract or a promise for remuneration. Any organization selected to provide services pursuant to this RFQ is required to enter into a separate written agreement with the City for such services. Submission of any materials in response to this request for qualifications will not constitute an express or implied contract. The information contained, and/or any program or event described herein may be changed, amended, modified, canceled, revoked or abandoned without notice at any time and for any reason at the sole discretion of the Listening Committee or the City of Walnut Creek.
- The City will offer standardized fees and reimbursement to organizations contracted to provide project related planning, facilitation, and evaluation services. The fee schedule will be based on current market rates and will include payment for time, travel, supplies and associated costs related to the delivery of project services.
- Organizations selected to enter into a contract with the City of Walnut Creek will be required to obtain a City business license.
- An option of assisting with follow-up activities related to the described initiative may be extended by the City to the selected provider. Such an option may be discussed during the project and would necessitate a subsequent agreement to provide additional services.