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REQUEST FOR PROPOSALS
Child Witness Materials Project
Printing Opportunity
September 2024

The Center for Justice Innovation is a non-profit organization that works to create a fair, effective, and humane justice system by performing original research and helping launch reforms around the world. The Center creates operating projects that have been documented to reduce the use of jail and prison, assist victims of crime, and strengthen communities. Nationally and internationally, the Center performs original research and provides consulting services to justice innovators. To learn more about the Center please visit our website: innovatingjustice.org.

Background

Children and young people are amongst the most vulnerable members of our society and are widely regarded as requiring greater care and protection. However, despite this, children are frequently victims of or witnesses to violence, abuse, and other crimes including domestic violence, community violence, and commercial sexual exploitation. Resulting from this exposure to violence and victimization, children are often required to encounter and navigate criminal legal and child welfare systems. These systems are commonly regarded as intimidating, confusing and overwhelming for adults, let alone for children, whose systems involvement may exacerbate their trauma and distress.

The Center for Justice Innovation (Center), with support from the U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Office for Victims of Crime (OVC), sought to address these systemic gaps and further the DOJ's mission of enhancing the field's response to young victims of crime. The result, after much national outreach and collaboration, is a series of illustrated booklets and graphic novels aimed at guiding and supporting child victims and witnesses as they navigate the justice system. Materials have been developed for three different age groups, 2-6, 7-12 and 13-18 years, with separate materials for criminal legal and child welfare settings. Specialized materials have also been developed for children aged 12-18 years who have experienced human trafficking, and Native American child victims and witnesses aged 2-18 years.

These Child Victims and Witnesses Support Materials are all available on [OVC's website](#) for free download and are intended to be used by any practitioner that works with child victims and witnesses. While this digitized approach provides excellent, immediate access to the materials, there are limitations to this approach if internet access is unstable or unreliable. Furthermore, several studies indicate that reading comprehension levels are higher for printed rather than digital books. This is particularly relevant for child victims and witnesses who have experienced trauma, which can affect brain development and cognition. Therefore, to further assist national dissemination and increase access and utilization of the materials, OVC has provided additional funds for agencies to apply for printing opportunities of up to \$10,000, to cover the cost of printing hard copies of the materials.

Scope of Work

The Center seeks a printing vendor that has national reach, or multiple printing vendors with regional reach, to complete the following scope of work:

- Respond to requests for printed materials* by providing the requested materials and shipping them to the requesting agency, as directed by the Center. The Center will receive the initial printing request from the agencies, and then determine the quantities of materials that the agencies can apply for. The Center will then inform the vendor of the request. The printing price for materials will be based on a predetermined base price that will be agreed to by the vendor and the Center. The vendor will inform the Center of the total cost for printing and shipping each request as they come in. The total price of each request for printed materials can cost no more than \$10,000 (including shipping).
- Vendor is to participate in three rounds of printing and shipping the materials to a total of approximately 35- 40 agencies around the country in a timely manner, as directed by the Center.

** A full list of the materials can be found at the bottom of this document or by referring to [OVC's website](#).*

Project Timeline

The project is to start upon the signing of a contract, estimated to be **late October, 2024**. The Center anticipates advertising this printing opportunity to agencies around the country, and delivering the materials in multiple rounds:

- **ROUND 1**
 - November-December 2024: applications open to agencies around the country to apply for printed materials.
 - January 2025: the Center selects approximately 15 agencies to receive printed materials (up to maximum of \$10 000 worth of printed materials, including shipping, per agency), and works with the printing vendor/s to organize printing.

- January-February 2025: materials are printed and shipped to the selected agencies around the country.
- **ROUND 2**
 - March-April 2025: applications open to agencies around the country to apply for printed materials.
 - May 2025: the Center selects approximately 15 agencies to receive printed materials (up to maximum of \$10 000 worth of printed materials, including shipping, per agency), and works with the printing vendor/s to organize printing.
 - May-June 2025: materials are printed and shipped to the selected agencies around the country.
- **ROUND 3**
 - July-August 2025: applications open to agencies around the country to apply for printed materials.
 - September 2025: the Center selects approximately 5-10 agencies to receive printed materials (up to maximum of \$10 000 worth of printed materials, including shipping, per agency), and works with the printing vendor/s to organize printing.
 - September-October 2025: materials are printed and shipped to the selected agencies around the country.

Eligibility

Eligible applicants must be able to fulfill large print orders in a timely and professional manner, and be able to cost effectively ship materials to agencies across the country, or within specific regions around the country.

