



**SEALED BID  
REQUEST FOR PROPOSAL**

**MENTOR Vermont: OJJDP Mentoring Opportunities for  
Youth Initiative**

<b>RELEVANT DATES AND DEADLINES</b>	
ISSUE DATE:	<b>September 10, 2020</b>
BIDDER CONFERENCE:	<b>September 16, 2020: 10:00AM - 11:00AM (EDT)</b>
QUESTIONS DUE BY:	<b>September 18, 2020</b>
RFP RESPONSES DUE BY:	<b>Thursday, October 1, 2020: 4:30 PM (EDT)</b>

*MENTOR Vermont will make no attempt to contact interested parties with updated information. It is the responsibility of each bidder to regularly check the webpage below for any and all notifications, releases, and addendums associated with this RFP:*

[www.mentorvt.org/funding#3](http://www.mentorvt.org/funding#3)

**MENTOR VERMONT CONTACT:  
TELEPHONE:  
E-MAIL:**

**Elizabeth Ewan, Project Manager  
(802) 658-1888  
[liz@mentorvt.org](mailto:liz@mentorvt.org)**

## TABLE OF CONTENTS

I.	<a href="#">INTRODUCTION</a> .....	3
II.	<a href="#">PURPOSE</a> .....	3
III.	<a href="#">ELIGIBILITY &amp; REQUIREMENTS</a> .....	4
IV.	<a href="#">STATEMENT OF WORK</a> .....	4
V.	<a href="#">REPORTING &amp; RECORDKEEPING REQUIREMENTS</a> .....	7
VI.	<a href="#">FUNDING TIMELINE/AVAILABILITY &amp; SUBMISSIONS</a> .....	9
VII.	<a href="#">PROPOSAL SUBMISSION INSTRUCTIONS</a> .....	11
VIII.	<a href="#">EVALUATION &amp; SELECTION</a> .....	15
IX.	<a href="#">CONTACT PERSON</a> .....	16
X.	<a href="#">APPENDICES</a> .....	16
XI.	<a href="#">APPENDIX A: PROPOSAL SUBMISSION CHECKLIST</a> .....	17



## I. INTRODUCTION

In the fall of 2019, the Vermont Department of Children and Families (DCF) received a three-year, \$1.25 million Office of Juvenile Justice and Delinquency Prevention (OJJDP) Mentoring Opportunities for Youth Initiative Category 5 grant. DCF issued a sub-award to MENTOR Vermont to manage the delivery of mentoring programming to underserved rural communities inordinately impacted by the opioid epidemic in four regions of Vermont, the Northeast, Northwest, Southeast, and Southwest, which includes nine counties: Bennington, Caledonia, Essex, Franklin, Grand Isle, Orleans, Rutland, Windham, and Windsor. The grant goal was to increase the number of active mentoring matches in the regions mentioned above by 200 over three years, providing evidence-informed mentoring services to rural youth (ages 6 to 17) with Adverse Childhood Experiences (ACES) and other known risk factors for substance abuse, including poverty.

Due to the current COVID-19 pandemic, MENTOR Vermont and DCF received approval from OJJDP to adjust the scope of the grant and re-allocate \$200,000 of the funds from June – September 2020 to support existing mentoring matches in underserved rural communities of Vermont inordinately impacted by the opioid epidemic (the same geographical locations as identified in the original project scope). This fall, MENTOR Vermont is resuming focus on achieving the original goal of creating 200 new active matches, by the end of August 2022 in Northeast, Northwest, Southeast, and Southwest Vermont, the rural regions of the state most impacted by the opioid epidemic. MENTOR Vermont recognizes the unique and challenging aspects of increasing the number of mentoring matches during the COVID-19 pandemic, and this grant is tailored to support mentoring organizations with expanding their program models to accommodate physical distance restrictions and remote mentoring relationships, while still providing evidence-informed mentoring services.

## II. PURPOSE

This Request for Proposals (RFP) is for competitive proposals to be funded through DCF's OJJDP grant. This RFP is published and administered by MENTOR Vermont, with the approval and consultation of DCF. This grant program will run from **October 15, 2020 through August 31, 2022.**

MENTOR Vermont is requesting proposals from existing mentoring agencies serving the following regions of Vermont: Northeast, Northwest, Southeast, and Southwest, which includes nine counties: Bennington, Caledonia, Essex, Franklin, Grand Isle, Orleans, Rutland, Windham, and Windsor, to address the needs of communities inordinately impacted by the opioid epidemic in those regions, by providing evidence-informed mentoring services to rural youth (ages 6 to 17) with Adverse Childhood Experiences (ACES) and other known risk factors for substance abuse, including poverty.

