

**Request for Proposal**  
**Questions via MAIL/E-Mail**

**Seeking qualified vendor(s) to conduct a needs assessment, gap analysis, and subsequent recommendations for current and former out-of-home care youth (including youth in foster, relative and residential care) since 2000, in Manchester, NH**

**Q: At the technical assistance conference, it was mentioned that considerable national data is available on the subject of needs assessment. Could you provide any information on how to access the information?**

A: The following resources were provided by the [National Child Welfare Resource Center for Youth Development](#)

<http://www.childwelfare.gov/>

This is a clearinghouse for information on youth in the child welfare system. You can search for information on any topic related to this population

Midwest Evaluation of the Adult Functioning of Former Foster Youth

[http://www.chapinhall.org/article\\_abstract.aspx?ar=1355](http://www.chapinhall.org/article_abstract.aspx?ar=1355)

It's My Life: A Framework for Youth Transitioning from Foster Care to Successful Adulthood

<http://www.casey.org/Resources/Publications/ItsMyLifeFramework.htm>

The Foster Care Alumni Studies: Stories from the Past to Shape the Future

<http://www.casey.org/Resources/Projects/AlumniStudy/>

It's My Life: Employment

<http://www.casey.org/Resources/Publications/ItsMyLifeEmployment.htm>

Significant survey tools and reports are available on the web through Google web search engine "needs assessment".

**Q: Can the contractor (evaluator) disseminate results through publications and presentations?**

A: Written permission of partner agencies and their legal authorization from same is required.

**Q: Will the Vision Team provide letterhead or should contractor supply his/her own agency letterhead?**

A: Letters and surveys to youth and parents will be sent on DHHS letterhead; Awardee will be using their letterhead to communicate with other groups. However, emails may be used to notify Vision Partner and NH Works employees regarding survey and focus group information.

**Q: In the proposal it is stated that the available dollars from federal funds for the contract is \$23,350. There is an additional \$2250 to be paid by partner personnel for outreach to youth.**

**1) Does this mean that the total contract budget is \$25,600?**

A: The total available funds to be awarded to a contractor are \$23,350. The \$2,250 for outreach to youth will be paid by non-contractor funds.

**2) Are funds for stipends to be paid to participants coming out of this total budget or are there other dollars from other source(s) for stipends.**

A: The stipend funds comes from a different source and is not included in the awardee's contract funds.

**Q: What is the approximate sample size for the needs assessment survey?**

A: Below are an approximate number of surveys:

• Youth currently in out of home	63
• Youth exited from the system	150
• Child protections workers/social workers	30
• Probation/Parole officers	20
• Foster parents, relatives that have served in foster care capacity and/or caregivers	120
• Residential Staff (Webster House and Easter Seals)	40
• NH Works	25
• Youth Vision Partners	25
• Businesses, Associations and Professional Organizations	100
• CASA and GALS	100-150
• Mental health professionals and providers	50
• Community and faith-based organizations	25
• Secondary School Transition Coordinators	4-10
• Guidance Counselors	30

**Q: How many copies of proposal response and attachments are needed?**

A: An original proposal with original signatures on the cover sheet and eight (8) identical copies of the proposal and attachments are needed for the review team members. Photocopies are permissible.