



COOK COUNTY JUSTICE ADVISORY COUNCIL

Domestic Violence Intervention & Support Services Initiative



REQUEST FOR QUALIFICATIONS (RFQ) 1205-NT514 Domestic Violence Intervention and Support Services

Request for Qualifications posted Monday, October 3, 2022
Submissions due Monday, November 14, 2022 at 5:00pm Central Time
Information and submissions: CookCountyIL.gov/IACGrants

Virtual Pre-Submittal Conference:
Tuesday, October 11, 2022 at 1:00pm Central Time
To RSVP and for more information visit: CookCountyIL.gov/IACGrants

Contact: For inquiries about this RFQ, contact Juandalynn Johnson, Justice Advisory Council Grants Coordinator at JAC.Info@cookcountyil.gov

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Section 1: Background - Cook County and Justice Advisory Council

With a population of approximately 5.3 million people, Cook County is the second most populous county in the nation. As mandated by State law, County government has principal responsibility for the protection of persons and property, the provision for public health services and the maintenance of County highways.

The Cook County Justice Advisory Council (JAC) implements Cook County Board President Toni Preckwinkle's public safety policy and criminal and juvenile justice system reform efforts. The JAC's mission is to promote equitable, human-centered, community-driven justice system innovation and practice through rigorous stakeholder engagement, policy work, service coordination, and grantmaking that increases community safety and reduces reliance on incarceration.

Section 2: RFQ Description

The purpose of the Cook County Justice Advisory Council Domestic Violence Intervention and Support Services Initiative is to provide domestic violence victims, survivors, as well as those who are accused or have been found to cause harm in domestic violence situations access to counseling, legal services, advocacy support, and housing services. To this end, this RFQ shall establish a prequalified pool of providers of domestic violence services, which may include providers qualified in any or all of the four major service subject matters. The prequalified providers list will be valid for twenty-four (24) months, with three (1) one-year renewal options. The JAC may enter into Professional Services Agreements with prequalified providers to provide services, as needed and as funding may be available, throughout the period of the list's validity.

The services indicated in this Request for Qualifications will be funded through the American Rescue Plan Act (ARPA). Funding made available to Cook County through ARPA has been dedicated to a variety of initiatives and projects. This pre-qualified list of providers is being prepared by the JAC for one such ARPA initiative that has been afforded \$5 million over the course of ARPA dispersal timeline (which goes until 2026). Further funds may be made available from other sources over the course of the provider list's valid dates.

Following the preparation of this pre-qualified list, the Cook County Justice Advisory Council will negotiate individually with individual providers on both the scope of services to be provided as well as the cost for those services.

Section 3: Description of Qualifications Sought

Cook County is committed to making services for those affected by domestic violence available for individuals on a broad continuum of need, with due regard to an individual's stage of involvement in the civil or criminal court process, if any. Cook County is also

committed to providing these services to individuals regardless of their membership in any marginalized group, whether that is based on language access, living with disabilities, gender identity, sexual orientation, race, ethnicity, religion, or national origin.

Specifically, the County seeks to provide domestic violence victims and survivors with broad services related to counseling, legal support and advocacy, and housing supports; including counseling and related services for individuals accused of or having been found to have caused harm in domestic violence situations.

Only organizations who directly provide such services are eligible to respond to this Request for Qualifications. Fiscal agents are not allowed for this RFQ unless they provide of the agency that provides such services which they are applying on behalf of.

Only organizations who are incorporated as nonprofit corporations with 501(c)(3) or 501(c)(4) designation from the Internal Revenue Service are eligible to respond to this Request for Qualifications.

Section 4: Expectations of Domestic Violence Services Providers

The following list describes four areas of services that the JAC is seeking; some particular areas of focus and specialty are described under each. Applicants need not provide all four service areas or even all the areas of specialty or focus within each overarching category. However, an applicant must provide services in at least one of the four overarching areas of (1) Counseling, (2) Legal Support, (3) Advocacy Support, or (4) Housing. The areas of specialty underneath the four overarching areas are not exhaustive; they are meant to provide some examples of areas of focus and to help delineate our broad understanding of the overarching areas.