This RFP is intended to fund match support to *new* adult-to-youth (ages 6 to 17) mentor matches, enhance mentor training, increase engagement with families, and implement organizational improvements to enable mentoring program(s) to increase the number of youth served who are inordinately impacted by the opioid epidemic across Vermont. By providing financial support for new matches across these four regions of the state, MENTOR Vermont is directly working toward its mission of providing resources and support to youth mentoring agencies, so they can meet the needs of young people in their communities, and its vision for every young person in



Vermont having the supportive mentoring relationship they need to grow and develop into thriving, productive, and engaged adults.

### III. ELIGIBILITY & REQUIREMENTS

#### Respondents must meet the following criteria:

1. Operate an existing adult-to-youth one-to-one mentoring program.
2. Meet best practices as outlined in the [Elements of Effective Practice for Mentoring \(EEP\)](#).
3. Have successfully completed the [Quality Mentoring System \(QMS\)](#) review process with MENTOR Vermont within the last three years or will do so within one year of receipt of the agreement. Respondents will renew on-time and according to the every-three-year review schedule.
4. Provide mentoring services in one or more of the following counties: Bennington, Caledonia, Essex, Franklin, Grand Isle, Orleans, Rutland, Windham, and Windsor.

#### Respondents must demonstrate or agree to:

1. Ability and willingness to measure required performance measurements.
2. Confidence in ability to achieve desired measurement results.
3. Commitment to timely and thorough, regular reporting to MENTOR Vermont.
4. Collaboration with VT DCF and district offices, the Department of Health (Regional Prevention Partnerships), and other agencies within the “hub and spoke” system for youth referrals, resources for families, and mentor training.
5. Screen all mentors funded by this grant with **FBI-fingerprint based background checks.**

#### Special Considerations:

It is of great importance to the RFP review committee that agencies are intentional with capacity building and match support, giving significant attention to how agencies will sustain and ensure success of matches once this funding expires. The committee will prioritize proposals that demonstrate a clear vision for how organizations will address this challenge, particularly in the aftermath of the COVID-19 pandemic. Additionally, the RFP review committee will prioritize organizations that have a close affiliation with substance abuse prevention programs, have previously partnered with MENTOR Vermont, have a proven track record of meeting grant goals and reporting requirements, and have demonstrated the ability to appropriately handle Federal funding.

### IV. STATEMENT OF WORK

With the significant growth in statewide matches for the duration of this grant period, paired with the current local, state, and CDC guidelines for social distancing, best practices around recruitment, match monitoring and support are of great importance. MENTOR Vermont values and prioritizes the health and safety of youth, mentors, families, and program staff engaged in mentoring programs. Programs should follow all local, state, and CDC guidelines surrounding the COVID-19 pandemic on social distancing and in-person gatherings, followed by the best practices outlined in the EEP. Programs are expected to resume best practices outlined in the EEP fully as soon as it is reasonably safe to do so.

Throughout the grant period, sub-grantee organizations will, at minimum:

**Recruitment:**

- Utilize mentors as Mentor Ambassadors, who will talk to their friends, family members, and colleagues about their mentoring experiences, as a form of mentor recruitment.
- Collaborate with MENTOR Vermont to identify mentor matches from their program(s) who are interested in participating in mentor recruitment videos, and other promotional opportunities.

**Matching:**

- Initiate and sustain *new* adult-to-youth mentor matches.
  - Adults: Volunteers, no longer in high school, ages 18+ at match initiation
  - Youth: Ages 6-17 at match initiation
  - Match relationships
    - If a match (not funded through this grant) ends for natural reasons, youth or mentors currently active in the program may be re-matched and counted toward this grant.
    - Adults may maintain up to two match relationships that can count toward this grant, so long as each relationship and match engagement remains one-to-one.
    - Matches must maintain a three-year age gap (e.g. a 19-year-old mentor may only mentor youth ages 16 and younger).
- Provide direct one-on-one (in-person or remote) mentoring services to the at-risk youth population.
  - Matches must commit to a half hour of engagement once a week. Engagement may be once a week for 30 minutes or multiple engagements throughout one week, totaling a minimum of 30 minutes. Additional engagement is encouraged but not required due to programmatic adjustments brought about by the COVID-19 pandemic.
  - Matches must commit to a mentoring relationship of (at minimum) one school or calendar year (based on program model).
- Ensure that their mentoring program continues to meet all required best practices for mentoring as written in the [EEP](#).

