**INDIANA YOUTH ADVISORY BOARD**

**RFP**

**SERVICE NARRATIVE**

**Section 2.4**

**ATTACHMENT D**

 ***Service Narrative***

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| Agency Name:  |

**Instructions: Please supply all requested information in the areas shaded yellow and indicate any attachments that have been included. Document all attachments with which section and question letter they pertain to in Attachment D. DCS is expecting creative cost saving solutions from all of the Respondents in an effort to distinguish the best partner(s) to select.**

1. **PROGRAM REGISTRATION / REFERRAL PROCESS:**

Describe how the registration and referral process will be implemented statewide? Describe the registration and referral process to be utilized in the program including respondent’s procedure/methods for engaging youth interested in board participation

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1. **PRACTICE MODEL:**

Describe youth advisory board model to be utilized in delivering the program as well as vender’s experience and training related to the service delivery model. The method or model utilized must be consistent with the DCS Service Principles and the Service Standards.

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1. **YOUTH ENGAGEMENT**

Describe existing or planned practices for authentic youth engagement for youth of varying ages and development levels. Document how your agency will incorporate youth voice and youth adult partnerships in all activities, strategic planning, and decision making. Describe your plan to work with youth with disabilities.

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1. **LEADERSHIP:**

Describe your agency’s ability to develop and promote leadership opportunities and activities that are designed to increase the personal growth and well-being of youth. Identify activities that will increase youth empowerment and advocacy. The leadership opportunities must promote healthy risk taking and provide teachable moment.

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1. **TRAINING AND YOUTH DEVELOPMENT:**

Describe your agency’s plan for youth training and development address the specific needs such as meeting governance, leadership, self-advocacy, community engagement project planning. Identify other training and youth development opportunities your agency plans to implement.

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1. **RECRUITMENT / RETENTION:**

Describe strategic recruitment and retention plan and process that focuses on activities, communication and utilization of YAB members? Describe capacity to engage youth statewide?

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1. **STAFFING QUALIFIATION:**

Describe your agencies plan to ensure the adult facilitator has experience working with youth and young adult at risk populations? Knowledge on authentic youth engagement, experience in group work and facilitation. Include Job Descriptions for positions associated with this RFP: Indiana Youth Advisory Board.

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1. **IYAB CONFERENCE:**

The venue must accommodate 150 persons in a general session. If there is planned b workshops the venues should accommodate breakout rooms. Describe the proposed venue that is conducive to learning and conveniently located. Provide a feasible timeline for implementing the IYAB conference and program implementation scheduled. Describe IYAB conference registration utilizing technology and marketing plan.

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1. **LEVERAGING**

Describe how your agency will leverage additional financial resources that will be committed to the YAB programs, events, activities, and YAB conference as a leveraging mechanism.

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1. **MARKETING**

Describe your strategic marketing plan that focuses on the IYAB members, initiatives, and events.

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