



# National Youth in Transition Database Program Pre-Proposal Conference

*Presenter: Anisa L. Evans-Tucker, MSW, Older Youth Initiatives Manager*

**Request for Proposal #00026**  
**National Youth in Transition Database**  
**Older Youth Initiatives**  
**Child Welfare Services Division**



# AGENDA

September 11, 2025



- General Information
- Purpose of RFP
- Scoop of Work
- Terms of the Contract
- Key Dates
- Executive Summary
- Business Proposal
- Technical Proposal
- Cost Proposal
- Proposal Preparation
- Proposals Submission
- Questions & Additional Information

# General Information



→ Please write your name, title, and name of agency in the chat for attendance.



→ The pre – proposal presentation will be posted on the DCS webpage [“Current Request for Proposal”](#)



→ In the event a question is asked and responded to; any verbal or written response in the chat is not considered binding.



→ Respondents must submit all question formally in writing on the NYTD Q & A Template (Attachment E) and email to the DCS Older Youth Initiatives mailbox @ [olderyouthquestions@dc.in.gov](mailto:olderyouthquestions@dc.in.gov) by 3:00pm Eastern Time on 9/18/25.



# Purpose of the RFP

The purpose of this RFP is to select a vendor that has the ability and capacity to administer statewide National Youth in Transition Database (NYTD) outcomes surveys, collect statewide NYTD outcome survey data, disburse incentives, ability to locate, contact, and connect with current and former foster youth; and plan & host NYTD engagement activities with NYTD survey participants and stakeholders in statewide NYTD outreach efforts during and between the NYTD outcome survey report period.

The Department of Child Services (DCS) is seeking proposals for the administration of the NYTD outcomes surveys for the 19 and 21-year-old follow-up population, to meet the NYTD outcome survey follow-up population out-of-care participation rate, and to disburse incentives to youth who completed the NYTD outcomes survey at age 17, 19, and 21.



# IYAB Scope of Work

The contractor will administer the NYTD outcome survey for the 19 and 21-year-old follow-up population identified as discharge from foster care, meet the 60 percent participation rate for the discharge youth population, and actively engage youth 17 through 21 years of age who are in the survey baseline and follow-up population through outreach services and engagement activities. DCS also requires the provision of outreach services and engagement activities for the youth as needed. Outreach Services and engagement activities are described as activities designed by the contractor to maintain contact with youth and young adults utilizing:

See Attachment F: NYTD 101 and Attachment K: NYTD Resources to learn more about NYTD.

- NYTD Youth Ambassador's Program
- Social Media: Twitter, Facebook, Instagram etc.
- Monthly contact with youth via email and mail.
- Face-to-face contact with youth to promote NYTD participation and engagement.
- NYTD webpage
- Incentives



# Terms of Contract

The term of the contract shall be for a period of four (4) years from the date of contract execution. There may be two (2) one-year renewals for a total of six (6) years at the State's option.



# Key RFP Dates

Activity	Date
Issue of RFP	August 28, 2025
Pre-Proposal Conference	<p>September 11, 2025  10:00 am – 12:00 pm Eastern Time  <a href="#">Join the meeting now</a>  Meeting ID: 287 194 433 198 4  Passcode: GR9aX6JL</p>
Deadline to Submit Written Questions	September 18, 2025, by 3:00 pm Eastern Time
Response to Written Questions/RFP Amendments	September 26, 2025
Submission of Proposals	October 31, 2025, by 3:00 PM Eastern Time
The dates for the following activities are target dates only. These activities may be completed earlier or later than the date shown.	
Proposal Evaluation	November 1 – 31, 2025
Proposal Discussions/Clarifications (if necessary)	November 1 – 31, 2025
Notification of Awards	December 1 – 12, 2025
Preparation of Contracts	December 15, 2025
Contract Start Date	February 1, 2026



# Executive Summary - Letter

The Executive Summary must be in the form of a letter and address each component under Section 2.2.

- Summarize your ability to supply the required services.
- Make sure the Executive Summary is signed by an authorized representative.
  - Include principal contact information.
- State your understanding of the respondent notification.
- Indicate status regarding Secretary of State Registration.
- Indicate that you have read, understood, and agree to the assurances (Attachment L)
- You may include additional information within the Executive Summary, if desired.



# Business Proposal – Attachment B

The Business Proposal must be answered on the Attachment B template. All topics must be addressed except for those specifically identified as “Optional” in section 2.3.

- Provide business information including contact information.
- Provide company’s structure and financial information.
- Provide subcontractors information.
- Provide experience serving state government or similar clients.
- Provide capacity and risk.
- Provide at least three (3) references.
- Acknowledge the review and understanding of the contract terms / clauses (Attachment G).



# Technical Proposal – Attachment C

The Technical Proposal must be answered on the Attachment C template. Respondents should use the yellow shaded fields to answer the questions. All topics must be addressed in section 2.4.

- The yellow field will expand to accommodate content.
- Make every attempt to preserve the original format of Attachment C.
- Make every attempt not to repeat RFP language within the response.
- Where appropriate, submit supporting documentation (e.g.: diagrams, certifications, graphics, or other exhibits) as an attachment and reference within the relevant answered field.
  - The document(s) must be included as an appendix(ies) to the Technical Proposal that clearly references the appropriate section.



