

**Youth M.O.V.E. Pennsylvania**  
**Request for Proposal (RFP) for a Host Organization for Fiscal**  
**Sponsorship**  
**Question and Answer Responses**

**February 24, 2017**

**1) Are you able to send the PowerPoint Presentation?**

**Answer:** Yes, this will be forwarded to those who RSVP'd and those known on the call with email contacts. If you would like a copy of the PowerPoint, please request by emailing Mark Durgin, PA System of Care Partnership, Project Director at [durginm@upmc.edu](mailto:durginm@upmc.edu).

**2) Where will the funding for the initial 12 months of the project come from?**

**Answer:** The initial 12 months of funding will be funded through grant dollars from the PA System of Care Partnership.

**3) What is meant in the RFP, assistance to locate and find additional funding opportunities?**

**Answer:** It is requested that the host organization work with Youth M.O.V.E. PA to locate and contract with new and existing funding opportunities through grants, non and for profit organizations, as well as other resources.

**4) If the organization's values do not match identically to the System of Care (SOC) values, should the organization detail how their values are similar?**

**Answer:** The host organization should detail how they feel their values and mission align or coordinate with those of Youth M.O.V.E. PA and the PA System of Care Partnership.

**5) Regarding the Non-Negotiable Components:**

- a. If the organization does not have all of the accounting, Human Resources, auditing, billing, insurance and benefits in place at the time of the RFP, should they describe what they are able to offer, and what they can include?**

**Answer:** The host organization should detail what they have in place at the time of the RFP, as well as what they intend to put in place, and when this can occur in their response.

- b. Willingness to establish a separate Youth M.O.V.E. PA line item, is this meant to show that dollars allocated for Youth M.O.V.E. PA are only used for Youth M.O.V.E. PA?**

**Answer:** Yes

- c. **Ability to submit financial reports to Youth M.O.V.E. PA stakeholders, who would this go to.**

**Answer:** These financial reports would be shared with key Youth M.O.V.E. PA staff, the funder, and possibly the Youth M.O.V.E. PA board.

- d. **What does commitment to planning for the transition of Youth M.O.V.E. PA to an independent non-profit organization entail?**

**Answer:** Working with Youth M.O.V.E. PA to educate and support them in the paperwork and requirements to become a non-profit.

- e. **What is meant by access to opportunities for expansion of Youth M.O.V.E. PA?**

**Answer:** Combine efforts with Youth M.O.V.E. PA and the host organization to expand Youth M.O.V.E. PA by opening new Youth M.O.V.E. local and regional chapters and utilizing known connections of the host organization to develop new chapters and opportunities for funding.

- f. **Who would be responsible to pay for stipends for youth to attend meetings?**

**Answer-** This would be a budgeted line item that would be included in the initial 12 months of funding through the PA System of Care Partnership. Some examples of stipends include, stipends to attend face to face meetings, travel reimbursement, and overnight accommodations.

- g. **What is meant by a long term plan for sustainability?**

**Answer:** We are asking for the host organization to detail ideas they may have to plan on how Youth M.O.V.E. PA can be sustained beyond the initial 12 months.

**6) Regarding the Negotiable Components**

- a. **What is meant by the ability to hire and pay stipends to youth people under the age of 18 for non direct support position.**

**Answer:** Youth M.O.V.E. would like to have youth under 18 be paid stipends to attend meetings, travel and possible overnight accommodations and possibility utilize youth under 18 for special projects on a temporary basis, for which they would be paid a fee.

- b. **Is there a stipulation on the office location for the RFP?**

**Answer:** Youth M.O.V.E PA would like an office location within the organization but understand and recognize if that is unable to occur due to budget or the location of the office. An office location would afford Youth M.O.V.E. PA a connection to the host organization. If a permanent office is not available, the ability to work on site one a week or once a month would be acceptable, with the

staff also using a home office.

- c. What is the intended plan if Youth M.O.V.E. PA staff telecommute, how would items be printed for meetings and events?**

**Answer:** The host organization has several options to consider for this. By history, printed materials have been processed at an office location and picked up or mailed, as well as printing from home or utilizing office supply stores or print businesses.

- d. How will funding for Youth M.O.V.E. PA be processed? Will this be in a lump sum, billed monthly, billed quarterly, or other arrangements? Will the host organization have to carry over dollars until they are reimbursed?**

**Answer:** It is our belief that this will be billed monthly from the host organization to the PA System of Care Partnership. There may be several variables with the host organizations need to have carry over dollars until they receive payment. One variable would be if the Youth M.O.V.E PA staff would be expected to work full time or part time, and but have an expected amount of hours each pay period, payment in advance may be an option. If the hours fluctuate from week to week, it reimbursement may be after the hours worked. Given the different staff hours options, the host organization may need to have some carry over cost until reimbursed.

- 7) How can the RFP be submitted?**

**Answer:** This can be submitted by email to [durginm@upmc.edu](mailto:durginm@upmc.edu) or mailed to Commonwealth Towers, 303 Walnut Street, 11<sup>th</sup> Floor, Harrisburg, PA 17101 attention to Mark B. Durgin, PA System of Care Partnership.

- 8) Is it a requirement that the host organization be able to incorporate Youth M.O.V.E. PA, effective July 1, 2017?**

**Answer:** Our goal is to have Youth M.O.V.E. PA start with the host organization on July 1, 2017, but this date may be modified after the host organization is selected and contract negotiations begin.