1. Counseling for domestic violence (DV) victims and survivors and for those who have caused harm.
 - a. Counseling services for domestic violence victims, survivors, and their families, which aims to be culturally specific, disability friendly, utilizes translators where needed, and relies on appropriate training.
 - b. The provision of accessible safe-exchange and/or safe visitation sites to help facilitate custody and visitation arrangements.
2. Legal support
 - a. Assistance of domestic violence victims and survivors with navigating the court system, particularly the order of protection process.
 - b. Advocates which help navigate the order of protection process, help draft requests for orders of protection, accompany affected individuals to court, assist in preparation of victim to serve as a witness, and/or engage in follow-up and aftercare following court process.
3. Advocacy support
 - a. Resource information advocates.



- b. The staffing and management of hotlines related to domestic violence and connection with help to navigate the court process, as above, and other resources.
 - c. Trauma-informed workforce development.
 - d. Childcare support for victims and survivors.
4. Housing supports for domestic violence victims and survivors
 - a. Rapid re-housing, emergency shelter, hotel-based housing, and more.
 - b. Transportation supports to and from rapid re-housing and shelters.

Section 5: Organizational Readiness

The following list describes areas of organizational readiness that the JAC is seeking from service providers. Applicants need not supply all of these; however, applicants should speak to each area with consideration to how they do or do not engage with that area of organizational readiness. This list of organizational readiness areas is not exhaustive. If there are additional areas you would like to speak to, in addition to this list, you may. This information is to be included in 'Document 1' as part of the Five-page Mandatory Domestic Violence Services Qualifications Section as discussed in Section 6 of the RFQ.

1. Populations Served
 - a. What population or populations is your organization designed to serve?
 - b. In what ways are your staff representative of the populations your organization is designed to serve, if any?
2. Racial Equity
 - a. How do you ensure equity in access to supports and services as well as outcomes?
 - b. How do you address racial disparities in the communities you serve?
3. Disability Supports
 - a. Do you serve individuals with a physical or cognitive disability on-site or in-house? If yes, please name any disability or accessibility needs you may already have built-in.
 - b. Do you require staff to complete any training that might prepare them to serve individuals with a physical or cognitive disability?
4. LGBTQ+ Supports
 - a. Do you provide culturally responsive supports to LGBTQ+ individuals, particularly transgender individuals? If yes, please describe any services that are tailored to be culturally responsive to the LGBTQ+ community, particularly transgender individuals.
 - b. Do you require staff to complete any training that might help them build cultural-responsivity and better serve members of the LGBTQ+ community, particularly transgender individuals?



5. Complete the following tables with demographic data on your board, staff and clients:

RACE	# of Board Members	# of Staff Members	# of Clients (per year)
White			
African American			
Native American			
Asian			
Other			
ETHNICITY			
Hispanic/Latino			
Not Hispanic or Latino			
DISABILITY			
<i>If you do not collect self-reported disability demographic data from your organization's Board, Staff Members or Clients, please indicate "Not Collected"</i>			
LGBTQ+			
<i>If you do not collect self-reported LGBTQ+ demographic data from your organization's Board, Staff Members or Clients, please indicate "Not Collected"</i>			

Section 6: Required Submission Documents

Three documents are required to successfully submit qualifications for this RFQ, the first document has two distinct subsections:

- Document 1: Program Qualifications Document
 - 5-page Mandatory DV Services Qualification Section
 - References Section
- Document 2: Current Budget Document
- Document 3: Financial Qualifications Document

Document 1: Program Qualifications Document

This document must be less than 20 Mb in size, and must be in PDF format, and should be single-spaced, no smaller than 12-point font throughout. Document 1 should contain two



subsections: (1) a five-page Domestic Violence Services Qualifications Section; and (2) a one-page Mandatory References Section.

