**INDIANA YOUTH ADVISORY BOARD RFP 20-25**

**TECHNICAL PROPOSAL**

**ATTACHMENT F**

***Technical Proposal***

**Instructions: Please supply all requested information in the areas shaded yellow and indicate any attachments that have been included. Document all attachments and which Section and question they pertain to in Attachment F. DCS is expecting creative cost saving solutions from all the Respondents in an effort to distinguish the best partner(s) to select.**

**Provide the Technical Proposal Section number and name for which this Attachment F is being completed.**

**2.4.1 Indiana Youth Advisory Board**

Describe how the Respondent will implement the Indiana Youth Advisory Board statewide program, which includes the board structure, development of bylaws, and procedures. How will respondents ensure IYAB members gain personal and professional leadership skills? What is the target population?

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**2.4.2 IYAB Administrative Duties**

Describe how the respondent adult facilitator will utilize an authentic youth engagement approach to carry out the daily responsibilities of the adult facilitator. Describe how the Respondent will develop a marketing and media plan to enhance the growth and awareness of the IYAB program and goals.

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**2.4.3 IYAB Participation and Membership Access**

Describe how the Respondent will ensure all eligible youth and young adults have access to IYAB participation and membership. Describe the Respondent's application process, which includes timeframes of correspondence to new members and the program eligibility process.

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**2.4.4 Recruitment and Retention**

Describe the Respondent's strategic plan for recruitment and retention. Describe the activities, communication, and utilization of IYAB members. Describe the Respondent's capacity to engage youth statewide. Describe how your agency will provide wrap-around service coordination.

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**2.4.5 IYAB Meetings and Registration**

Describe the Respondent's ability to host statewide quarterly meetings in person and virtually. Describe the structure of IYAB meetings. Describe the Respondent's registration process, which includes a timeline of possible meeting dates, how youth will register for the meetings, and meeting notifications and reminders.

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**2.4.6 IYAB Members Orientation and Leadership Training**

Describe the Respondent's IYAB member's orientation process and structure. Describe the Respondent's leadership training. Identify all leadership training offered and curriculum. Describe how IYAB members are being prepared before participating in leadership activities.

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**2.4.7 IYAB Annual Conference**

Describe the Respondent's ability to engage IYAB members in hosting a statewide conference. Provide details of the conference logistical planning, including location coordination, hotels, travel, and marketing. Describe content development and the statewide registration process.

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**2.4.8 IYAB Members Leadership Activities**

Describe the Respondent's ability to provide professional leadership opportunities locally, state, and nationally. Describe how the Respondent's adult facilitator will act as a liaison between the youth and leadership activities. Describe how the Respondent will notify all IYAB members of leadership activities.

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**2.4.9 Youth Expenses - IYAB Stipend – Professional Leadership Compensation**

Describe respondents’ ability to process youth expenses, including payment structure and verification of the expense. Describe the Respondent's ability to process and stipend youth for their participation in the IYAB meeting, including payment structure, attendance verification, and payment timeline. Describe the Respondent's ability to process and compensate youth participating in professional Leadership activities. Describe payment structure, how professional leadership activities will be verified, attendance verification, and payment timeline. If the Respondent will compensate IYAB members for specific leadership positions; identify the position title, description, and total compensation. Describe the Respondent's ability to track all youth expenses, stipends, and compensation to ensure no double payments.

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