



# Request for Proposal (RFP)

## Mental Health, Coaching, and Mentoring Services for Youth

### Introduction

Evergreen Youth & Family Services, Inc. is seeking proposals from qualified and licensed professionals or organizations to provide mental health, coaching, and mentoring services for youth in both group and individual settings. Our goal is to enhance the mental well-being, resilience, and personal development of young individuals in our community.

The target population for these services includes youth ages 9-24, particularly those who have been marginalized, are at risk, victims of crime, justice-involved youth, pregnant and/or parenting youth, or youth otherwise facing challenges such as anxiety, depression, trauma, abuse, and life stressors.

This RFP outlines the expectations, required qualifications, and submission guidelines for interested parties to submit a proposal to provide these services.

### Background

Since 1977, Evergreen Youth & Family Services (Evergreen) has provided a safety net for the community's most vulnerable youth and families, providing emergency shelter, food and clothing, housing resources, mental health therapy, transportation, life skills training, and other services. Evergreen's mission is to be a community-based organization committed to strengthening youth, preserving families and building relationships with an emphasis on those living in Northern Minnesota. We believe that communities are strongest when every individual is treated with dignity and respect and has support to achieve their full human potential. We choose to remain client-centered with an emphasis on being responsive to each individual and families' needs while maintaining a high level of professionalism, compassion and empathy. We operate from a position of hope, faith and support. Our services and perspective are often grassroots in nature, and it is because of our strong relationships and resources that we remain a catalyst in the region for proactive services, education, and advocacy for youth. We remove barriers for youth and families by providing access to basic needs and vital services at no cost to them.

We operate from two locations in Bemidji, Minnesota: The Evergreen Drop-in Center and The Evergreen Youth Crisis Shelter. Evergreen has historically helped thousands of under-served, impoverished and minority youth over the years. The Drop-In Center provides a safe alternative to the streets and supportive services for youth, up to age 24, who are experiencing homelessness, are victims of crimes, have been sexually exploited or trafficked, and youth who have experienced all types of traumas. Our case managers help youth transition to a safe living



situation; provide access to hot lunches and monthly food bags, give access to clothing, household items, and laundry services; connect them to housing resources and transportation, and enable them to connect to community resources to meet other needs and promote their safety, well-being, and stability. We also offer life coaching, along with many skills groups and classes for youth to attend.

The Evergreen Youth Crisis Shelter is licensed by The Minnesota Department of Human Services under the Children's Residential Facilities Rule for up to ten youth, ages 9-17, and is also certified to work with youth who have been, or are at risk of, being sexually exploited. Shelter youth are runaways, experiencing homelessness or unable to return home due to conflict, abuse, or neglect. The Shelter is a safe place for youth where they receive three meals a day plus snacks, clothing, hygiene items, access to groups and a family support specialist, and opportunities to experience a sense of normalcy by participating in fun group activities such as fishing, movies, bowling, minigolf, etc.

## **Objectives**

The primary objectives of this RFP are to:

1. **Provide mental health support** to youth, addressing issues such as anxiety, depression, and trauma.
2. **Offer coaching and mentoring** to help youth set and achieve personal and academic goals.
3. **Facilitate group sessions** that promote social skills, teamwork, and peer support using a strengths-based trauma informed care approach.
4. **Ensure culturally sensitive and inclusive services** that reflect the diversity of our youth population.

## **Scope of Services**

Proposals should include services in the following areas:

1. **Individual Counseling Sessions:** Offer evidence-based therapeutic interventions to support youth in addressing challenges such as anxiety, depression, trauma, abuse, and other emotional/psychosocial issues.
  - One-on-one sessions focused on mental health issues.
  - Development of personalized action plans and progress assessments.
2. **Group Therapy Sessions:** Offer evidence-based therapeutic interventions to support groups of youth in addressing challenges such as anxiety, depression, trauma, abuse, and other emotional/psychosocial issues.
  - Facilitated group discussions on mental health topics.
  - Activities that promote social interaction and support among peers.
3. **Coaching and Mentoring:** Provide guidance and mentorship to youth, helping them set and achieve goals, develop healthy coping strategies, and improve overall well-being.



- Individual and group coaching sessions to enhance life skills.
- Support youth in setting and achieving personal, academic, and career goals.
- 4. **Workshops and Training:** Conduct workshops on mental health topics, life skills, coping strategies, and wellness, targeted to youth and their families.
  - Educational sessions on mental health awareness, coping strategies, and personal development.