**Training:**

- Provide pre-match training to new mentors, meeting the standards outlined in the EEP.
  - Pre-match training must include education on prevention and how to best support youth impacted by opiates in their community.
- Offer at least three (3) one to two hour, post-match trainings (remote or in-person) each year of the grant to mentors, tailored to the needs and characteristics of the mentees they serve.
  - Trainings must incorporate evidence-based and evidence-informed mentoring practices.
  - Additional trainings may include how culture, gender, race, religion, socioeconomic status, and other demographic characteristics of the mentor and mentee may affect the mentoring relationship, closure, and other training topics as identified by program staff or requested by mentors.

**Monitoring and Support:**

- Communicate with mentors and mentees monthly (twice per month for the first month of the match), inquiring about match activities, the quality of the mentoring relationship, and other best practices as outlined by the EEP. Agencies must document monthly contact (date, method of contact, and content).
- Collect match engagement documentation from mentors, including, at minimum, the date, duration method of contact or engagement and a description of the activity completed.
- Engage mentees’ families in the mentoring process. Communication will occur monthly with *all* parents or guardians of mentees contacted via calls, meetings, or other methods that best meet the family’s needs, so that they are:
  - better able to communicate questions, comments, or concerns related to their child(ren)’s mentoring relationship.
  - better able to advocate for the support their family needs in weathering the COVID-19 pandemic.
  - better able to reduce youth risk by increasing protective factors in the home.

Agencies must document every monthly contact (date, method of contact, and content).
- Formally thank *all* parents or guardians to recognize their contributions in supporting the mentee’s engagement in mentoring, during each grant year.
- Formally thank *all* mentors to recognize their contributions in supporting the mentee’s engagement in mentoring, during each grant year.
- Work to best support their mentees and mentors to strengthen relationships and maximize mentor retention.
- Host at least two small group activities for matches (remotely or in-person), per grant year.
- Provide mentors with a list of possible match activities and developmentally appropriate activity suggestions.

**Professional Development:**

- A minimum of one program staff member from each subaward agency will attend (remotely or in-person):
  - The annual National Mentoring Summit.
  - The annual Vermont Mentoring Symposium.
  - Twice yearly gathering of subgrantees for training and peer learning, hosted by MENTOR Vermont. This includes a mandatory training on how best to support both mentors and families of their mentees impacted by opiates in their communities.
- Agencies must increase the amount of staff time spent on match support to accommodate *new* matches funded through this grant by a rate of 40 matches = 1.0 FTE.
  - For example: 60 new matches = 1.5 FTE, 20 matches = 0.5 FTE

**Evaluation:**

- Based on the [Youth Strength Relationship Scale](#), administered annually by agencies to matches funded under the grant, 85% of mentee survey respondents:
  - Indicate a positive perception of their mentoring relationship.
  - Report high interest in continuing to see their mentor.



- Based on the [\*Mentor Strength of Relationship Scale\*](#), administered annually by agencies to matches funded under the grant, 85% of mentor survey respondents:
  - indicate a positive perception of their mentoring relationship.
  - report high interest in continuing to see their mentee.
- 85% of parents or guardians of youth funded under this grant, that respond to a satisfaction survey will indicate a high level of satisfaction with their child's mentoring experience and respond affirmatively to statements that:
  - mentoring has had a positive impact on their child.
  - they would recommend mentoring to their friends (having a mentor for their child).
  - agree that mentoring has improved their home dynamic and their relationship with their child.

The statement of work outlined here within may be modified or changed at any time during the grant period by MENTOR Vermont in consultation with DCF. Any and all changes must be provided in writing to sub-grantees with reasonable advance notice of acting on those changes.

## V. REPORTING & RECORDKEEPING REQUIREMENTS

Sub-grantees shall submit accurate and timely programmatic reports to MENTOR Vermont. The reporting schedule is as follows:

Report #	Report Type	Reporting Period	Due Date
1	Bi-annual	10/15/20 - 12/31/20	01/10/21
2	Quarterly	01/01/21 - 03/31/21	04/10/21
3	Quarterly	04/01/21 - 06/30/21	07/10/21
4	Bi-annual	01/01/21 - 06/30/21	07/10/21
5	Quarterly	07/01/21 - 9/30/21	10/10/21
6	Quarterly	10/01/21 - 12/31/21	01/10/22
7	Bi-annual	07/01/21 - 12/31/21	01/10/22
8	Quarterly	01/01/22 - 03/31/22	04/10/22
9	Quarterly	04/01/22 - 06/30/22	07/10/22
10	Bi-annual	01/01/22 - 06/30/22	07/10/22
11	Quarterly	07/01/22 - 08/31/22	09/10/22
12	Final	10/15/20 - 08/31/22	09/10/22

