Indiana Youth Worker Well-Being Project
Request for Proposals

Peer Supports
Proposals for contract for development and implementation of virtual youth worker peer support group program

Response due date: August 11, 2023 (by midnight Eastern time)

Project Overview: The Youth Worker Well-being Project (YWWP) is a collaborative initiative between Indiana Afterschool Network (IAN), IARCA Institute for Excellence (IARCA), Indiana Youth Services Association (IYSA), Indiana Youth Institute (IYI), and Marion County Commission on Youth (MCCOY). It is a multi-year effort, funded by the Lilly Endowment, to improve the well-being of Indiana Youth Workers. The Indiana Youth Institute (IYI), home of the project, estimates that Indiana is home to approximately 5,000 agencies that employ close to 60,000 youth workers statewide. One consistent message the coalition received throughout the planning process for the project was that youth workers need more time and opportunity to debrief in a supportive, culturally responsive environment.

IYI is seeking to contract with a qualified agency (or agencies) to create and implement a virtual peer support program for youth workers statewide for calendar years 2024, 2025, and 2026. If possible, the selected provider will pilot a limited number of groups in November and December 2023. The selected agency must provide YWWP monthly reports documenting the number of participants and participate in program evaluation.

I. Program Description
"Youth worker" encompasses various positions in non-profit and community-based agencies and organizations in all of Indiana’s 92 counties. The youth work profession encompasses out-of-school time professionals, mental health counselors, child welfare professionals, youth recreation and service bureau staff, mentors, family support clinicians, residential treatment staff, and others at community-based organizations.

Support groups will be held virtually and are open to youth workers statewide on a drop-in basis. Participation in the support groups will be at no cost to the youth worker and their employer, and youth workers can attend as many or as few sessions as they like. Youth workers from different agencies, types of services, and parts of the state will join the meetings to discuss challenges and receive support from each other and the facilitator.
The purpose of this program is to provide Indiana youth workers with a peer-based outlet for job-related and job-adjacent stress. The program's goal is to help youth workers manage stress and primary and secondary trauma so that they can provide high-quality services and remain in the youth services field.

The selected agency will establish and staff a program offering six weekly virtual peer support groups for Indiana youth workers. The design for the individual group will ideally be a drop-in format allowing individual youth workers to attend on an as-needed basis. However, YWWP is open to hearing about alternative program designs from agencies with experience providing peer support groups.

An agency must guarantee its ability to staff each group with a clinically appropriate facilitator (an MSW, other licensed IN clinician, or certified provider of an approved and applicable peer support curriculum). It cannot be the same facilitator for more than two groups a week. The agency must provide facilitators who can commit to facilitating a group consistently for at least three months, minus groups missed due to vacation or illness.

IYI will work with the selected agency to identify a schedule for groups. Any schedule must accommodate at least one evening and one-weekend group per week. The majority of sessions will be for a general youth worker audience, and the selected agency and IYI will determine a limited number of groups based on specific demographics (ex. youth workers of color, youth workers who identify as LGBTQ+).

YWWP staff will create a marketing plan to build awareness of and participation in the support groups. The selected agency must provide YWWP staff with an accurate list of meeting facilitators to be included in this marketing.

The selected agency and YWWP staff will assess participant satisfaction with frequency, timing, and types of sessions and work to adjust the schedule to maximize impact throughout the project.

II. Non-Discrimination Statement
IYI uses an open Request for Proposal (RFP) system when seeking to contract with partnering organizations. IYI does not and shall not discriminate on the basis of race, color, creed, ancestry, national origin, citizenship, sex or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation (including actual or perceived heterosexuality, homosexuality, bisexuality, and asexuality), marital status, religion, age, disability, genetic information, service in the military, familial status, or any other characteristic protected by applicable federal, state, or local laws and ordinances.

III. Cost Liability
Indiana Youth Institute assumes no responsibility or liability for costs incurred by the proposers in preparing and submitting their proposals and samples in response to this RFP.

IV. Competitive proposals will outline:
- experience providing youth, family, and/or recovery peer support groups or similar programming,
- knowledge of and experience working with youth workers or youth-serving organizations,
- qualifications of facilitators, including the diversity of the pool of facilitators that the agency will draw from,
- training and oversight of facilitators' ability to serve a diverse population, including demonstrable cultural and linguistic competency,
- core competency in trauma-informed care and diversity, equity, inclusion, and belonging,
• capacity to facilitate peer support sessions, including a description of how many sessions per week can be provided,
• willingness to create an achievable plan for administering services in coordination with IYI, to a pool of participants from hundreds of different agencies,
• means of continuous quality improvement,
• documented customer satisfaction with services, and
• a clear explanation of the proposed budget for services,

V. Proposal Timeline
• An informational session will be held on July 27, 2023, via Zoom for clarification of the project overview and needs.
• Clarifying questions about the RFP can be submitted via email to YWWellbeing@iyi.org up until midnight Eastern time on July 28, 2023.
• Emailed questions will be replied to via email by the end of the day on August 4, 2023.
• Proposals in response to this RFP are due by midnight Eastern time on August 11, 2023, and should be submitted to YWWellbeing@iyi.org
• Bidders should expect to be notified no later than August 31, 2023.

VI. Informational Session

July 27, 2023, at noon Eastern

https://us02web.zoom.us/j/84827247066?pwd=WXI2RE12Nkg4ejZLeElJU2hEMFR5dz09

Meeting ID: 848 2724 7066
Passcode: 317055

Join by phone: 305 224 1968

VII. Project implementation timeline

• Planning period September – October 2023
  o Determining session schedule
  o Creation of marketing plan for services

• Launch Support Groups at a frequency determined through contract negotiations (minimum at least one group per week) – possible pilot in November 2023, full program implementation in January or February 2024

VIII. Format for proposal

Please submit one PDF document with the following information in whatever format you think is most clear and compelling. You can submit via email to: YWWellbeing@iyi.org. Please do not include generic marketing materials for your services.

Proposals should include numbered answers to each of the following questions. There is no word limit for answers to each question or in total. Please lean toward concise answers where appropriate, however.
1. Proposal contact person name, email, and phone.
2. Describe your agency's history and if your agency is in good standing with all State and Federal agencies.
3. How do you currently structure staff employment within your agency? For example, are you using subcontractors?
4. List any accreditations, community partnerships, or affiliations.
5. Describe your agency's ability and capacity to provide high-quality virtual peer support groups for youth workers.
6. Describe your relevant knowledge and experience that illustrates your success with a project of similar scope and scale.
7. Explain the modality your agency uses – or would use - for peer support groups and an explanation of how you will measure the success of the groups.
8. Describe the pool of facilitators you would have access to for this project, including the number of facilitators who fall into the following categories: MSWs, other licensed IN clinicians, or certified providers of an approved and applicable peer support curriculum.
9. An overview of training you provide to your clinicians or require them to have received elsewhere on providing culturally competent services.
10. Explain your expectations of facilitators for virtual services (professional attire, appropriate location, and sufficient internet connection) and monitoring of those expectations.
11. How do you handle emergencies to ensure peer support groups always have a facilitator?
12. Describe your quality assurance methods.
13. Provide outcomes/average customer satisfaction score.

IX. References

Please provide contact information for two people who can speak to your demonstrated high-quality service delivery history.

X. Bid

Please provide the budget scope for meeting the objectives within the proposed budget. Please mention any special dispensation because IYI is a nonprofit.