### **Target Population**

The primary recipients of these services are youth ages 9-24 from marginalized groups, including but not limited to:

- Youth from low-income families
- Victims of crime, abuse, and neglect
- Justice-involved or system-involved youth
- Youth from ethnic/racial minority backgrounds
- Pregnant and/or parenting youth
- Youth from LGBTQIA2S+ communities
- Youth who are homeless or at risk of homelessness
- At-risk youth in foster care or residential care settings
- Youth transitioning into adulthood

### **Proposal Requirements**

Proposals should include the following:

1. **Practice/Organizational Overview:** Detailed description of the organization, including mission, history, and relevant experience.
  - Mission and Vision: How does your mission align with the goals of Evergreen in serving youth and families?
  - History: A brief history of your experience providing mental health services, particularly to youth and families from marginalized communities.
  - Relevant Experience: Demonstrated experience working with youth facing mental health challenges, trauma, abuse, and justice-involved situations. Include previous programs or services related to anxiety, depression, trauma, mentoring, and life coaching.
2. **Staff Qualifications:** Bios of key personnel who will be involved in service delivery, including relevant certifications and experience in youth mental health and coaching.



- **Education and Credentials:** Include relevant degrees, certifications, and licenses (e.g., Licensed Clinical Social Worker (LCSW), Licensed Professional Counselor (LPC), etc.).
  - **Relevant Experience:** Highlight experience in mental health care for youth, particularly those from marginalized backgrounds, and any specialized training in trauma-informed care, cultural competence, or other relevant areas.
  - **Roles and Responsibilities:** Outline the roles and responsibilities of the key personnel.
3. **Service Delivery Plan:** Provide a clear description of how services will be delivered, including methods, frequency, and duration of sessions.
- **Methods:** Outline the therapeutic approaches and methods to be used (e.g., Cognitive Behavioral Therapy, Trauma-Focused Therapy, etc.).
  - **Frequency:** Indicate the number of sessions per week/month for individual therapy, group therapy, and workshops.
  - **Session Duration:** Specify the typical duration of individual and group therapy sessions (e.g., 45-60 minutes per session).
  - **Service Delivery:** Will services be delivered in-person, virtually, or a combination of both? Include details on how virtual therapy (if applicable) will be conducted securely.
4. **Cultural Competence:** Detail your experience and approach to providing culturally competent and inclusive services to diverse populations. This should include any specific training or certifications related to:
- Culturally responsive mental health care
  - Working with marginalized or underserved populations
  - Trauma-informed care
  - Language access or accommodating diverse communication needs
5. **Evaluation and Reporting:** Description of how outcomes will be measured and reported.
- **Evaluation Tools:** Description of the methods or tools to assess the progress of youth participants (e.g., pre-and post-assessments, client feedback surveys).
  - **Reporting Requirements:** Reporting process and forms will be provided by Evergreen, including frequency (e.g., quarterly or bi-annual reports) and key metrics.
  - **Collaboration with Evergreen:** Describe how you will collaborate with Evergreen in monitoring and reviewing service delivery and outcomes.



6. **Budget:** Submit an itemized budget outlining the cost structure for delivering the proposed services, materials, and any additional costs. The budget should include:
  - Rates for individual and group therapy sessions
  - Costs for workshops and training sessions
  - Administrative costs (if applicable)
  - Any additional fees (e.g., travel, materials)
  - Payment terms (e.g., per session, monthly retainer, etc.)
  
7. **References:** Provide at least three (3) professional references from previous or current clients, organizations, or programs that you have worked with, particularly those related to mental health services for youth.

## Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Demonstrated experience working with youth, particularly those from marginalized communities.
- The quality and effectiveness of the proposed methods for providing therapy and support.
- The qualifications and experience of key personnel.
- Cultural competence and inclusivity of services.
- Clarity and feasibility of the proposed budget.
- Overall alignment with the Nonprofit's mission and goals.

## Timeline & Proposal Submission Guidelines

- **RFP Release Date:** November 27, 2024
- **Proposal Submission Deadline:** January 6, 2025
- **Proposal Submission Method:** Send all proposals via email to [hr@evergreenyfs.org](mailto:hr@evergreenyfs.org) with the subject line "RFP for Mental Health Services."
- **Proposal Format:** Submit proposals in PDF format, ensuring that all required elements are included.
- **Selection Announcement:** January 9, 2025
- **Service Start Date:** January 15, 2025

## Contact Information

For any questions or additional information, please contact:



**Evergreen**  
Youth & Family Services  
*Strengthening Youth. Preserving Families.*

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### **Terms and Conditions**

Evergreen Youth & Family Services reserves the right to reject any and all proposals, to negotiate modifications to any proposal, and to award the contract to the service provider(s) whose proposal best meets the needs of the agency.

### **Conclusion**

We look forward to receiving proposals that align with our mission to support the mental health and personal development of youth in our community. Thank you for your interest in partnering with us to make a positive impact.