Reports shall include but are not limited to the following:

### MENTOR Vermont Performance Measures:

- a. Total number of active mentor matches served
- b. Match retention rate
- c. Needs of youth and families during the month
- d. Progress report on programmatic/organizational goals as outlined from sub-grantees' approved proposal

### OJJDP Required Performance Measures:

- a. Increase in youth enrolled since the beginning of the reporting period
- b. Number and percent of program youth matched with a mentor during the reporting period

- c. Percent of program youth in matches meeting mentoring program requirements
- d. Increase in the number of program mentors recruited
- e. Number and percent of program mentors successfully completing training
- f. Number and percent of trained program mentors with increased knowledge of the program area
- g. Mentor retention
- h. Percent of mentoring programs with active partners
- i. Number and percent of youth with whom an evidence-based program or practice was used
- j. Number and percent of program youth completing program requirements
- k. Number and percent of program youth who offend (short term)
- l. Number and percent of program youth who offend (long term)
- m. Percent of program youth exhibiting a desired change in the targeted behavior (short and long term)
- n. Number and percent of program youth who are victimized (short term)
- o. Number and percent of program youth who are victimized (long term)
- p. Perception of social support

In general, quarterly reports cover a term of three months, and encompass milestones achieved, challenges, issues, or concerns experienced during the quarter, and strategies and/or actions to address any challenges, issues, or concerns, as well as progress on MENTOR Vermont performance measures. Bi-annual reports cover a term of six months and include progress on OJJDP performance measures in addition to what is included in the quarterly report. Quarterly reports with the same due date as the final or bi-annual reports may be submitted together as one collective report, giving special attention to the most recent quarter. The final report will cover all deliverables and performance measures outlined in the grant and summarize performance throughout the duration of the grant term (October 15, 2020 - August 31, 2022), giving special attention to the final quarter of the grant period. Reporting templates will be provided by MENTOR Vermont.

**Specific and Required Performance Measures:**

<b>GOAL 1:</b> Provide evidence-informed mentoring services to youth at-risk of opioid abuse to reduce risk and build protective factors	1	Match Retention	90% of matches continue for at least one program year
	2	Match Engagement	Minimum of a half hour of total engagement each week
	3	Training	Minimum of 3 post-match trainings per grant year
		75% of mentors will participate in at least 2 trainings per grant year	
	Of those who attend, 85% will indicate a high level of satisfaction with the training received		
	4	Small Group Activities	85% of matches participate in at least one small group activity per grant year
	5	Evaluation	Mentor & Mentee responses to <a href="#"><i>Strength of Relationship Survey</i></a>
		85% of mentee survey respondents indicate a positive perception of their mentoring relationship	
		85% of mentee survey respondents report high interest in continuing to see their mentor	
		85% of mentor survey respondents indicate a positive perception of their mentoring relationship	

		85% of mentor survey respondents report high interest in continuing to see their mentee	
<b>GOAL 2:</b> Engage mentee families in the mentoring process so that they will be better able to reduce youth risk by increasing protective factors	1	Match Support	Program staff communicate monthly with 100% of parents or guardians of mentees
	2	Recognition	Each grant year, program staff formally thank 100% of parents or guardians to recognize their contributions in supporting the mentee's engagement in mentoring
	3	Evaluation	Parent/guardian response to satisfaction survey
		85% of parent/guardian respondents indicate a high level of satisfaction with their child's mentoring experience	
		85% of parent/guardian respondents respond affirmatively to the statement: mentoring has had a positive impact on my child	
		85% of parent/guardian respondents respond affirmatively to the statement: I would recommend mentoring to my friends (having a mentor for their child)	
	85% of parent/guardian respondents respond affirmatively to the statement: I agree that mentoring has improved our home dynamic and my relationship with my child		

### Survey & Evaluation Requirements

All sub-grantees will conduct a standardized evaluation of mentees, mentors, and parents/guardians to learn about the quality, challenges and successes of mentoring relationships at least once per grant year. These standardized surveys must meet a minimum response rate of 50%, and include:

- The [Youth Strength Relationship Scale](#) (National Mentoring Resource Center, no date) for mentees.
- The [Mentor Strength of Relationship Scale](#) (National Mentoring Resource Center, no date) for mentors.
- A scale developed by MENTOR Vermont for parents/guardians.

