

QUESTIONS AND ANSWERS FOR RFQ #291/21/1100/01 –  
Mentoring Coordinator for IL Program

1. Must we report our responses within the parameters of the PDF document? We provide services in 56 Pennsylvania counties so there are quite a few contracts to report.

ANSWER: You may attach PDFs. Make a note in the PDF document that refers to the attachment (example: See Attachment 1).

2. Since we would be a new provider for Lackawanna, can we provide attachments to the PDF which will better explain who we are?

ANSWER: You may attach PDFs. Make a note in the PDF document that refers to the attachment (example: See Attachment 1).

3. What is the age range of the youth to be served?

ANSWER: 16-23 year-olds

4. How many youth will the program be expected to serve at one time, and how many each year?

ANSWER: We are hoping to serve at 20 youth in the first year of the program. We expect that it will take time to identify youth and mentors and therefore there will be a “ramp up” period, but ideally 20 matches will be able to be maintained at once.

5. How frequently will the mentors be expected to have contact with the youth, and for how many hours each month?

ANSWER: We anticipate that there will be monthly group events for all mentors/mentees and weekly one-on-one meetings between the youth and mentor.

6. Will each mentor work with just one youth, or can it be more than one?

ANSWER: Initially it is anticipated that each mentor will work with just one youth, but this can be further explored as the program is built and can be represented in the proposal.

7. How long will the mentors be expected to work with the youth? Is this a multi-year commitment?

ANSWER: Each mentor will be asked to commit for one year.

8. Has OYFS developed an orientation training and program manual for the mentors, or will the selected agency be expected to develop those materials?

ANSWER: OYFS has not developed an orientation and training program manual for the mentors. OYFS will collaborate with the selected agency to develop these materials.

9. Is there a narrative document required as part of the RFQ submission or do the respondents only complete the attached forms?

ANSWER: Respondents only need to complete the attached forms. However, respondents can attach additional documents that they feel are necessary to demonstrate their qualifications and plan for the program.

10. Is this expected to be a full time position?

ANSWER: Yes.

11. I was wondering if you could provide more details on the RFQ. We had a mentoring program here a few years ago and I would like to learn more. It sounds like the basic structure of the program already exists and you are looking for someone to coordinate. For budgeting purposes, can you give me a range in the award amount?

ANSWER: We are looking for one worker to coordinate the program that we outline and work closely with us to do that. We do have the basic structure down and will make changes as necessary.

As for the award amount, we typically do not discuss that until after we get the RFQ's back and are working with the agency on a contract. We would encourage you to estimate what you think would be appropriate for one worker to run this kind of program

