

**QUESTIONS AND ANSWERS  
FOR  
EVIDENCE-BASED VOLUNTEER MENTORING PROGRAM  
REQUEST FOR PROPOSAL (RFP) NO: DCRL-2013-R-0134**

1. **Question:** **COST Calculation: Do the numbers of youth (100) minimum, 350) apply to new clients each year, or can youth be carried over and counted from year to year if there mentor relationship is maintained and approved by CFSA?**

**Response:** **The youth will carry over from year to year as long as the youth are open to participation and the contract(s) is/are in effect.**

2. **Question:** **What are the actual allowed/required hours of pre-service in-service training-price schedule shows 12 max for both pre and in-service training combined, item B5 shows max of 10 hours combined, C5 (p8) shows 8 pre-service and 8 in-service each quarter. Which is correct?**

**Response:** **We are changing the pre-service training requirement to 8 hours in total. The quarterly in-service has been changed to 4 hours (please refer to amendment 3). We will work with the Contractor to identify additional required training hours as issues or new training hours as issues or new training areas arise.**

3. **Question:** **Where can we find the specific assessment tool(s) required by the Office of Well Being (Reference on bottom of page 8) to use in designing our proposal?**

**Response:** **Upon awarding of the contract, the identified provider will submit all assessment tools currently used by him/her for review by the OWB. OWB will review the tool and discuss any modifications with the Contractor to ensure that all desired reporting elements are captured.**

4. **Question:** **Regarding Mentoring Plans, youth goals and objectives – the language says the MP is due no later than 15 days after initial authorization, but mentee goals are due 30 days after initial assessment, and then that those goals are due 45 days after initial assessment? This is in the second to fourth bullets on page 9, and each seems to contradict the others. Are the mentoring plans separate from the youth goals?**

**Response:** **The Contractor should conduct initial assessment with input from youth, SW, resource parent/caretaker or identified adult support within 15 days after initial authorization. The mentee goals should be incorporated into the Mentoring Plan, which is due 30 days after the initial referral (please refer to amendment 3).**

2.

5. Question: 51% of new hires must be DC residents – if only hiring 1-2 staff that would mean all of them, correct, or is there an exception for smaller numbers?

Response: All must be District residents.

6. Question: No position is listed under who has to get driver's check (page29) – Does that mean N/A?

Response: All mentors and any mentoring program staff that may transport CFSA youth.

7. Question: M.3.1.1.1a – Overall satisfaction seems to be part of Past Performance, but is listed here – can you clarify what you are looking for in terms of satisfaction here?

Response: The language regarding overall satisfaction has been deleted from this section (refer to amendment 3).

8. Question: M.3.1.1.1d – If already operating, do we simply indicate no start-up time, or time for any expanded staff to come on board?

Response: The proposal should indicate how soon you will be able to provide full service after award.

9. Question: M.3.1.1.1e – What are “dependencies” in this context – the outside resources or partners required? Can they also explain “critical path items”? Are these essential inputs, activities?

Response: Dependencies are other entities, stakeholders, etc. that require coordination between contractor & these entities. Critical path items are activities/deliverables proposed by the contractor that require CFSA approval.

10. Question: M.3.1.1.2b – This appears to be our native of past performance, as opposed to CFSA's assessment of our prior work with you, correct?

Response: This is a comprehensive criterion of performance, including any and all history of past performance.

11. Question: M.3.1.1.3a – Can we use CFSA as a reference contract?

Response: Yes, CFSA can be used as a reference contract.

3.

12. Question: When is the contract projected to begin? When will the contractors be notified, one way or the other?

**Response:** It is our objective to make award within 90 days after receipt of proposals.

13. Question: In looking at the price schedule, how should we compute the price per hour? Are the hours referenced mentoring/training hours or another definition of hours?

**Response:** The hours referenced are mentoring/training hours.

14. Question: How will cases be counted? Will they be counted as individual clients served throughout the duration of the contract year or the number of cases required/active at any given point in the contract year?

