

## United Way of Henry County and Martinsville Positive Youth Development Collaborative Request for Proposals

### Scope of Work

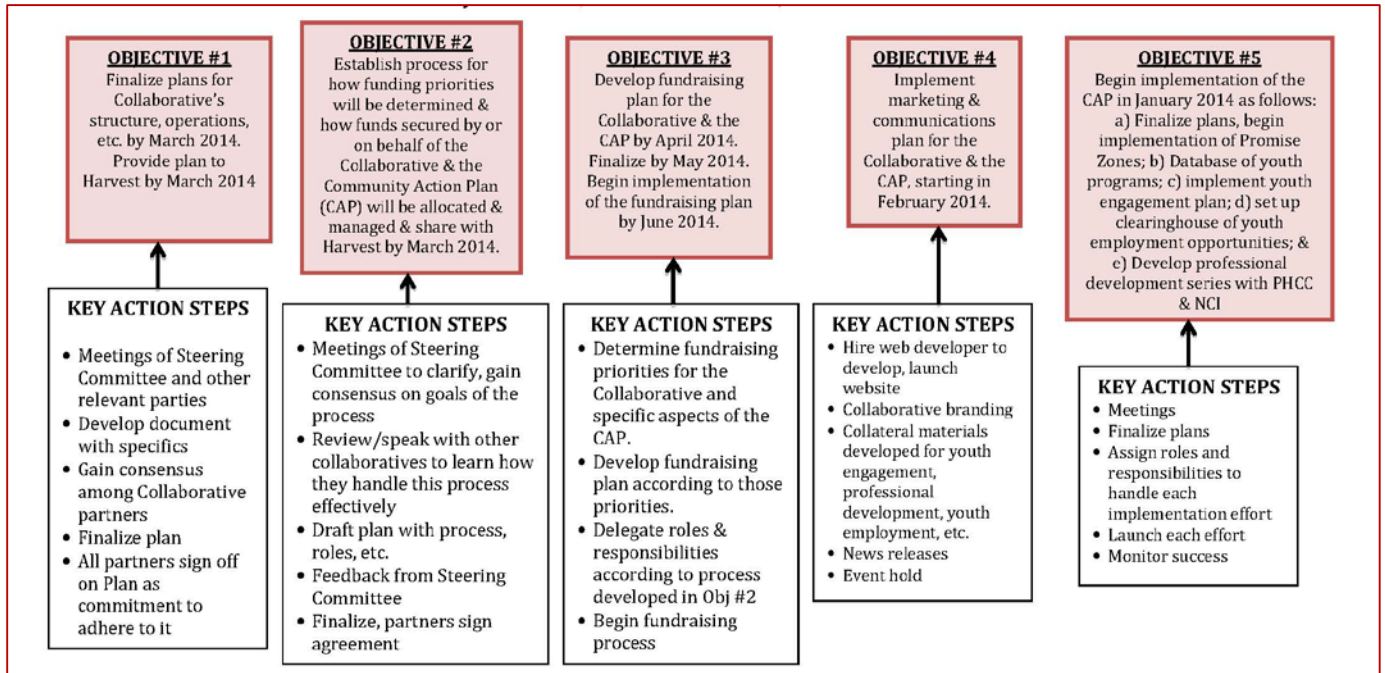
The purpose of this Request for Proposal (RFP) is to solicit proposals that will enable United Way of Henry County and Martinsville on behalf of the Positive Youth Development Collaborative to select a qualified applicant to develop a Key Performance Indicators (KPIs) dashboard to evaluate the Collaborative's program of work activities, expenditures and outcomes.

The dashboard would include the following:

1. Process Key Performance Indicators (KPIs)
2. Financial / Expenditures
3. Outcome KPIs
4. Mapping of youth-related program activities grouped in three areas of Summer Camps, Youth Employment and Before and After School to reflect the program activity in general and where these activities are held

### Process KPIs

- Gantt Chart will be created to monitor progress of each key activity of the Program of Work as highlighted in this chart:



### Financial/Expenditures

- Allocation of Funds by budgeted categories and expenditure rates
  - Facilitator
  - Meetings
  - Mini Grant Awards

- o Inventory and Mapping
- o Professional Development
- o Promotion
- o Indirect Cost
- Leveraged Contributions

**Outcome KPIs**

- Deliverables completed on schedule
- Enrollment/participation in youth-related programs increased in the areas of Summer Camps, Youth Employment and Before and After School

**A map reflecting youth-related program landscape by area and geographically using data from outcome KPIs**

**Contents of Proposals**

All proposals must have the following parts:

- A cover page
- A narrative reflecting an understanding of the needed services
- Dollar amount for services
- Prior experience and credentials

**Project Schedule**

Request for Proposal Issued: February 13, 2014  
 Proposal Submission Deadline: March 7, 2014  
 Expected Contract Awarded: Within 5 days of submission deadline  
 Completed Deliverable: One month upon contract award

**General Background**

With United Way as the fiscal agent and with a grant funds secured by The Harvest Foundation, the Positive Youth Development Collaborative consists of the following partners:

- |   |   |
|---|---|
| Activate Martinsville-Henry County                  | Henry County Public Schools                 |
| Agape Bible Christian Fellowship                    | Henry County Sheriff's Department           |
| Bassett Community Center                            | HEY-CHILL                                   |
| Boy Scouts of America – Blue Ridge Mountain Council | Martinsville City Police Department         |
| Boys & Girls Club of the Blue Ridge                 | Martinsville City Public Schools            |
| Carlisle School                                     | Martinsville-HC Chamber of Commerce         |
| Citizens Against Family Violence                    | Martinsville-Henry County EDC               |
| Coalition for Health and Wellness                   | Martinsville-Henry County SPCA              |
| CrossPoint Church                                   | Martinsville-Henry County NAACP             |
| Dan River Basin Association                         | MHC After 3                                 |
| Department of Juvenile Justice                      | Ministerial Association                     |
| Department of Social Services                       | New College Institute                       |
| Family Preservation Services, Inc.                  | Patrick Henry Community College             |
| Fieldale Community Center                           | Piedmont Community Services                 |
| FOCUS On Youth/CASA                                 | Salvation Army                              |
| Henry County Parks and Recreation                   | Southern VA Recreation Facilities Authority |

Tackfully Teamed  
The Family YMCA  
The Spencer Penn Center

Virginia Cooperative Extension/4-H  
Virginia Museum of Natural History  
West Piedmont WIB

These partners have agreed to help build the youth development system by supporting a forum as managed by United Way for the three clusters (Life Skills, Recreation and Career Readiness) of the Positive Youth Development Collaborative's program of work. Highlights are as follows:

**#1**

### **Positive Youth Development Collaborative VISION**

All children and youth in MHC have ready access to and benefit from a coordinated, seamless system of highly quality, well-run programs and services that helps meet their life skills, recreation and career readiness needs.

**#2**

### **Positive Youth Development Collaborative GOALS**

1. Ensure availability of high quality programs, services and information in MHC that help meet the life skills, recreation, career readiness & other needs of children/youth in MHC.
2. Ensure MHC children & youth are aware of & have ready access to network of quality programs.
3. Put into practice an authentic partnership of organizations (the Youth Development Collaborative) that work together on an ongoing basis in a cooperative, non-hierarchical and professional manner.
4. Ensure MHC's youth programs adhere to and evaluate their work against a common set of performance standards.
5. Ensure the Collaborative adheres to a structure, guidelines and practices that are on par with successful Collaboratives elsewhere.
6. Successfully implement the Collaborative's Community Action Plan.
7. Impose consequences for partner organizations that do not adhere to Collaborative standards and/or otherwise affect the productivity and overall effectiveness of the Collaborative, and the activities of the Community Action Plan.
8. Ensure youth development staff have professional training & skills they need to provide high quality programs.

**#3**

### **Positive Youth Development Collaborative OBJECTIVES**

1. Finalize plans for the Collaborative's structure, guidelines & protocols for each partner organization, expected time & resource commitment of partners, among other details to ensure the Collaborative operates in a cohesive, cooperative and highly effective manner on an ongoing basis. Specific plans in the form of a document, and a presentation to Harvest's staff will be completed by March 2014.
2. Establish the process for how the Collaborative will determine how funds secured by or on behalf of the Collaborative will be allocated and managed and the roles and responsibilities of partner organizations in the process. A brief document outlining the process, roles, expectations, etc., will be completed & submitted to Harvest in March 2014. The Collaborative will present its plans to Harvest's staff in March 2014.
3. Develop a draft fundraising plan for the Collaborative and the Community Action Plan by April 2014. Provide Harvest with a copy of the plan by April 2014. Finalize plan by May 2014. Begin implementation of the fundraising plan by June 2014.
4. Implement marketing and communications plan for the Community Action Plan, starting in February 2014.
5. Begin implementation of the Community Action Plan in January 2014 as follows: a) Finalize plans & begin implementation of Promise Zones by July 2015; b) Set up database of youth programs by December 2014; c) Implement youth engagement plan by January 2014; d) Clearinghouse of youth employment opportunities by March 2015 & e) Develop professional development training series with PHCC and NCI by December.

### **Terms and Conditions**

Proposals must have a cover sheet which includes the name of the company or agency submitting the proposal, a contact person, mailing address, phone, email address, federal tax ID number or employer ID number. There are no page limits for submissions, but

brevity is highly encouraged. Email proposals to the Collaborative's Facilitator, Kim Adkins at [kim@keaconsultingservices.com](mailto:kim@keaconsultingservices.com)

### **Questions**

Any questions concerning this RFP should be directed to Kim Adkins, 276/252-2679.

### **Proposals Binding**

Unless otherwise specified all formal proposals submitted will be binding for ninety (90) calendar days following the closing date, unless extended by mutual consent of both parties.

### **Evaluation Criteria**

Referred to as the Selection Committee, representatives from United Way and the Positive Youth Development Collaborative, will evaluate the submissions in accordance with the requirements provided in this RFP. Each submission will be evaluated on the following:

- Overall qualifications of the firm.
- Methodologies of approaches proposed.
- Experiences and successes in providing similar services.
- Qualifications and experience of key personnel to be assigned to the project.

The Selection Committee reserves the right to interview prospective applicants in person or by telephone and to reject any and all proposals submitted.

The Selection Committee also reserves the right to seek clarification and to revise or amend this RFP prior to the date set for receipt of the proposals. The date set for receipt of proposals may be changed if deemed necessary. Any revisions and/or amendments will be in the form of an addendum to this RFP.

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