- Five-page Mandatory Domestic Violence Services Qualifications Section: In this section to be included as part of Document 1, please provide a statement of the organization's readiness and experience providing domestic violence services to survivors and victims of domestic violence, and/or individuals who have been accused or been found to have caused harm in domestic violence situations, including:
 - ✓ A thorough description of your experience and capacity to serve individuals with domestic violence services as described in Section 4 of the RFQ, with a description of Respondent's organization's history specific to:
 - Persons that have been served (number served yearly, any available demographic information, e.g.)
 - Coordination with partner agencies and units of government
 - Development of measured outcomes
 - Total number of employees in Respondent's organization, year of incorporation, and number of years providing services.
 - The names and length of relevant professional experiences of key personnel involved in this work (resumes are not requested).
 - ✓ A list of the locations, features, and licensure of all facilities utilized for services with a statement expressing how such facilities meet state and local standards regarding health and safety, as applicable.
 - ✓ A description of the organizations history with serving all participants, including non-English speaking participants, those living with disabilities, or transgender individuals; or any limitations that may prevent the accommodation of all participants. This is the information asked for in Section 5 of this RFQ.
 - ✓ A list of any pending litigation in which the Respondent may experience significant financial settlement and a brief description of the reason for legal action. If the respondent does not have any legal actions, the respondent shall state "Not Applicable" in this section.
- References Page: In this section to be included as part of Document 1, please provide at least three relevant professional references, external to your organization, for individuals that can attest to your qualifications and experience with proposed services. These individuals are not to be employees of the Cook County Justice Advisory Council.

Each reference shall include, at a minimum:

- ✓ The reference's name, title and organizational affiliation.
- ✓ The reference's work contact information: street address, telephone number, and email address – not their personal contact information.

- ✓ A description of work performed by the organization for which the reference can vouch, and the amount your organization was paid for that work.

Document 2: Current Budget Document

This document should detail the specific sources of revenue for your organization for your current budget year, and the expenses planned for your organization. Please offer an explanation for any expected planned deficit for the budget year.

This document must be less than 20 Mb in size, and must be in PDF, XLS, or XLSX format.

Document 3: Financial Qualifications Document

This document should provide a financial reporting for the organization for its most recently completed fiscal year. This statement may take the form of:

- an audited financial statement
- a federal Form 990 or Form 990-EZ (Form 990-N is not acceptable)
- A statement signed by the Chair of the organization's Board of Director's indicating the organization's actual revenues and expenses, and a statement of financial position, for the most recently completed fiscal year.

This document must be less than 20 Mb in size, and must be in PDF, DOC, or DOCX format.

Section 7: How to Submit Your Response

The online submission page for this RFQ is grants.cookcountyil.gov, accessible at CookCountyIL.gov/IACGrants. Please be sure you have all materials ready to submit before completing this submission form - you will not be able to save as you go along.

Steps to complete:

1. Complete the Organization Information and contact fields on the form.
2. Upload your Program Qualifications Document from your computer.
3. Upload your Current Budget Document from your computer.
4. Upload your Financial Qualifications Document from your computer.
5. Enter the CAPTCHA validation characters shown on the screen, and press "Submit" to complete your submission.

Upon submission, the contact person identified on the submission page will receive an automated e-mail indicating that the submission has been received. Please save this e-mail when you receive it.

Section 8: Evaluation Process and Criteria

Responsiveness Review

County personnel will review all submitted materials to ascertain that they are responsive to all submission requirements. The Cook County Justice Advisory Council reserves the right to reject any or all qualifications or any part thereof, to waive a non-material irregularity as an informality, and to accept the submission deemed most favorable to the County.

