

**Allegheny County
Department of Human Services
Request for Proposals Q&A**

RFP for the Replication of the Evidence-Informed YVLifeSet Model for Foster Youth Transitioning to Adulthood

July 20, 2017

1) In the random sample study that was presented, we heard about the different outcomes that were achieved with the youth that received the YVLifeSet program, but we didn't hear about outcomes for the 40% of youth who got the usual community services. Could you share the results with us?

The same questionnaire that was used for the young people in the treatment group also was used for the young people in the control group. The outcomes that we shared in the slideshow are the statistically significant differences in terms of outcomes achieved. For example, looking at employment as an area, the treatment group did significantly better than the control group in terms of having stable employment at seven percent. The only outcomes that are listed on this slide are those where we have a statistically significant impact in comparison to the control group.

2) Could the County and Youth Villages review the timeline again? The timelines in the RFP and the slideshow do not match in terms of when the first child will be placed and the timeline between training and implementation.

The table below is taken from the RFP. Notes are added in red to explain the correspondence with the timeline in the pre-proposal's sideshow.

September 2017	<ul style="list-style-type: none"> • Successful Proposer is selected • Successful Proposer appoints Administrative Lead to Implementation Team
October to November 2017	<ul style="list-style-type: none"> • Successful Proposer recruits and hires YVLifeSet Team staff <p>This corresponds to the 6-8 week phase of start-up planning identified in the slideshow timeline.</p>
December 2017	<ul style="list-style-type: none"> • Youth Villages trains the Successful Proposer's staff <p>This corresponds to the 2-week phase of training identified in the slideshow timeline. Given that the end of December is holiday time for most, we thought it will be beneficial to have an entire month for training.</p>
January 2018	<ul style="list-style-type: none"> • First referral to Program <p>The first enrollment of youth into the program starts the 4-6 week launch/ramp-up phase in the slideshow timeline. The expectation is that the Successful Proposer would be serving the full capacity of youth by the end of this phase. The last phase on the slideshow timeline is ongoing program operation.</p>

3) Will the pre-proposal conference slideshow be posted on the website too?

Yes, it is posted with the RFP announcement at www.alleghenycounty.us/dhs/solicitations.

4) I understand that participation in the program is voluntary. Could you speak more about the population who will be referred to this program?

We are still in discussion regarding the specific population. Broadly, we can say it will be youth who have been disengaged with other types of independent living services. We haven't drilled down yet to a specific subpopulation.

5) What will partnerships with various providers look like for this program?

We are in the process of talking about the way our system works here at DHS with Youth Villages so that we can determine the best fit for the Successful Proposer chosen through this RFP. We have a lot of assets at DHS that we can put on the table and a lot of assistance we can give. We are interested ensuring that there is a really good fit with the new provider and our existing providers and others who work with young people, both in and out of care.

6) Is this a program funded RFP?

Yes.

7) How many providers will you select?

One.

8) How and when will the County determine a youth is ready for a YVLifeSet referral?

The County will work with Youth Villages to determine what the criteria are for the referrals and which young people will be referred to this program.

9) I understand that this is a program where the youth decides whether or not they'd like to participate. We are a current provider who works with youth and their transition plans. Is there a point where we say, this young person is ready to discharge soon and we want them to be referred to the YVLifeSet now. Is there a specific time where we can know that this young person is definitely ready for the YVLifeSet?

None of that has been decided between Youth Villages and Allegheny County yet. We don't know yet if it will be in-care youth or out-of-care youth or a combination of both types of young people. This is something that we are still discussing with Youth Villages. We can't say who will be able to refer to YVLifeSet at this point.

10) Is the Youth Villages data system just a basic data system that you enter data into?

In terms of key performance measures, yes. It is a basic portal-based system that you will enter those measurements into. It will host a dashboard component where you can see your performance. Youth Villages will have further discussions with DHS about particular data tracking methods.

11) I think the RFP says that Youth Villages will assist in the hiring of staff. Is there a part of the component where you are working with the Supervisor to identify the Specialists that meet certain criteria?

Youth Villages will provide a list of characteristics that we have seen are important in terms of the efficacy of the staff being able to implement the model. Youth Villages will also provide a list of sample questions. In terms of the specific hiring decisions and the hiring process, that is left up to the Successful Proposer.

12) Can you speak to the Permanency Pacts that is referenced in Appendix A that the Specialist is to work out with an adult?

