

**Stevens County  
Youth & Family Network**

**Request for Proposals**

**for**

**Reducing Youth Risk Factors**

**in the areas of**

**Violent Criminal Acts by Juveniles,**  
**Teen Substance Abuse,**  
**Teen Pregnancy and Teen Male Parentage,**  
**Teen Suicide Attempts,**  
**School Dropouts,**  
**Child Abuse and Neglect,**  
**or**  
**Domestic Violence**

**July 1, 1995 to December 31, 1995**

**Total Funds Available \$12,817**

**Proposals Due**

**June 28, 1995**

**For application contact Interim Chair Chuck Yost**  
**365 N. Oak St.**  
**Colville, Wa. 99114**  
**(509) 684-5857**

## **Summary**

The Stevens County Youth and Family Network requests proposals for reducing risk factors for youth in Stevens County which in turn will reduce violence including youth violence. Requests must be received by Interim Chair Chuck Yost at 365 N. Oak St., Colville, Wa. 99114 by 4:30PM on June 28, 1995. The original and five copies of each proposal are required. Late submissions will not be considered.

Projects will be funded for six months from July 1, 1995 to December 31, 1995.

## **Total Funds Available**

The total funds available are \$12, 817.00. This is a one-time expenditure. Bidders may apply for any or all of the funds available. Multiple projects may be funded.

## **Eligible Bidders**

Eligible applicants include service providers who have current state contracts or a service provider who has an existing contract with the Network fiscal agent (N.E. Tri-County Health Department) or a service provider that has had their qualifications verified by a government entity such as a city or county and who are qualified to provide services to reduce youth at-risk factors. Funding preferences will be given to well-established programs with a record of providing high quality, cost-effective services.

## **Project Goal**

To reduce at-risk factors which may contribute to youth violence.

## **Scope of Work**

Eligible projects will be those designed to reduce one or more of the following:

1. Criminal acts by juveniles
2. Teen substance abuse
3. Teen pregnancy and teen male parentage
4. Teen suicide attempts
5. School dropouts
6. Child abuse and neglect
7. Domestic violence

Preference will be given to reducing teen suicide, criminal acts by juveniles or child abuse or neglect.

## **Approach**

The services proposed should be as comprehensive as possible. Services should be culturally relevant and be reflective of the community they serve. Preference will be given to projects which can demonstrate measurable outcomes.

Bidders are strongly encouraged to work cooperatively with other individuals or agencies in their community who deal with the issues listed in the scope of work above to identify existing services and gaps in services and in developing mutually agreed upon projects.

If the project is a joint project (that is involving more than one group or agency) a signed letter of commitment from each party must be included in the proposal. Letters of commitment must be specific as to the role the cooperating agency or group will play in the project.

## **Requested Response**

Proposals must respond to the following areas. Each area must be addressed in separate, titled sections in the order they are given in this RFP. The length of the response must not exceed the stated amount. Additional materials will not be considered so do not include them.

- A. Community Participation - One page maximum.  
Specify the community to be served both geographically and demographically.  
  
List the agency, agencies or groups and the individual representing them who participated in responding to this RFP.
- B. Proposed Project - Three pages maximum  
Describe the proposed project. Please indicate who will provide what services and where. Explain how it will be carried out. Be specific about exactly when this project will occur and any necessary timeline. Be precise about the number of people who will receive the service. List the proposed goals and objectives. How will the bidder determine the effectiveness of the work done in this project?
- C. Rationale - One page maximum  
Describe why you decided to propose this project. How would this project build upon or coordinate with other existing projects? What long-term benefit or impact would this project have for the community? State any research that has been done to support this rationale.

D. Bidders Experience - One page maximum

Provide the bidders experience in delivering the proposed services. Please state why the bidder is the best or most appropriate provider in the community. Describe any past history of providing the same or similar services, the staff training or any specific areas of expertise.

Budget - One page maximum

Use the following categories to organize cost for this project.

- a. Salaries
- b. Fringe Benefits
- c. Contracts
- d. Goods and Services
- e. Indirect/Overhead

1. Under each section provide a breakdown within the category that specifies the individual cost per item.

2. On a separate page provide a brief justification for each item.

3. Notes:

Capital expenditure and equipment costs are not allowed under this project.

A minimum 25% match is required. Matching funds means an amount budgeted for a network project. Up to half the matching funds can be in-kind goods and services. At least one half of the match must be in cash. Funding sources allowable for match include appropriate federal or local levy funds, private charitable funding and other charitable giving. Basic education funds shall not be used as a match.

The bidder may include up to 10% for indirect/overhead costs.

F. Evaluation

The evaluation will be an outcome evaluation. Standardized forms will be provided by the Network.

### G. Bidder Information

Provide the following information for each agency or group providing the service proposed.

1. Legal name, address and telephone number of the organization with whom the contract will be executed.
2. Name, title, address and phone number of the contact person for the contract.
3. Federal employer number and Washington State tax registration number.
4. Name and resume of the staff assigned to this project. Limit resume to one page per person.
5. Location of facility where the project will be carried out. Indicate if this facility complies with the requirements of the Americans with Disabilities Act.

### Rating Criteria

Proposals will be rated according to the following percentage distribution.

Community Participation	15%
Proposed Services	20%
Rationale	20%
Bidders Experience	25%
Budget	20%

### Selection Process

A committee will review and rate the proposals. The network reserves the right to negotiate a final scope of work and budget with the successful bidder(s).

### Time Lines

Proposals must be received by Interim Chair Chuck Yost at 365 N. Oak St., Colville, Wa. 99114 by June 28, 1995 by 4:30PM. Funding under this proposal shall not constitute an obligation by the Stevens County Network to provide further funding. Agencies will be notified regarding the decision by the Network.