The reporting and recordkeeping requirements outlined here within may be modified or changed at any time during the grant period by MENTOR Vermont in consultation with DCF. Any and all changes must be provided in writing to sub-grantees with reasonable advance notice of acting on those changes.

## VI. FUNDING TIMELINE/AVAILABILITY & SUBMISSIONS

MENTOR Vermont will provide **up to \$4,000 per new match**, that should be budgeted to support new matches for the duration of the grant period. Agencies must make a compelling case for their per match costs. There is no minimum or maximum award sum, but there is **a minimum funded new match count of 20**. The award period is **October 15, 2020 through August 31, 2022**. Matches may only be funded once by MENTOR Vermont. Agencies receiving funding from both the Vermont Mentoring Grants (VMGs) and the OJJDP Mentoring Opportunities for Youth Initiative must determine which grant funds they wish to use for each match. Agencies may not use OJJDP funding to support matches funded by the Vermont Mentoring Grants.



**Award Payment Terms**

This is a reimbursement grant. Sub-grantees shall request monthly payments per the schedule as noted below by submitting a *Financial Reporting & Request for Grant Funds* form (form provided upon receipt of award). Payment requests must report on the prior month’s actual expenditures and include all applicable supporting documentation. MENTOR Vermont will review all invoices and materials before submitting to DCF. DCF’s payment terms to MENTOR Vermont are net 30 days from receipt of an error-free invoice with all applicable supporting documentation. Once MENTOR Vermont receives payment from DCF, payment will be sent to subrecipients within seven days (unless otherwise stated by MENTOR Vermont). If requested due to sub-grantees’ cash flow needs, MENTOR Vermont will consider expediting payment prior to receiving payment from DCF. This will be considered on a case by case basis and is not guaranteed.

Report #	Reporting Period	Due Date
1	10/15/2020-10/31/2020	11/10/2020
2	11/01/2020-11/30/2020	12/10/2020
3	12/01/2020-12/31/2020	01/10/2021
4	01/01/2021-01/31/2021	02/10/2021
5	02/01/2021-02/28/2021	03/10/2021
6	03/01/2021-03/31/2021	04/10/2021
7	04/01/2021-04/30/2021	05/10/2021
8	05/01/2021-05/31/2021	06/10/2021
9	06/01/2021-06/30/2021	07/10/2021
10	07/01/2021-07/31/2021	08/10/2021
11	08/01/2021-08/31/2021	09/10/2021
12	09/01/2021-09/30/2021	10/10/2021
13	10/01/2021-10/31/2021	11/10/2021
14	11/01/2021-11/30/2021	12/10/2021
15	12/01/2021-12/31/2021	01/10/2022
16	01/01/2022-01/31/2022	02/10/2022
17	02/01/2022-02/28/2022	03/10/2022
18	03/01/2022-03/31/2022	04/10/2022
19	04/01/2022-04/30/2022	05/10/2022
20	05/01/2022-05/31/2022	06/10/2022
21	06/01/2022-06/30/2022	07/10/2022
22	07/01/2022-07/31/2022	08/10/2022
23	08/01/2022-08/31/2022	09/10/2022

**Allowable expenses**

Allowable expenses for sub-grantees include: staff time, staff travel, recruitment, local marketing and media expenses, professional development, training or event expenses (food and beverage excluded), and hardware/software needed to build organizational capacity and/or support mentoring engagements. Sub-grantees that operate programming in counties both inside and outside of the defined geographic area of this grant (Bennington, Caledonia, Essex, Franklin, Grand Isle, Orleans, Rutland, Windham, and Windsor Counties) may only include the expenses noted above for the programming in the defined counties and *new* matches supported by this grant.



Costs must be reasonable, allocable, and necessary to fulfilling the grant agreement. Detailed guidance on allowable costs can be found in the *Department of Justice Grants Financial Guide*, [III. Postaward Requirements](#), Section 3.9: Allowable Costs. Allowable expenses will be reimbursed from the period of time once the sub-grantees return and receive back a signed copy of award contract through August 31, 2022 in the manner outlined above.