Qualifications Assessment

The JAC will evaluate all responsive submissions in accordance with the evaluation criteria detailed below. This evaluation process may include reviewers internal and external to the JAC who have knowledge and experience that can assist in determination of qualifications. The evaluation committee, at its option, may request that all or some respondents respond to additional questions, offer additional references, submit clarifications, schedule a site visit of their premises (as appropriate), or make a presentation.

Upon review of all information provided, the evaluation committee will determine which organizations have successfully demonstrated qualifications and make a recommendation to that effect for approval by the Executive Director of the JAC or their designee.

The County reserves the right to check references on any projects performed by the respondent, whether those references were provided by the respondent or known by the County.

- ✓ **Assessment Criteria: Responsiveness**
Material will be assessed to determine compliance with all the submission requirements of the RFQ. Non-compliant respondents will not receive further evaluation.
- ✓ **Assessment Criteria: Qualifications**
Qualifications will be reviewed and scored based on the following criteria:

Readiness and Experience: 50 points maximum

Respondent's readiness to implement the specific domestic violence service components associated with the project, as evidenced by their general experience with providing similar services, as described in Document 1: Program Qualifications Document.

Fiscal Capacity: 30 points maximum

Respondent's fiscal capacity to deliver services on an ongoing basis, as evidenced by Document 2: Current Budget Document, and by Document 3: Financial Qualifications Document.

References: 10 points maximum

The reputation and strength of the respondent's domestic violence services programming will be evaluated based upon the quality and relevance of the references provided in Document 1: Program Qualifications Document.

Further Evidence of Organizational Capacity: 10 points maximum

Completeness, consistency and clarity in the respondent's execution of all required sections of response, as evidenced by each part of the submission.

There are a total of 100 points in the categories above. To be recommended for inclusion on the pre-qualified provider list for this RFQ, a response must achieve a minimum score of 70 points.

Section 9: Additional Information

Questions and Pre-Submittal Conference

A virtual pre-submittal conference for potential respondents to this RFQ will be held on Tuesday, October 11th, 2022 at 1pm Central Time. The conference will cover the submission process and serve as a formal question-and-answer session. To RSVP, visit CookCountyIL.gov/JACGrants.

Respondents may also submit questions via email to JAC.Info@cookcountyil.gov until 5:00pm Central Time on Tuesday, October 11th, 2022.

Clarifications and Addenda

A "Frequently Asked Questions" document will be posted on the Justice Advisory Council grants website: CookCountyIL.gov/JACGrants. The document will be updated with questions and responses from the Pre-submittal Conference by Monday, October 17th, 2022. Guidance offered in this Q&A document, as well as any notifications offered on the JAC website as to the manner and timing of submission, shall be considered as part of this Request for Qualifications. It is the responsibility of the respondent to remain advised of any updates.

MBE/WBE (Minority Business Enterprise/Woman Business Enterprise) Participation Goals

Consistent with Cook County, Illinois Code of Ordinances (Article IV, Section 34-267 through 272), the County establishes goals that MBE/WBE firms retained as subcontractors receive certain minimum percent of overall estimated expenditures for procurements, to be determined based on the nature of the procurement. If M/WBE firms are utilized for these proposed service provisions, the Respondent shall state the name(s) of the minority and women sub-Respondent(s) and the level of participation proposed for each firm to be awarded a subcontract.

Section 10: Frequently Asked Questions

The following questions are informed by inquiries to prior JAC Requests for Qualifications. Additional questions and answers will be posted after the pre-submittal conference to be held virtually on Tuesday, October 11th at 1pm Central Time.

Q1. What is a Request for Qualifications? Is this a grant?

Answer: This RFQ is not a grant application. An RFQ is an opportunity for organizations to be placed on a list of prequalified providers. The County may use this list for the next few years – it allows us to reach out to you and negotiate Professional Services and Subrecipient Agreements as needed for the services described in this document.

Q2. How much money is the County planning to spend on these services?

Answer: Funding for these services currently comes from an American Rescue Plan Act (ARPA) initiative which has been afforded \$5 million. As funds may become from other sources, we would then be able to negotiate further contracts with providers who are on the prequalified list from this RFQ.

