

**Crawford County Job and Family Services
Proposal Scope, Schedule, Cost Worksheet**

PROJECT NAME

Youth Mentor Coordinator

Scope (Describe the reason for the proposals):

What is the need?

The Youth Mentor Coordinator will work with the County to develop a sustainable infrastructure for the mentor project and will create and maintain a database of mentor programs for youth in Crawford County.

What services are being requested?

The services needed for this prevention program are the planning, development, and implementation of asset development activities for at-risk youth of Crawford County. This program will have the goal of preventing teen pregnancies and other risk behaviors. The program details can be located in the addendum.

Who will be served by these services?

Youth in Crawford County who are referred by others who are in need of positive adult interaction to help them develop emotionally and socially.

How do you anticipate the service delivery?

Any agency or individual may submit a proposal for the Youth Mentor Coordinator. Proposers must be able to meet all requirements for this position and be able to offer the skills, knowledge and qualifications to perform the duties of the position. Proposers must have the organizational capacity and equipment necessary to deliver all services requested under this RFP from October 1, 2017 to September 30, 2018.

Where do you want the services to be provided?

Services to be provided at the service provider's location or other location approved by CCDJFS.

Schedule (Time Line):

What period do you want the services to start?	Expected Start Date	10/1/2017
Action Time Line	Contract executed by:	10/1/2017
	Recommendations to Commissioners	9/25/2017
	Award Date:	9/25/2017
	RFP Closing Date	9/22/2017
	Pre-bid conference	9/14/2017
	Ad Date 2	8/28/2017
	Ad Date 1	8/22/2017
	RFP Issuance Date	8/22/2017
	Request to Commissioners	8/17/2017
	Contract End Date	9/30/2018

Cost:

What do you anticipate the cost to be?

To be determined by the bidder.

How many units or hours do you anticipate?

1,000 hours, modifiable based on need

How many participants do you anticipate?

Per the bidder

Request submitted by:

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