Proposal Content

Proposal submissions must include the following:

- Ability to respond to printing request. Proposals must include details on the vendor's ability to respond to request and estimates on the turnaround time of printing and shipping each request.
- Budget and pricing. Proposals must include the proposed base price for printing at least 6 of the materials.
- Rates for a variety of shipping speeds. Proposals must include a chart with estimates for the number of sets of materials that can be printed for \$10,000, with different shipping speeds (e.g., overnight, 2 day, ground/freight).
- Pricing must be inclusive (Note for rounds 1 and 2, the budget is \$150 000 each, which is inclusive of printing and shipping materials to 15 agencies, at a maximum of \$10 000 per agency. For round 3, the budget is \$50,00—100,000 pending availability of funds).

- Relevant printing experience and ability to ship nationally or regionally.
- Point of contact details.
- 2 x references.

Submission Instruction

Proposals are due **September 30, 5pm ET**.

- Proposals can be submitted in the preferred format of the agency or individual (Word, PDF, JPEG, PPT, video etc).
- Proposals must include the specific cost base price for at least 6 of the materials* (preferably from different age groups and focus areas).
- Proposals should be emailed to the Child Witness Materials Project Team:
cwmp@innovatingjustice.org.

The final terms, scope of work, funding, and conditions will be delineated in a contract between the selected vendor/s and the Center. For further information or questions please contact the Child Witness Materials Project Team: cwmp@innovatingjustice.org.

Selection Criteria

When reviewing proposals, the Center staff will evaluate the following factors:

- Suitability of proposal – proposed solution meets needs and criteria set forth in RFP.
- Experience – printing vendor has successfully completed, on time and on budget, similar projects and has qualifications necessary to undertake this work.
- Pricing – proposed base cost of the materials is reasonable and will enable good value for money for large printing orders.
- Resources – printing vendor has demonstrated that they have the technical competence, time and resources to complete this project.
- Presentation – proposal information is presented clearly, logically and is well-organized.
- References – reference information for two former or current clients is provided.

General Conditions

1. **Right to Amend RFP:** The Center reserves the right to cancel or amend or supplement the RFP, giving equal information and cooperation by way of issued addendum to all proponents through email.
2. **Bidder Incurred Costs:** All costs incurred in the preparation and presentation of proposals in any way whatsoever shall be wholly absorbed by the bidder(s).

3. **Acceptance of Proposals:** The Center is not bound to accept the lowest price or any proposal of those submitted. Proposals will be assessed in light of the evaluation criteria specified in this RFP.
4. **Evaluation of Proposals:** Several members of the Center will evaluate all complete proposals. The Center reserves the right to make an award based directly on the proposals submitted or to negotiate further with one or more proponents.
5. **Contract:** The final terms, scope of work, funding, and conditions will be set in a contract between the selected vendor and the Center.

Visit our website at www.innovatingjustice.org.

List of Materials

Name	Focus Area	Age Range	Description	Languages Available
Brave Maya	General- child welfare/ dependency court	2-6 years	Picture book with story of Maya who interacts with the child welfare system	English, Arabic, Chinese, Haitian Creole, Spanish, Vietnamese
Maya's Homes	General- child welfare/ dependency court	2-6 years	Picture book with supplementary story of Maya going to a foster home	English, Arabic, Chinese, Haitian Creole, Spanish, Vietnamese
What is your job? In family or dependency court	General- child welfare/ dependency court	2-6 years	Guide describing professional roles in the child welfare system	English, Arabic, Chinese, Haitian Creole, Spanish, Vietnamese
I Am Isabella	General- child welfare/ dependency court	7-12 years	Comic book with story of Isabella who interacts with the child welfare system	English, Arabic, Chinese, Haitian Creole, Spanish, Vietnamese
I Am Still Isabella	General- child welfare/ dependency court	7-12 years	Comic book with supplementary story of Isabella going to a foster home	English, Arabic, Chinese, Haitian Creole, Spanish, Vietnamese
Who is Everybody? In family or dependency court	General- child welfare/ dependency court	7-12 years	Guide describing professional roles in the child welfare system	English, Arabic, Chinese, Haitian Creole, Spanish, Vietnamese
It's Not Just You	General- child welfare/ dependency court	13-18 years	Graphic novel with stories of Nishan & Lila who interact with the child welfare system	English, Arabic, Chinese, Haitian Creole, Spanish, Vietnamese
Who's That? In family or dependency court	General- child welfare/ dependency court	13-18 years	Guide describing professional roles in the child welfare system	English, Arabic, Chinese, Haitian Creole, Spanish, Vietnamese
Brave Oscar	General- criminal legal/ criminal court	2-6 years	Picture book with story of Oscar who interacts with the criminal legal system	English, Arabic, Chinese, Haitian Creole, Spanish, Vietnamese