The Permanency Pact is an intervention that is part of the YVLifeSet model. It is a FosterClub resource. FosterClub is a peer support network for children and youth in foster care (see <https://www.fosterclub.com/>). Frontline YVLifeSet staff are trained on how to utilize the Permanency Pact and to help young adults engage natural supports in their Permanency Pact development (see https://www.fosterclub.com/sites/default/files/PermPact_0.pdf).

13) Working with young adults, we've found that often they do not have the required documents such as immunization records, birth certificates and social security numbers. Will there be plans to access the County to get this information? This is a barrier that we've had. Will this be part of the discussion?

We will work with the Successful Proposer to help them navigate the system in Allegheny County so that they can obtain necessary documents for youth.

July 26, 2017

14) Staffing levels and salaries are dictated by the YVLifeSet Model - Suggested Annual Allocation (not including fringe benefits) are provided in the RFP. Are regular employee personnel benefits included in the required salary (e.g., taxes, WC, health care, pension) and what would be excluded as a "fringe benefit?"

The suggested allocation for staff salary is for salary only, not including benefits. Fringe benefits typically include taxes, worker's compensation, health care and pension.

15) Will the awarded provider be responsible for any training or consultation cost with Youth Villages?

No. DHS funding will cover the cost of training.

16) Will training require staff to travel?

All mandatory YVLifeSet model training will be conducted at the Successful Proposer's site and does not require travel. If the Successful Proposer wants to send specific staff to observe an implementing site's service delivery, the Successful Proposer is responsible for associated travel costs. An annual provider convention is offered to allow information sharing and learning across sites. Costs for air travel and hotel accommodations for this convention are the responsibility of the Successful Proposer.

17) Can you clarify staff turnover rate for the past (3) years – Do you want 3 separate % over each year or one rate combined for the last (3) years?

Please provide three separate percentages for each year, and then average them.

18) In addition to entering data into the Youth Villages data system, should we expect to enter client information in our case management system or another system at DHS?

Yes, the Successful Proposer will store client demographics, needs assessment, service plan and other data either in their own case management system or in a DHS system designed for this purpose. The details of this arrangement will be negotiated with the Successful Proposer.

July 27, 2017

19) Is there a requirement to provide for concrete goods?

There is not a “concrete goods” budget for this Program. Rather, there is a small amount of funding that will be made available to the Successful Proposer for wraparound/emergency support (see question 20). Proposers do not need to include a line item for wraparound/emergency support in their RFP budget proposal.

20) To what extent might the proposer be expected to assume the partial cost of accessing ¾ housing or other temporary or transitional housing, OR to provide nominal conditional support for clients’ rent or utilities, etc.?

The Successful Proposer’s YVLifeSet team will be expected to connect young people to those community resources that are most appropriate for each youth. The wraparound/emergency support funding is intended for emergency situations when community resources are not able to meet the needs of the young person (see question 19).

YVLifeSet wraparound/emergency support may include the following:

- Housing related expenses: Security deposits, utility payments or back payments, rent or hotel room in emergency situations
- Education related expenses: Materials, supplies, testing fees, clothing/uniforms, application fees
- Transportation: Bus passes, driver’s license fees, help with initial insurance if recently employed
- Other needs: Food, clothing, ID card fees, child care assistance

The Successful Proposer will be trained on the process for reporting the disbursement of these funds. Note that the goal of the Program is to help the youth find solutions that are sustainable for that young person beyond Program participation.

July 31, 2017

21) In addition to the information provided in Appendix B of the RFP, has Youth Villages created job descriptions for the YVLifeSet Team Supervisor and the YVLifeSet Specialists and are they available?

Youth Villages has sample job postings/job descriptions for the Supervisor and Specialist level staff available for use by the Successful Proposer.

22) Please explain what you are looking for in the “Proposal Abstract” section? Would it be a condensed version of the question #12 (Describe why you feel you are the best candidate for this opportunity)?

Please use the Proposal Abstract to write a short summary of your Proposal in 750 characters or less. You may include whatever you feel is most important.

23) Section 2, part B of this RFP refers to “stable housing” as a possible goal for the youth served by this program. How do you define stable housing?

Stable housing refers to safe and permanent housing. The YVLifeSet model defines a successful housing status in terms of the youth residing in one location and living independently or with family at time of exit. Successful housing does not include moving from one temporary housing arrangement to another provided by friends, family or strangers. Youth with stable housing for the past six months is one of the instrumental outcomes measured during program model fidelity review.