### **Unallowable expenses**

The following expenses are strictly prohibited. This list is not exhaustive, and MENTOR Vermont reserves the right to deny reimbursement for any expense deemed inappropriate at their discretion, under the guidance of DCF and OJJDP. Detailed guidance on unallowable costs can be found in the *Department of Justice Grants Financial Guide*, [III. Postaward Requirements](#), Section 3.13: Unallowable Costs.

- Fundraising
- Lobbying
- Food and beverage
- Non-programmatic entertainment
- Bonuses or commissions
- Home office workspaces and related utilities
- Costs incurred outside the project period

Additionally, sub-grantees that receive other Federal funds must not assign expenses that are covered by other secured Federal funding to this project. It is the responsibility of the agency to ensure they are compliant and avoid duplicative funding. Federal funds may include but are not limited to:

- SBA 7 loans through the CARES Act
- Other OJJDP grant funding
- AmeriCorps grant funding

Federal funds must be used to supplement existing State and local government funds for program activities and must not supplant (replace) those funds that have been appropriated for the same purpose. Supplanting will be reviewed during post award monitoring and audit. If reviewers think that supplanting may have occurred, then the recipient will be required to supply documentation demonstrating that the reduction in non-Federal resources occurred for reasons other than the receipt or expected of Federal funds. For certain agencies, a written certification may be requested by the awarding agency or recipient agency stating that Federal funds will not be used to supplant State or local government funds.

## **VII. PROPOSAL SUBMISSION INSTRUCTIONS**

The content and format requirements listed below are the minimum requirements for evaluation. Agencies must demonstrate how they meet the eligibility criteria and any potential priority considerations. These requirements are not intended to limit the content of an agency's proposal. Agencies may include additional information, but are also advised to include only such information in their response as may be relevant to the requirements of this RFP.

The following information must be included in the agency's proposal, and applications submitted without these materials will be considered incomplete.

## Proposal Format

- All proposals must include a cover page, including the following information:
  - Agency letterhead, contact person for this proposal, and contact details
  - IRS Employer Identification Number (EIN)
  - Total Amount of Request (\$)
  - Per match Request (\$)
  - Total match goal (#)
  - Match goal by target region (#) - Northeast, Northwest, Southeast, Southwest
- Page numbers
- 12-point font and one-inch margins
- Strict adherence to the page restrictions per section (if specified)

## Proposal Structure

### **PART I:** Organization Background Statement: *(no more than two pages)*

- Include size, structure, geographic regions served, and any programs beyond mentoring
- Include mission, history, and vision
- Provide a snapshot of program model and programmatic and/or organizational goals for the next two years
- Summary of any changes in response to the COVID-19 pandemic

### **PART II:** Proposal Narrative addressing all aspects of the Statement of Work, with specific emphasis on the following: *(no more than 10 pages)*

- Current number of active matches and new match goal **(20 new match minimum)**
  - New match goal must specify:
    - Total match goal
    - Match goal by target region (Northeast, Northwest, Southeast, Southwest)
- Recruitment plan for new matches, broken down by grant year
  - Please specify how the program will overcome recruitment and retention challenges, with special attention to those brought on by the COVID-19 pandemic
  - Please describe how recruitment methods target the counties you propose to serve, and are tailored to meet the needs of the community
- A compelling post-match training plan tailored to the needs and characteristics of the mentees served in this grant
  - Please describe sample content and desired learning outcomes
- A detailed support and monitoring plan for growing and sustaining new matches during and beyond the grant term
- Capacity-building strategy for meeting the staff FTE requirement *(40 matches = 1.0 FTE)*
- Planned programmatic adjustments or pivots in response to COVID-19
- Systems in place to ensure best practices are met with a specific focus on monitoring and support
- An evaluation plan for timely and consistent reporting on the required performance measures

**PART III: Proposal Budget & Narrative**

- A detailed, line item budget that demonstrates how funds will be spent between October 15, 2020 through August 31, 2022 at a cost per match of *up to* \$4,000
  - At minimum, the budget should include the following budget categories:
    - Salary and fringe benefits (detailed by position)
    - IT/Hardware/Software
    - Screening, including FBI-fingerprint based background checks
    - Training and/or events
    - Marketing & Communications (and/or Recruitment)
    - Travel
    - Insurance
    - Other (e.g. office supplies, etc.)
  - Expenses should include detail on expenditures by line item
- A budget justification narrative describing how the budget was calculated and justifying the expenses detailed
  - Please describe the match cost justification (up to \$4,000)
  - Please describe how you will adjust your proposal if only partial funding is secured. Lower funding levels may be due to per match cost adjustments, and/or funding fewer total matches.

