

**THE MAYOR’S FUND TO ADVANCE NEW YORK CITY
THE DEPARTMENT OF YOUTH AND COMMUNITY DEVELOPMENT
SMALL PURCHASE REQUEST FOR PROPOSALS
NOVEMBER 22, 2011**

**CONSULTANT FOR LESBIAN, GAY, BISEXUAL, TRANSGENDER, AND QUESTIONING YOUTH (LGBTQ)
FAMILY THERAPY INTERVENTION PILOT**

PURPOSE AND BACKGROUND

The Mayor’s Fund to Advance New York City, in coordination with DYCD, is seeking an appropriately qualified vendor to evaluate the LGBTQ Family Therapy Intervention Pilot. The pilot, described below, is a short-term, clinical intervention for LGBTQ runaway and homeless youth (RHY), those at risk for homelessness, and their families. The evaluation will consist primarily of an implementation study and an assessment of short-term outcomes. The evaluation of the pilot program is supported by a generous grant from the MAC AIDS Fund and the H. van Ameringen Foundation.

The pilot is based on a recommendation of the New York City Commission for LGBTQ Runaway and Homeless Youth¹ to “test innovative approaches to develop family support for LGBTQ homeless youth to prevent homelessness or shorten its duration.” It is well known that family conflict over sexual orientation or gender identity is a significant cause of homelessness among LGBTQ youth. In addition, emerging research demonstrates that young lesbian, gay, and bisexual adults who face higher levels of family rejection during adolescence (compared to those who face lower levels or no rejection) are at significantly greater risk for several negative outcomes such as attempted suicide, high levels of depression, use of illegal drugs, and unprotected sexual intercourse.² However, family relationships can help to avoid or mitigate these negative outcomes, and “....parents and caregivers can modify rejecting behaviors when they understand how their reactions to their LGBT children—their specific words, actions, and behaviors—affect their children’s health, mental health, and well-being.”³ Therefore, the pilot will test the effectiveness of focused interventions that are designed to improve family relationships and thereby reduce negative outcomes among LGBT homeless youth and youth at risk for homelessness.

PILOT DESCRIPTION

The pilot will involve 30 New York City homeless or at-risk LGBTQ youth, ages 16-20, and their families. They will receive counseling based on Cognitive Behavior Therapy (CBT) approaches over a three- to four-month period. Two DYCD contractors, Green Chimneys and SCO Family of Services, which are currently serving LGBTQ RHY and are familiar with CBT, have been selected to implement

¹The Commission was created on October 5, 2009 by Mayor Michael R. Bloomberg and charged with devising strategies to address the unique needs of LGBTQ runaway and homeless youth. The report of the Commission’s findings and recommendations can be found at: http://www.nyc.gov/html/om/pdf/2010/pr267_10_report.pdf.

²See studies by Caitlin Ryan and colleagues at the Family Acceptance Project at <http://familyproject.sfsu.edu/home>.

³Caitlin Ryan as quoted in: Michael Sadowski, “Beyond Gay-Straight Alliances,” *Harvard Education Letter*, March/April 2010.

the pilot. Each contractor will serve 15 youth and their families and receive a total of \$128,000 for the contract period of July 1, 2011 to June 30, 2012.

For youth who are homeless, phase one of the pilot will begin with an assessment of the possibility of family reunification. This will include communication with family members to determine their willingness, cooperation, and suitability to engage in a family dialogue. The assessment will also consider whether returning to the family home is an appropriate goal for the youth. Once referred, the contractor, working in partnership with the referring counselor, will contact the young person within 48 hours to begin the assessment and develop an individual service plan. Following the assessment, a family therapist will provide counseling designed to improve family connections, and, if appropriate, help integrate the youth back into the family home. The counseling sessions will occur one to three times a week and take place in the most appropriate setting (*e.g.*, the family home, an RHY program, a friend's residence, or the therapist's office).