Name	Focus Area	Age Range	Description	Languages Available
What is your job? In criminal court	General- criminal legal/ criminal court	2-6 years	Guide describing professional roles in the criminal legal system	English, Arabic, Chinese, Haitian Creole, Spanish, Vietnamese
I Am Malik	General- criminal legal/ criminal court	7-12 years	Comic book with story of Malik who interacts with the criminal legal system	English, Arabic, Chinese, Haitian Creole, Spanish, Vietnamese
Who is Everybody? In criminal court	General- criminal legal/ criminal court	7-12 years	Guide describing professional roles in the criminal legal system	English, Arabic, Chinese, Haitian Creole, Spanish, Vietnamese
There's More to Me	General- criminal legal/ criminal court	7-12 years	Graphic novel with stories of 5 young people who interact with the criminal legal system	English, Arabic, Chinese, Haitian Creole, Spanish, Vietnamese
Who's That? In criminal court	General- criminal legal/ criminal court	7-12 years	Guide describing professional roles in the criminal legal system	English, Arabic, Chinese, Haitian Creole, Spanish, Vietnamese
Sergio's Story	Human Trafficking	12-18 years	Graphic novel with story of Sergio, who experiences labor trafficking	English, African French, Brazilian Portuguese, Chinese, Spanish, Vietnamese
Jamie's Story	Human Trafficking	12-18 years	Graphic novel with story of Jamie, who experiences sex trafficking	English, African French, Brazilian Portuguese, Chinese, Spanish, Vietnamese
Zoe's Story	Human Trafficking	12-18 years	Graphic novel with story of Zoe, who experiences sex trafficking	English, African French, Brazilian Portuguese, Chinese, Spanish, Vietnamese

Name	Focus Area	Age Range	Description	Languages Available
What's Going On? Your rights and who you'll meet	Human Trafficking	12-18 years	Guide detailing rights, roles, and responsibilities within the justice system	English, African French, Brazilian Portuguese, Chinese, Spanish, Vietnamese
Aiyana's Journey	Native American/Tribal Communities- child welfare & dependency court	2-6 years	Picture book with story of Aiyana who interacts with the child welfare system	English
Aiyana's Journey: Rights & Roles Book	Native American/Tribal Communities- child welfare & dependency court	2-6 years	Guide describing professional roles in the child welfare system	English
Edgar's Journey	Native American/Tribal Communities- child welfare & dependency court	7-12 years	Comic book with story of Edgar who interacts with the child welfare system	English
Edgar's Journey: Rights & Roles Book	Native American/Tribal Communities- child welfare & dependency court	7-12 years	Guide describing professional roles and rights in the child welfare system	English
Brandon's Path	Native American/Tribal Communities- child welfare & dependency court	13-18 years	Graphic novel with story of Brandon who interact with the child welfare system	English
Brandon's Path: Rights & Roles Book	Native American/Tribal Communities- child welfare & dependency court	13-18 years	Guide describing professional roles and rights in the child welfare system	English
Marvis & Rockee	Native American/Tribal Communities- criminal legal/criminal court	2-6 years	Picture book with story of Marvis who interacts with the criminal legal system	English
Marvis & Rockee: Rights & Roles Book	Native American/Tribal Communities- criminal legal/criminal court	2-6 years	Guide describing professional roles and rights in the criminal legal system	English

Name	Focus Area	Age Range	Description	Languages Available
Marvelous Mitch	Native American/Tribal Communities- criminal legal/criminal court	7-12 years	Comic book with story of Mitch who interacts with the criminal legal system	English
Marvelous Mitch: Rights & Roles Book	Native American/Tribal Communities- criminal legal/criminal court	7-12 years	Guide describing professional roles and rights in the criminal legal system	English
Maggie Mercury	Native American/Tribal Communities- criminal legal/criminal court	13-18 years	Graphic novel with story of Maggie who interacts with the criminal legal system	English
Maggie Mercury: Rights & Roles Book	Native American/Tribal Communities- criminal legal/criminal court	13-18 years	Guide describing professional roles and rights in the criminal legal system	English