

**SEXUAL ASSAULT PREVENTION & CRISIS SERVICES
RFP APPLICATION INSTRUCTIONS FY 2004**

1. Read the Application Instructions completely prior to writing your proposal.
2. Complete pages 1 to 46.
3. Complete the checklist and table of contents, with the agency's name at the top, as the first page followed by your application in the order noted by the checklist.
4. Proofread and check your budget calculations (at least TWICE).
5. Mail an original with **original signatures** and **two copies**.
The original application must contain all attachments.
The two copies of the application should contain all attachments with the exception of the by-laws and personnel policies.

Please mail the entire application to:

Pam Wiesen Rodgers, Director
Sexual Assault Prevention and Crisis Services
Crime Victim Services Division - **MC 011-1**
Office of the Attorney General
P. O. Box 12548
Austin, Texas 78711-2548

-Or hand-deliver to:

William Clements Building, 15th Floor
300 W. 15th Street
Austin, Texas 78701

APPLICATIONS MUST BE RECEIVED ON OR BEFORE **May 2, 2003, 5:00 PM**.
Applications received after this date and time will **NOT** be accepted.

If you choose not to apply this year, it does not affect your eligibility for subsequent years.

ELIGIBILITY

To be eligible, sexual assault programs must be operational nine months prior to funding and must provide the following services: 1) 24-hour hotline; 2) crisis intervention; 3) accompaniment to hospitals, law enforcement offices and prosecutors' offices; 4) public education; 5) professional training; and 6) volunteer training.

INCURRING COSTS

The Office of the Attorney General, (OAG), is not liable for costs incurred by applicants prior to the issuance of a contract or the start of the contract year, (September 1, 2003).

APPLICATION SUBMISSION

To be considered, submit a complete application/response to this Request for Proposal, (RFP), using the format provided. All applications received in response to this RFP will be retained by the OAG. Proposals should be prepared simply, providing a straight forward, concise description of the applicant's ability to meet the requirements of the RFP. Emphasis should be placed on completeness and clarity of content. Responses must be typed in a **10-point or larger font and must not exceed specified page limits.**

REVIEW OF APPLICATIONS

Applications will be subject to a review process and scored. Proposals will be scored with consideration to: need for services; completeness of application; and geographic distribution. For each section of the RFP, please note the corresponding maximum point value that may be assigned during the review process. Five points may be deducted from the total score if: 1) directions are not followed; 2) sections are out of order; 3) the forms are changed; 4) attachments are missing; 5) information provided is incomplete; and 6) the budget contains numerous errors. The RFP proposal will become contractual obligations attached to the contract.

REJECTION OF PROPOSALS

The RFP is designed for the collection of information and planning. The OAG does not intend to award a contract solely on the basis of any responses made to this request or pay for information solicited or obtained.

AWARDS

The funding formula was developed by a workgroup of executive directors, TAASA staff and Sexual Assault Prevention and Crisis Services staff. It will be phased in over a two-year period (FY 2004 – FY2005). Funding for FY 2004 is projected to remain at the FY 2003 level for current contractors. As a preliminary test, SAPCS will calculate funding for FY 2004 using current ITS data and provide this information to contractors.

Concurrence reports will be issued to contractors quarterly in FY 2004 to provide opportunities for adjustments to the data collection process. ITS data will be used to calculate FY 2005 funding.

The formula:

Current contractors:

- 1) Base of 50,000 and
- 2) Formula = 50% core services + 25% education + 15% telephone services + 10% SAPCS discretion.

New programs

Eligible for a maximum of \$40,000 for the first year of funding

CONTRACT TERMS

The terms of the contract for existing contractors and new contractors will be for 24 months beginning September 1, 2003, and ending August 31, 2005.

SPECIAL CONDITIONS

The OAG will include special contract conditions necessary to successfully implement the project as required by the Preventive Health and Health Services Block Grant and the state appropriation act.

SPECIAL INSTRUCTIONS

Data

Current contractors must use 12 months of FY 2002 ITS data to complete the RFP. First time applicants may use another data source to provide this information. The data will be used to evaluate the funding formula and provide you with a “*projected*” funding amount for FY 2004. This information along with the quarterly concurrence reports should help you plan for FY 2005 and make adjustment to your data collection process as needed.

projection for FY 2005 funding.

Budget

Please note budget forms are available in Excel or Word. You may use either format to complete the RFP. Remember to number your pages accordingly if you choose to use the Excel forms.

The Office of the Attorney General prefers to fund direct service staff working at least 50% of the time for the sexual assault program. Administrative or other funding sources may provide funds for 50% of the sexual assault position. Administrative positions such as the executive director and clerical staff are exempted from this policy. A waiver of the policy may be granted for contractors documenting special circumstances (Attachment F).

