**RFP 17-NYTD**

**TECHNICAL PROPOSAL**

**ATTACHMENT D**

***Technical Proposal***

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

**Provide the Technical Proposal Section number and name for which this Attachment D is being completed.**

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1. Respondent will provide a description of their experience with surveying individuals of transient populations and maintaining contact with this type of population. Respondent will provide information concerning the types of populations and surveys they have conducted with this population. Respondent will provide the success rate with maintaining contact with the individuals in the populations they have been charged with tracking.

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1. Respondent will describe how they will provide meaningful youth engagement of a minimum of two contacts per quarter for each 17 year old youth who are members of the NYTD baseline population from the time that such youth participate in the baseline survey until members of the follow-up population are identified through random sample.

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1. Respondent will describe how each youth in the 19 year old follow-up population (identified from the baseline population) will be contacted for the purpose of engaging the youth in the survey process/administering the survey. Respondent must have a process to collect survey information manually if needed.

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1. Respondent will describe how they will provide meaningful youth engagement. The engagement is a minimum of two contacts each quarter for each youth in the 19 year old follow-up population. Respondent should provide of their proposed engagement activities which activities has been in the past the most successful in outreach efforts.

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1. Respondent will describe how they will administer the survey to youth in the 19 and 21 year old follow-up survey populations. Respondent will describe how they will ensure participation by youth to meet the requirement of 60% participation of youth in the population. Respondent must allow for manual administration of surveys including the possibility of face to face survey completion. Respondent will need to enter manually completed surveys through the DCS online portal.

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1. Respondent will describe how they will use communication and outreach methods that are confidential, trauma informed and consistent with the tenants of authentic youth engagement and youth/adult partnerships. Respondent will list potential methods they will use.

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1. Respondent will describe how they could potentially incentivize the youth in each population to maintain the necessary contacts and survey participation. Respondent will provide any potential or current partnerships and what they might provide as incentives for this population. Respondent must describe how they plan to provide the proposed incentives to this population.

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1. Respondent will develop and maintain a NYTD website that is accessible on the Internet through a secure website according to DCS guidelines. The website will be used for engagement purposes and will contain educational information about NYTD surveys, DCS, Community related links, and other resources as approved by DCS. The website should have a live chat assistance and toll free telephone line to provide support as assistance to the youth taking the survey. Respondent will describe their abilities to provide this service and how they plan to determine what information is best used on this website.

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1. Respondent will describe how they will provide this information to DCS as noted in attachments H and I on a monthly and annual basis as requested by DCS.

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1. Respondent will describe how they will work with the NYTD Coordinator or designee in their provision of the required services.

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1. Respondent will describe how they will provide this information to DCS as noted in attachments H and I on a monthly and annual basis as requested by DCS.

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1. Respondent must have a physical office in the State of Indiana. Respondent will either provide the address of their office or respond with an assurance to maintain a physical office in the State of Indiana.

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1. Respondent will describe how they will maintain a quality assurance and/or performance improvement system to address the needs of this RFP.

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1. Respondent must describe their practices and policies that demonstrate that all staff persons who come in contact with the youth must be aware of and sensitive to the child's cultural, ethnic, and linguistic differences. The respondent’s practices and policies must be describe that show how all staff are to be aware of and sensitive to the sexual orientation of the child, including gay, lesbian, bisexual, transgendered or questioning children/youth. The respondent must show their plan for developing and maintaining the cultural competence of their programs, including the recruitment, development, and training of staff, volunteers, and others as appropriate to the program; and the use of community resources and informal networks that support cultural connections.

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1. Respondent must describe how they will maintain contact with current and former foster youth included in the survey population as well as case managers, current/former foster parents, and other contractors with DCS who may be providing services to the older youth.

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1. Respondents must describes how they will connect youth to community/state resources as needed.

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1. Respondents must describes how they will connect youth to community/state resources as needed.

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