Q3. Does an applicant need to operate in all three areas: counseling, legal and advocacy support, and housing support?

Answer: An applicant may operate in just one of these areas or more than one. The JAC intends to pursue as many professional services agreements as the qualifying list and funds allow to meet as many of the gaps in services as possible.

Q4. Can the services be directed toward individuals who have been accused or found to have caused harm in domestic violence situations?

Answer: Yes, counseling and related services can be directed toward individuals who have caused harm and not just to DV victims or survivors. Section 4 lists some services within the counseling category that can be provided to those that have caused harm.

Note, services in the areas of housing or legal and advocacy supports are only being sought for DV victims and survivors.

Q5. What do I need to submit in order to apply?

Answer: The first document has a five-page summary of your qualifications to deliver housing services, and a page of references. The second document is your current year revenue and expense budget. The third document is your most recent audit, Form 990 or Form 990-EZ, or other financials.

Q6. Do I need to submit resumes?

Answer: No. Do not submit resumes at this time.

Q7. There is no information about margins or font type. What are the requirements?

Answer: There are no requirements for this. Use the margins and font you prefer. Whichever font you choose, please keep the material 12 point single-spaced.

Q8. We have worked with the JAC before. Can we reference our work with you in the section where references are required?

Answer: No. There need to be three references, with projects, that are not with the JAC. You may not use any JAC staff as references.

Q9. When will we know if we are a pre-qualified organization? What happens then?

Answer: The JAC intends to evaluate the submissions in the months of November and December, 2022. You will likely learn the results of that evaluation by the end of January 2023. After this, the JAC may contact your organization at any point during the 2-5 year period during which the pre-qualification is valid. Of course, the JAC is glad to hear from your organization at any time to discuss community needs.

Q10. We don't provide domestic violence services in the areas laid out in the RFQ, and never have. We would like to, though. May we submit qualifications to do so?

Answer: No. This RFQ is limited to organizations which have experience providing these services.

Q11. We are not incorporated, but we provide some or all of these services, and we use a fiscal agent. May we submit qualifications?

Answer: No, however the fiscal agent may submit if the fiscal agent has substantial oversight of your operations and is a 501c3 or 501c4 not-for profit.

Q12. Will you call my references?

Answer: We may do so.

Q13. Is this the only opportunity to qualify to provide domestic violence services to the JAC in coming years?

Answer: The JAC issues Requests for Qualifications and Requests for Proposals on a regular basis, but there is no certainty that another RFQ/RFP would involve these same services in the period of this provider list's validity.

Q14. The explanation of what to submit and how was a little confusing. Can you break it down a bit?

Answer: Yes. The information in Section 5 is complete and should be followed; that said, please prepare the following three documents:

Document 1: Program Qualifications Document (6-11 pages, Word, PDF, or ZIP file, 20MB max)

- Five Page Qualification Narrative as described in Section 5. (required)
- One Page of References as described in Section 5. (required)

Document 2: Current Budget Document (PDF, XLS, XLSX, 20Mb max)

Document 3: Financial Qualifications Document (Any length, PDF or Word, 20Mb max)

- an audited financial statement, a federal Form 990 or Form 990-EZ, or a statement signed by the Chair of the organization's Board of Director's indicating the organization's actual revenues and expenses, and a statement of financial position, for the most recently completed fiscal year.

And then—

- Go to the submission page grants.cookcountyil.gov, accessible from the JAC grants page: CookCountyIL.gov/JACGrants.



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- Complete the Information and contact fields on the form (ten basic questions – note: your organization’s tax ID/FEIN is one of the questions)
- Upload the three documents you prepared into the three boxes indicated
- Enter the CAPTCHA validation characters shown on the screen to, and press “Submit” to complete your submission.

You will receive an automated email indicating you have submitted the response. Please save that email.