In phase two of the intervention, the therapist will provide counseling one to three times a week, in the family home whenever possible. These counseling sessions will be designed to support and facilitate functional and positive communication, to resolve family problems, and facilitate referrals to support services such as General Educational Development (GED) classes and job training programs.

For youth who are at risk of homelessness but still living at home, the intervention will comprise a thorough assessment of the family situation followed by the phase two activities outlined above.

Anticipated outcomes for the pilot are as follows:

- increase in family acceptance;
- youth return to or remain in the family home;
- reduction in suicidal thoughts or attempts;
- reduction in feelings of depression;
- decrease in use of illegal drugs and substance abuse; and,
- decrease in unprotected sexual activity.

It is expected that the specific outcomes for each youth will be identified in the initial assessment and would vary depending upon individual need and circumstance.

The two organizations selected to implement the pilot have provided full descriptions of their proposed clinical approaches, assessment instruments, and the outcome measurements they will use. As required by DYCD, qualified and experienced therapists will conduct the therapeutic sessions with participating youth and their families. The youth will be referred by social workers or counselors from current providers in the DYCD continuum of RHY services (drop-in centers, crisis shelters, or transitional independent living programs).⁴

SCOPE OF EVALUATION WORK

The vendor would:

⁴ A description of DYCD's programs for runaway and homeless youth can be found on DYCD's website at <http://www.nyc.gov/html/dycd/html/runaway/runaway.shtml>.

- Document and analyze the degree to which the pilot programs faithfully implemented the intervention and provide a detailed account of any significant changes to the model. The implementation study would include a detailed description of each activity of the pilot, including the referral process, selection of participants, assessment techniques and instruments, goal setting, therapeutic approaches, frequency and location of counseling sessions, and the measures of progress toward and attainment of stated goals.
- Describe the pilot in the context of its organizational and community setting; identify the availability of other resources and services for LGBTQ youth and their families; and determine the added value of pilot program services.
- Assess outcomes, both intended and unanticipated, for youth and their families at the end of pilot services and four months later. Identify a comparison group whose outcomes can be assessed and compared with the treatment group.
- Write and submit four reports: two interim documentation reports, a final report of the pilot, and a follow-up report. The content of these reports is described in detail below.

TIMELINE AND DELIVERABLES

Evaluation Plan	Revision/fine tuning of proposed evaluation plan following discussions with pilot program staff, DYCD, MAC AIDS Fund, and H. van Ameringen Foundation.
	Due date: January 13, 2012
Interim Report #1	Documentation of program start-up: staffing, recruitment of youth and families, assessment processes and instruments, goals, engagement, therapeutic interventions and activity, start-up challenges and successes.
	Due date: March 15, 2012
Interim Report #2	Documentation of program development: routines, emerging issues, unanticipated events, adaptations, progress of youth and families including outcome achievements to date, case closing process, follow-up services.
	Due date: May 16, 2012
Final Report	Comprehensive review and analysis of the pilot, including answers to the following questions: Who was recruited to participate in the program? How did the program providers define “suitability” for the program and “at risk of homelessness” for youth still living at home?

What participant characteristics and program services/approaches were associated with achieving or failing to achieve outcomes?

How did the outcomes for program participants compare with similar youth who received services from Green Chimneys or SCO Family of Services, but did not participate in the pilot program?

Based on the findings of the evaluation, what are the recommendations for integrating family services into the DYCD RHY continuum of care?

Due date: August 15, 2012

Follow-up Report

A summary report of the status of former participants and their families with respect to the planned goals and outcomes, four months after formal services of the pilot ended.

Due date: January 4, 2013

QUALIFICATIONS

The vendor would have expertise in clinical interventions for RHY and in family therapy and counseling, as well as proven success in evaluating such interventions.

CONTRACT TERM, AMOUNT, AND PAYMENT STRUCTURE

The anticipated term of the contract will be from January 1, 2012 to February 15, 2013.

The anticipated maximum amount to be paid under the contract awarded from this small purchase solicitation is \$50,000.

