



Invitation for Bids - Family Justice Center

Family Justice Center Project Consultant

- ✔ **Issue Date:** November 1, 2024 ✔ **Submission Deadline:** November 30, 2024

Introduction

Walnut Avenue Family & Women's Center and Monarch Services are seeking bids for a highly skilled Project Consultant to develop the foundational structure of a Family Justice Center (see California Penal Code Section 13750) to serve Santa Cruz County.

The FJC will serve as a service hub supporting survivors of domestic violence, sexual assault, elder abuse, and human trafficking. The Project Consultant will focus on securing local government support, recruiting community stakeholders, and creating the necessary internal processes to launch the FJC.

The consultant will collaborate with community organizations, law enforcement, and government agencies to ensure the FJC's effective setup and operational readiness.

Scope of Work

The Project Consultant will be responsible for the following key activities:

Stakeholder Engagement and Support Development



- Secure support from local government entities and engage community stakeholders, nonprofit partners, and individuals with lived experiences to form the FJC Council.
- Develop and formalize internal processes that support collaborative, trauma-informed service delivery.

Communications and Branding



- Create a comprehensive communications plan to establish the FJC's identity, including its name and brand.
- Develop a plan for continuous communication and training among stakeholders to ensure alignment with the FJC's mission and values.

Staffing and Operational Planning



- Recommend a staffing plan and oversee the initial recruitment of an FJC Coordinator to lead the center after the setup phase.
- Assist in drafting job descriptions and role requirements for key positions.

Day to Day Support



- Provide administrative and logistical support for the foundational development of the FJC.
- Ensure all preparatory work aligns with trauma-informed, culturally competent service models and meets the needs of survivors.

Budget



- The project is currently funded by the California Office of Emergency Services (Cal OES).
- The amount budgeted for the contracted Project Consultant is \$78,000 for a 12-month term.

It is the policy of Walnut Avenue to provide equal employment opportunities to all persons regardless of race, color, religion, religious creed, national origin, ancestry, citizenship, physical or mental disability, medical condition, genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender expression, age, sexual orientation, family or relationship model, veteran and/or military status, domestic violence victim status, political affiliation, and any other status protected by federal, state or local law.

Bid Requirements

Qualifications

We seek a consultant with a minimum of 3-5 years of experience in collective impact work, uniting stakeholders across sectors for a common goal. Required skills include:

- **Communication & Facilitation:** Excellent communication and ability to create collaborative, solution-oriented spaces.
- **Leadership & Convening:** Effective in managing initiatives and convening diverse groups.
- **Relationship Building:** Proven ability to build trust and partnerships.
- **Adaptive Leadership:** Skilled in systems thinking and improvisational learning to drive improvements.
- **Equity & Disparity Awareness:** Commitment to equity, understanding disparities, and developing responsive strategies.
- **Data Management:** Proficiency in managing partner data collection and facilitating data-driven evaluations.
- **Preferred Experience** includes:
 - Work in survivor services, justice systems, and social services, with knowledge of Santa Cruz County a plus.

Submission

- Submit bids to by November 30, 2024 to jmacecevic@wafwc.org.
- Bidders must include:
 - A comprehensive CV or resume demonstrating experience in relevant areas.
 - A cover letter outlining the bidder's qualifications and approach to the project.
 - 3 strong references from similar projects

Format

- Bidders must email PDF bids to jmacecevic@wafwc.org with Family Justice Center Bid in the subject line.
- Bids must include an itemized breakdown of proposed costs, key deliverables, and timeline.
- All documents must be submitted in PDF format or paper format.

Contract Terms

The selected Project Consultant will be required to:

- ✓ Sign a contract with Walnut Avenue Family & Women's Center and Monarch Services, outlining the specific deliverables, timelines, and expectations.
- ✓ Comply with all applicable federal, state, and local laws, including regulations set forth by the California Office of Emergency Services (Cal OES).
- ✓ Provide regular progress updates and performance reports to the leadership team.

Submission Instructions

- ✓ **All bids** must be submitted to Julie Macecevic via email or mail by November 30, 2024.
Email: jmacecevic@wafwc.org
Address: 303 Walnut Ave, Santa Cruz 95060
- ✓ **References:** 3 strong references from similar projects.
- ✓ **Women and/or Minority-Owned Businesses are encouraged to apply. Efforts will be made to utilize women and/or minority-owned businesses.**

Late submissions will not be accepted

Contact Information



For any questions or clarifications regarding this Invitation to Bid, please contact:

Julie P. Macecevic, Ph.D.

Executive Director

Walnut Avenue Family & Women's Center

303 Walnut Ave, Santa Cruz CA 95060

(831) 426- 3062 ex. 204