**PART IV: Current Financials**

- Most recently filed IRS Form 990, including the Schedule A
- Most recent annual Financial Statement (audited if available), must include:
  - Fiscal year budget vs. actual
  - Balance sheet

**PART V: Capacity**

- Organizational Structure
- Personnel statement (*no more than 1 page*), detailing the name(s), role(s), and responsibilities assigned to each person with time dedicated to this grant
- Staff resumes for personnel related to providing the services described in this RFP

Proposals should be submitted in PDF format (financials/budget may be submitted in Excel) via email by the time and date indicated on the front page of this RFP (late applications will not be accepted) to the attention of Elizabeth Ewan; contact information is provided on the first page of this RFP, as well as [section IX. Contact Person](#). Please submit in as few attachments as possible. This RFP does not commit MENTOR Vermont to pay any costs incurred by any agency in the submission of a proposal. The agency is responsible for all costs associated with the response to this RFP. MENTOR Vermont reserves the right to reject any or all applications at any time with no penalty, to negotiate with any qualified source, or cancel the RFP in part or in its entirety if it is in the best interest of MENTOR Vermont. This solicitation of proposals in no way obligates MENTOR Vermont to award a contract.

**Bidder Conference**

A non-mandatory bidder conference will be held via Zoom on the date and time indicated on the first page of this RFP. All agencies wishing to attend must send an e-mail to the point of contact on the front page of this RFP and shall then be provided call-in details. This conference will be recorded and available at the link listed on the front page of this RFP within 48 hours of completion.



**Questions and Answers Period**

Any agency requiring clarification of any section of this RFP or wishing to comment on any requirement of the RFP must submit specific questions in writing no later than the deadline for questions indicated on the first page of this RFP. Questions may be emailed to the point of contact on the first page of this RFP. Questions or comments not raised in writing on or before the last day of the question period are thereafter waived. At the close of the question period, a copy of all questions or comments and MENTOR Vermont's responses will be posted on the website listed on the front page of this RFP. Every effort will be made to post this information as soon as possible after the question period ends, contingent on the number and complexity of the questions.

**VIII. EVALUATION & SELECTION**

<b>CRITERIA FOR SCORING</b>	<b>Total Possible Points</b>
<b>A. Quality of Bidder's Experience</b>	<b>20%</b>
<ul style="list-style-type: none"> <li>• Bidder demonstrates expertise in the formal adult-to-youth mentoring field.</li> <li>• Bidder demonstrates history of meeting best practices of mentoring.</li> <li>• Bidder demonstrates experience and ability to manage Federal funding and reporting requirements.</li> <li>• The bidder has a history of successfully working with MENTOR Vermont.</li> <li>• Bidder has a close affiliation with substance abuse prevention programs or demonstrated collaboration with DCF, the Department of Health or similar agencies for referrals, resources for families, and training.</li> </ul>	
<b>B. Bidder's Capacity to Perform</b>	<b>15%</b>
<ul style="list-style-type: none"> <li>• Bidder demonstrates the existence of a structure that will support the objectives of the RFP.</li> <li>• Bidder demonstrates experience of meeting grant goals and reporting requirements.</li> <li>• Bidder demonstrates organizational quality.</li> </ul>	
<b>C. Responsiveness to Specifications</b>	<b>45%</b>
<ul style="list-style-type: none"> <li>• Bidder's description of how they will respond to the statement of work contained in section IV of the RFP, with an emphasis on:               <ul style="list-style-type: none"> <li>○ Matches - a detailed justification for match goal by region</li> <li>○ Recruitment - a thorough plan for new matches, and a strategy for overcoming recruitment and retention challenges</li> <li>○ Training - a compelling post-match training plan</li> <li>○ Monitoring and Support - a detailed support and monitoring plan</li> <li>○ Professional Development - an intentional strategy for meeting the FTE requirement</li> <li>○ Evaluation - a plan for timely and consistent reporting on performance measures</li> </ul> </li> <li>• Bidder gives significant attention to how agencies will sustain and ensure success of matches beyond the grant period.</li> <li>• Bidder's description of how they will ensure that they will continue to meet best practices during and beyond the COVID-19 pandemic.</li> </ul>	
<b>D. Program Cost</b>	<b>20%</b>
<ul style="list-style-type: none"> <li>• Completeness and reasonableness of the Bidder's budget, which will include project costs, list of positions, % FTE, wages, fringe, travel/mileage expenses, and administrative fees.</li> <li>• Detailed and compelling match cost justification (up to \$4,000) budgeted throughout the length of the grant term.</li> <li>• Budget narrative is clear and contains complete explanations for all costs.</li> </ul>	
<b>OVERALL TOTAL SCORE</b>	<b>100%</b>