It is anticipated the payment structure of the contract from this solicitation will be based on the completion of the work scope, including deliverables, as outlined above.

COMPLIANCE WITH LOCAL LAW 34 OF 2007

Pursuant to Local Law 34 of 2007, amending the City's Campaign Finance Law, the City is required to establish a computerized database containing the name of any "person" who has "business dealings with the City" as such terms are defined in the local law. In order for the City to obtain necessary information to establish the required database, **vendors responding to this solicitation are required to complete the attached Doing Business Data Form (Attachment 2) and return it with this proposal and should do so in a separate envelope.** If the City determines that a vendor has failed to submit a Data Form or has submitted a Data Form that is not complete, the vendor will be notified by DYCD and will

be given four calendar days from receipt of notification to cure the specified deficiencies and return a complete Data Form to DYCD. Failure to do so will result in a determination that the proposal is nonresponsive. Receipt of notification is defined as the day notice is emailed or faxed (if the vendor has provided an email address or fax number), or not later than five days from the date of mailing or upon delivery, if delivered.

PROPOSAL SUBMISSION

Submit a clear and concise narrative (limit: 12 typewritten pages not including requested attachments, double spaced, using Times New Roman 12 point font) that includes all of the following information:

1. Description of the proposer's qualifications and relevant experience. Attach resumes of proposed staff for the project.
2. List of at least three former clients of evaluation work undertaken by the vendor. Provide company name, contact name, telephone number, and email address.
3. Description of the proposer's approach to providing the services described above in the "Scope of Evaluation Work" section and demonstration that the approach will be adequate. Specifically:
 - Describe the methodologies and scheduling of data collection, including, where appropriate, review of case notes and clinical files, interviews, observations, document review, and site visits. Also include a detailed listing of implementation questions to be answered by the data collected.
 - Identify the staff to be assigned to data collection, including their experience and success in using the relevant methodology(ies).
 - Identify the staff responsible for writing the required reports and describe the internal review and editing processes.
4. Description of and justification for time and resources needed for data collection and completion of the required reports. Complete the budget sheets and provide a narrative budget justification as directed.
5. Completion of Doing Business Data Form.

The completed proposal must be in a sealed envelope and hand-delivered by **2:00 PM on December 19, 2011 to:**

Department of Youth and Community Development
Office of Contract Procurement
Michael Owh, Agency Chief Contracting Officer
156 William Street, 2nd Floor
New York, New York 10038

The sealed envelope must indicate "**CONSULTANT FOR LGBTQ FAMILY THERAPY INTERVENTION PILOT.**" The Doing Business Data Form should be placed in a sealed inner envelope.

Faxed or emailed proposals will not be accepted. Proposals received at this location after the proposal due date and time are late and shall not be accepted.

PROPOSAL EVALUATION PROCEDURES

All proposals accepted by DYCD will be reviewed to determine whether they are responsive or nonresponsive to the requisites of this solicitation. Proposals that are determined to be nonresponsive will not be further considered. The DYCD Evaluation Committee will evaluate and rate all remaining proposals based on the evaluation criteria prescribed below. DYCD reserves the right to conduct interviews or to request that proposers make presentations, as deemed applicable and appropriate. Although discussions may be conducted with proposers submitting acceptable proposals, DYCD reserves the right to award contracts on the basis of initial proposals received, without discussions; therefore, the proposer’s initial proposal should contain its best work plan and price terms.

EVALUATION CRITERIA

- Demonstrated quantity and quality of successful relevant experience 30 percent
- Demonstrated level of organizational capacity 20 percent
- Quality of proposed evaluation approach 50 percent

BASIS FOR AWARD

DYCD in coordination with the Mayor’s Fund will award the contract to the responsible proposer whose proposal is determined to be the most advantageous to the City, taking into consideration the price, organizational experience and capacity, quality of the proposed evaluation approach, and such other factors or criteria set forth in this small purchase solicitation.

Contact

The authorized agency contact person for all matters concerning the solicitation is:

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