**Response:** They will be counted as individual clients served throughout the duration of the contract year.

15. Question: How many contracts will be awarded?

**Response:** We anticipate awarding up to (2) contracts.

16. Question: Under our current agreement we are required to provide a minimum of 4-6 hours per month of face-to-face mentoring. This RFP states a requirement of 5 hours PER WEEK of face-to-face mentoring. Is this correct?

**Response:** The face-to-face mentoring requirement has changed to 2 hours PER WEEK, see Amendment 3; Section C.5.2. under Requirements.

17. Question: If there is a 5 hour per WEEK requirement, can you provide the research that substantiates this requirement?

**Response:** The following journal articles address research on the effectiveness of mentoring programs:

- DuBois, D., Hollaway, B., Valentine, J. & Cooper, H. (2002). Effectiveness of mentoring programs for youth: A meta-analytical review. *American Journal of Community Psychology*, 30, 157-197.

- Jolliffe, D., & Farrington, D.P. (2007). A rapid evidence assessment of the impact of mentoring on re-offending: Cambridge University: Home Office Online Report 11/07.
- Langhout, R., Rhodes, J., & Osborne (2004). An exploratory study of youth mentoring in an urban context: Adolescents' perceptions of relationship styles. *Journal of Youth and Adolescence*, 33, 293-306.
- Rhodes, J. (2008). Improving youth mentoring interventions through research-based practice. *American Journal of community Psychology*, 41, 25-42.
- Rhodes, J. and DuBois, D. (2008). Mentoring relationships and programs for youth. *Current Directions in Psychological Science*, 17,254-258.

18. Question: How do we file a request for a CBE waiver? Can you please provide us with the form to use as a template?

Response: There is a waiver process for CBE. A waiver request should be submitted to the Contracting Officer detailing your exhaustive efforts in locating CBEs/SBEs. Simply stating that you could not find any CBE/SBEs is not sufficient. Written evidence of efforts must be submitted. Also, please contact the District's Department of Small and Local Business Development at (202) 727-3900 or [DSLBD@dc.gov](mailto:DSLBD@dc.gov) for assistance.

19. Question: In submitting a proposal, should the numbers of 100-350 clients be the number served in one year?

Response: Yes, please use 350 clients to be served every year for all proposal submissions.

20. Question: Or may the numbers served be spread out over 3-5 years?

Response: No, please use 350 clients to be served every year for all proposal submissions.

21. Question: Is there any amount of money available for Year One of which we should be aware?

**Response: Funding is available.**

22. **Question:** How will invoicing be processed? Will we submit an invoice listing all of the expenses incurred over the duration of the month and then be reimbursed for that amount?

**Response: Funding will be available prior to award of the contract. Payments will be made in accordance with Section G.1 and G.2 of the solicitation.**

23. **Question:** Is there any funding available in this contract to support capacity building costs up front?

**Response: There is no funding available to support upfront capacity building.**

24. **Question:** Will complete assessments be required quarterly as part of the mentoring plans or will we just be assessing progress make on the client's individual goals related to the outcomes?

**Response: Monthly reports are to be provided to the social worker detailing the client's progress on individual goals. The quarterly report should be an aggregate report of the clients' outcomes and programmatic outcomes based on the program's use of evidence based practices.**

25. **Question:** After award of contract, how long would we have to get the program up and running?

**Response: We require the contract to be fully operating within 60 days.**

26. **Question:** Would the agency get paid per referral? We wouldn't get paid until that time?

**Response: Yes the agency will get paid per referral.**

27. **Question:** What evidenced based model for volunteer mentoring did you use that sited 5 hours per week of face to face contact?

6.

**Response:** Please refer to question number 17 of this document, the response is provided.

**28. Question:** What if we are unable to fulfill the 5 hours a week due to different variables; i.e. youth is on vacation, youth is in abscondence, etc.?

**Response:** This is part of communication with the youth's social work team. If the youth is unavailable for services, then a plan should be put in place with the youth, SW team and mentor to adjust and/or make-up hours. Documentation must be submitted to the CA.

**29. Question:** Are we allowed to give volunteers private funds?

**Response:** The funding identified within this contract is for costs associated with the mentee. We cannot tell a contractor what funding to use for volunteers