## **IX. CONTACT PERSON**

All communication concerning this RFP and submission of all electronic applications shall be directed to the attention of:

Elizabeth Ewan  
[liz@mentorvt.org](mailto:liz@mentorvt.org)  
(802) 658-1888

## **X. APPENDICES**

- A. Proposal Submission Checklist
- B. [Elements of Effective Practice for Mentoring \(EEP\)](#)
- C. [Department of Justice Grants Financial Guide: III. Postaward Requirements](#)
- D. [OJJDP Attachment K: Special Conditions](#)
- E. [Youth Strength Relationship Scale](#)
- F. [Mentor Strength of Relationship Scale](#)

## XI. APPENDIX A: PROPOSAL SUBMISSION CHECKLIST

This checklist is intended to support agencies with their proposal submissions. Please review VII. Proposal Submission Instructions for detailed requirements. Complete proposals must be emailed to Elizabeth Ewan ([liz@mentorvt.org](mailto:liz@mentorvt.org)) by **Thursday, October 1, 2020: 4:30 PM (EDT)**. Late proposals will not be accepted.

### Submission Format

- All Materials are in **PDF** format (*financials/budget may be submitted in Excel*)
- Submission is compiled in as few attachments as possible
- 12-point font and one-inch margins
- Compliance with page restrictions per section (*if specified*)
- Cover Page
  - Agency letterhead with contact person and contact details
  - IRS Employer Identification Number (EIN)
  - Total amount of request (\$)
  - Per match request (\$)
  - Total match goal (#)
  - Match goal by target region (#) - Northeast, Northwest, Southeast, Southwest

### Proposal Content

- PART I:** Organization Background Statement: (*no more than two pages*)
  - Size, structure, geographic regions served and any programs beyond mentoring
  - Mission, history and vision
  - Program model and programmatic and/or organizational goals for the next two years
  - Summary of any changes in response to the COVID-19 pandemic
- PART II:** Proposal Narrative addressing all aspects of the Statement of Work, with specific emphasis on the following: (*no more than 10 pages*)
  - Current number of active matches
  - New match goal (**20 new match minimum**)
  - Match goal by target region (Northeast, Northwest, Southeast, Southwest)
  - Recruitment plan for new matches, broken down by grant year
    - Specification for how the agency will overcome recruitment and retention challenges, with special attention to those brought on by the COVID-19 pandemic
    - Specification for how recruitment methods target the counties you propose to serve, and are tailored to meet the needs of the community
  - A compelling post-match training plan tailored to the needs and characteristics of the mentees served in this grant, including sample content and desired learning outcomes
  - A detailed support and monitoring plan for growing and sustaining new matches during and beyond the grant term
  - A capacity-building strategy for meeting the staff FTE requirement (*40 matches = 1 new FTE*)
  - Planned programmatic adjustments or pivots in response to COVID-19
  - Systems in place to ensure best practices are met with a focus on monitoring and support



- An evaluation plan for timely and consistent reporting on the required performance measures
  
- PART III: Proposal Budget & Narrative**
  - A detailed, line item budget demonstrating how funds will be spent **between October 15, 2020 through August 31, 2022** at a cost per match of **up to \$4,000**, including the following budget categories (at minimum):
    - Salary and fringe benefits (detailed by position)
    - IT/hardware/software
    - Screening, including FBI-fingerprint based background checks
    - Training and/or events
    - Marketing & communications and/or recruitment
    - Travel
    - Insurance
    - Other (e.g. office supplies, etc.)
  - Detail on expenditures by line item
  - A budget justification narrative describing how the budget was calculated and justifying the expenses detailed, including a description of:
    - Match cost justification (*up to \$4,000*)
    - Description of how you will adjust your proposal if only partial funding is secured
  
- PART IV: Current Financials**
  - Most recently filed **IRS Form 990**, including the Schedule A
  - Most recent annual **Financial Statement** (audited if available), must include:
    - Fiscal year budget vs. actual
    - Balance sheet
  
- PART V: Capacity**
  - Organizational structure
  - Personnel statement (*no more than one page*), detailing the name(s), role(s), and responsibilities assigned to each person with time dedicated to this grant
  - Staff resumes for personnel related to providing the services described in this RFP