# Cost Proposal – Attachment D

The Cost Proposal must be answered on the Attachment D template.

- Please complete the template by populating the yellow cells in the excel document.
- Information to help determine the NYTD budget can be found in section 2.5.

The Cost Proposal template has modules for the following budgets:

- NYTD Staffing
- NYTD Consultant Cost
- NYTD Direct Cost
- NYTD Indirect Cost

See Attachment J: NYTD Cohort and Sample Size

- To help with determining your NYTD Budget



# Proposal Preparation



→ Read the RFP and pay close attention to the due dates.



→ Review each attachment.



→ Use the templates provided for the selected responses.



→ Do not alter any templates.



# Submission Requirements

## Official NYTD Questions and Answer Submission

- Use the NYTD Q & A Template (Attachment E)
- Submit by September 18, 2025, by 3:00pm Eastern Standard Time to:
  - DCS Older Youth Services Mailbox: [olderyouthquestions@dcs.in.gov](mailto:olderyouthquestions@dcs.in.gov)
  - Title of Emails in subject line:
    - “RFP #00026 NYTD Program Questions/Inquiries – [Insert Respondent's Name]”

## Official Proposal Submission

- Due October 31, 2025, by 3:00pm Eastern Standard Time
- Email to the DCS Older Youth Services Mailbox:
  - [olderyouthquestions@dcs.in.gov](mailto:olderyouthquestions@dcs.in.gov)
- Title of Email in the subject line:
  - “RFP #00026 NYTD Program Proposal Response – [Insert Respondent's Name]”

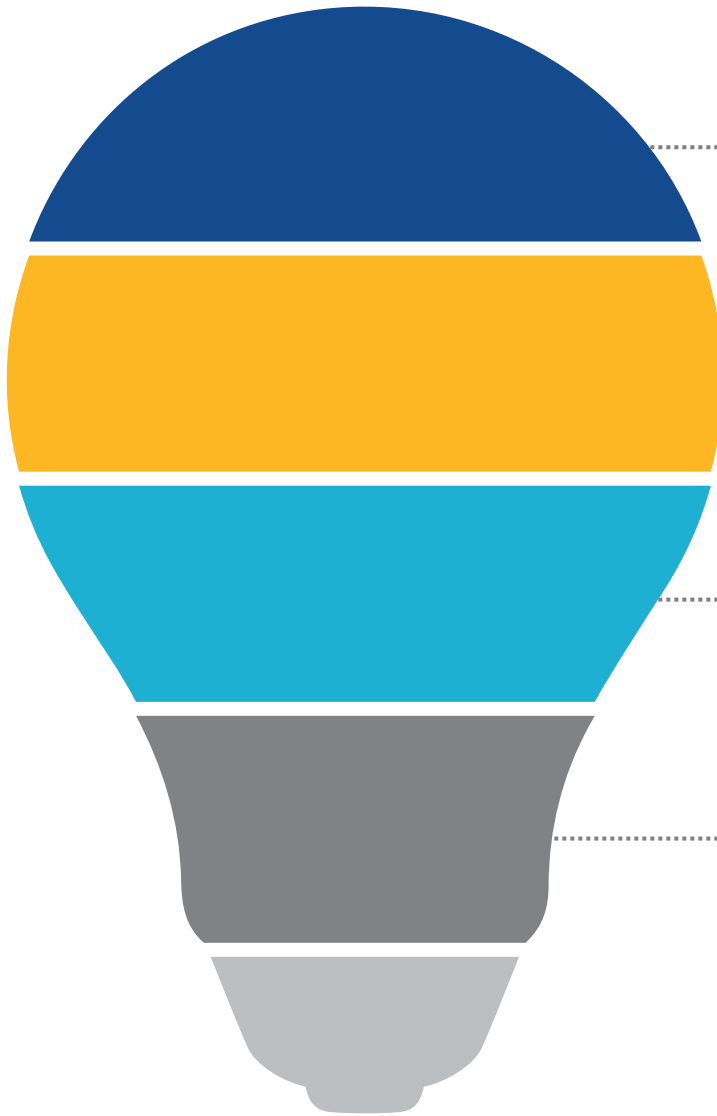


# Evaluation Criteria

Criteria	Points
1. Adherence to Mandatory Requirements	Pass/Fail
2. Business Proposal	5 available points
3. Technical Proposal	70 available points
4. Cost Proposal	25 available points
Total	100



# Closing & Questions



1

→ Reminder: any question asked and answered are not considered binding.

2

→ All questions / inquiries should be submitted through the process outlined in Section 1.7 of the RFP document.

3

→ A copy of this power point presentation will be posted on the Current Requests For Proposals web page.

4

→ Reminder: Pay attention to Key RFP dates. Submission of proposal is October 31, 2025, by 3:00 PM EST.





## Contact Information

Anisa L. Evans-Tucker, MSW

Contact Email: [anisa.evans@dcs.in.gov](mailto:anisa.evans@dcs.in.gov)