DEFINITIONS FOR FY 2004 RFP

Please use the following definitions for FY 2002 data within the RFP and Basic Services and Beyond Basic Services charts found on pages 14 to 29.

The funding formula workgroup provided input for slightly modified definitions to be used in FY2004. You will receive training on the modified definitions prior to their effective date.

Basic Services

Hotline Call

Hotline call is a response to a call by trained staff, volunteers or OAG-approved contracted service. Staff, volunteers, or OAG-approved contracted service can provide immediate intervention through: 1) understanding and/or support for victims/survivors or significant others; 2) arranging for accompaniment to a medical facility, law enforcement agency and/or court; and/or 3) information and referral twenty-four hours a day, seven days a week, every day of the year for any caller.

Crisis Intervention

Crisis Intervention is a service provided by staff and/or volunteers, to meet the immediate physical and emotional needs of the client. The purpose of crisis intervention is to reduce stress and provide immediate, short-term support to insure the client's physical, medical, legal and psychological needs are met.

Medical Accompaniment

Medical Accompaniment is escorting or meeting the client at a hospital emergency room or medical facility. Staff and/or volunteers may, upon request, also go with or meet the client for follow-up medical care related to the sexual assault.

Law Enforcement Accompaniment

Law Enforcement Accompaniment is escorting or meeting the client at a law enforcement agency.

Criminal Justice Accompaniment

Criminal Justice Accompaniment is escorting or meeting the client for: 1) preliminary hearings; 2) criminal and/or civil court proceedings; and/or 3) grand jury proceedings related to the sexual assault. Court accompaniment also includes sitting with the client during the court hearing. Staff and/or volunteers may accompany clients to the district attorney, polygraph examiners, probation and parole offices.

Community Education

Community Education is an age and culturally appropriate presentation made by sexual assault staff and/or volunteers in response to a request from the community. Community education presentations are designed to inform general audiences.

Professional Education

Professional Education is planned and initiated training provided by sexual assault staff and/or volunteers designed to impact the skills of professionals interacting with victim/survivors. These professional groups may include but are not limited to: 1) law enforcement; 2) medical professionals; 3) the judiciary; 4) district attorneys; 5) clergy; and 6) teachers.

Volunteer Program

Direct Services means volunteering time to provide services to a sexual assault survivor, their family member and/or a loved one. This includes but is not exclusive to:

1) hotline; 2) emergency transportation; 3) other transportation; 4) counseling; 5) support group; 6) child recreational or social group; 7) information and referral community service; 8) crisis intervention; 9) medical accompaniment; 10) law enforcement accompaniment; 12) criminal justice accompaniment; 13) court/witness preparation; 14) assistance with crime victim compensation; 15) assistance with crime victims' impact forms; 16) educational services; and 17) therapeutic groups.

Beyond Basic Services

Structured Education

Structured Education is a planned process initiated by the sexual assault program to provide age and culturally appropriate presentations in schools for kindergarten through college and groups serving this student population. Presentations include but are not exclusive to: 1) grades within school systems; 2) social and service organizations for this age group; and 3) religious organizations for this age group. Planned and initiated presentations made to adults working with this age group may also be counted as structured education.

Counseling Services

Counseling Services is the use of one-on-one psychological and/or therapeutic methods of treatment delivered face-to-face and by a licensed professional.

Support Groups

Support Groups are groups led by staff, trained volunteers or peer facilitators covering educational material or issues brought up by the group. Support groups may be gender, population and/or age specific. Support groups may be open-ended or closed, time specific or ongoing.

Therapeutic Groups

Therapeutic Groups are groups facilitated by trained and licensed professionals and include therapeutic/counseling and/or psycho-educational content. Therapeutic groups may be gender, population and age specific. Therapeutic groups may be open-ended or closed, time specific or on going.

Other – The services below may be described under the subheading of **Other**.

Emergency Transportation

Emergency Transportation is transportation arranged to and from a medical facility.

Other Transportation

Other Transportation is transportation arranged excluding transportation to and from a medical facility. The transportation may be to one destination or to a series of destinations in a single trip.

Child Recreational or Social Group

Child Recreational or Social Group is structured arts and crafts activities and/or non-counseling, informal activities. This service may include childcare when provided while the child's parent is receiving a sexual assault service.

Court/Witness Preparation

Court/Witness Preparation is providing the client with assistance for criminal and/or civil court hearings related to the sexual assault.

Assistance With Crime Victim Compensation

Assistance with Crime Victim Compensation is explaining Crime Victim Compensation to the client and assisting them in locating and completing the appropriate form(s).

Assistance with Crime Victim Impact Forms

Assistance with Crime Victim Impact Forms is explaining the Crime Victim Impact Statement to the client and assisting them in completing the appropriate form(s).

Educational Services

Educational Services consist of classroom work and other activities furthering a client's education and/or enhance their daily living skills.

Lodging

Lodging is arranging and/or providing lodging for the client.