

PARTNERS FOR  HOME
Request for Proposal
YHSI Training Support

Partners for HOME
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Introduction

Partners for HOME (PfH), on behalf of the Atlanta Continuum of Care (CoC), releases this Request for Proposal (RFP) for qualified respondent(s) to provide **youth training and leadership development support** as part of the Youth Homelessness System Improvement (YHSI) initiative. The purpose of this project is to equip youth leaders with the knowledge, tools, and training necessary to meaningfully engage in the CoC's homelessness response system.

PfH is a nonprofit organization that serves as the Collaborative Applicant for the Atlanta CoC — a Housing and Urban Development (HUD) program that promotes community-wide commitment to the goal of ending homelessness and provides funding for efforts by nonprofit providers and state and local governments to quickly rehouse people impacted by homelessness. Its mission is to coordinate a comprehensive crisis response system to end homelessness in the City of Atlanta.

Partners for HOME does not discriminate based on race, color, religion, gender, sexual orientation, national origin, age, or disabilities in hiring practices or service provision.

Submittal Deadline and Inquiries

All responses to this RFP must be submitted electronically by **5 p.m. on Wednesday, October 8, 2025**. Responses after this time will not be considered.

Responses must be in PDF format.

All questions regarding this RFP must be received in writing. All such written inquiries must be delivered electronically by **5 p.m. on Monday, October 6, 2025**. All respondents to this RFP will be provided access to or a copy of all received written inquiries and PfH's responses to those inquiries via the PfH's website.

Please address the inquiries and responses to Jasmine Rockwell Heard, Associate Director of Grants Management, at grants@partnersforhome.org.

Professional Fee

While the Respondent will be asked to provide an estimated lump sum fee for the services requested, final fees will be negotiated following the selection of the Respondent. If fee negotiations with the Respondent determined most qualified are not successful, and/or the fees discussed are outside the budgetary constraints for the project, PfH reserves the right to suspend negotiations with the most qualified Respondent and proceed to other Respondents.

The Respondent will also be expected to provide a summary of assumptions used to determine its fee, including — but not limited to — team, hours and resources required from PfH, and services to be included. Services can be outlined in an a la carte menu style to support the lump sum proposal.

Scope of Services

The selected Respondent will be responsible for the following activities and deliverables:

1. **Youth Development & Training**
 - The Respondent will provide professional development, leadership, and advocacy trainings for members of the Youth Advisory Board (YAB).
 - The Respondent will deliver at least three (3) youth-focused trainings, selected in collaboration with youth leaders.
 - The Respondent will develop training outlines and co-create tools with youth that strengthen skills in direct services, policy advocacy, leadership, and systems navigation.
2. **Program Design & Technical Assistance**
 - The Respondent will support the creation, scaling, and sustainability of the Youth Advisory Board infrastructure.
 - The Respondent will provide guidance on integrating youth voices into Coordinated Entry and other CoC structures.
 - The Respondent will offer ongoing technical assistance to PfH staff and youth leaders on program design, management, and best practices for youth engagement.
3. **Engagement & Collaboration**
 - The Respondent will facilitate authentic youth engagement through focus groups, check-ins, and collaborative work sessions.
 - The Respondent will build strategies that promote equitable participation of youth in program design, decision-making, and service delivery.
 - The Respondent will support communication and collaboration between PfH staff, providers, and youth leaders.
4. **Assessment & Evaluation**
 - The Respondent will guide youth in conducting assessments of current system practices through surveys, focus groups, and data review.
 - The Respondent will provide tools and training for youth to evaluate programs and identify service gaps.
 - The Respondent will develop reporting methods to ensure youth feedback and recommendations are shared with PfH leadership and the CoC.
5. **Deliverables & Accountability**
 - The Respondent will participate in regular check-ins with PfH staff to review progress and adjust work plans.
 - The Respondent will document all trainings delivered, tools developed, and evaluation findings.
 - The Respondent will submit a final report summarizing accomplishments, challenges, and recommendations for sustaining youth engagement.

Term

This is a one-year contract, anticipated to run from November 2025 – October 2026.

Application

The application narrative should not exceed five pages, single-spaced, with one-inch margins and an 11-point or 12-point font.

The narrative should address the following (be specific):

- Summarize your expertise and ability to meet the requirements outlined within this RFP's Scope of Services.
- Provide a cost proposal in PDF format based on the scope of services with a maximum budget of **\$36,064**.
- The budget may be in a spreadsheet, and the budget narrative may not exceed one page, single-spaced, with one-inch margins, and in 11-point font (not included in the five-page narrative count).

Evaluation Metrics

PfH will convene an evaluation committee to evaluate each proposal submitted by a Respondent. At the discretion of PfH, follow-up interviews may be conducted with the highest-ranking Respondents prior to the evaluation committee making a final selection.

Timeline and Deliverables

PfH will ensure that the selected Respondent has access to all necessary files, reports and personnel required to complete the Scope of Services. The following is an approximate project schedule, subject to modification:

Date	Action Required
9/8/2025	Release of RFP
10/6/2025	Inquiries/questions due
As received	Responses to respondents' inquiries posted on PfH website
10/8/2025	RFP Responses Due
10/9/2025	Response review process
Week of 10/27/2025	Interviews with selected respondents* <i>if needed</i>
Week of 10/30/2025	Respondent selected

Selection Process

Once the responses are reviewed, a shortlist will be compiled by PfH. Interviews may be conducted with the Respondent(s) determined to be the most qualified, and additional information may be required at that time. Negotiations will begin with the Respondent(s) selected to be the most suitable.

Selected Respondent(s) must be prepared to enter negotiations for services outlined in this RFP.

Evaluation & Acceptance of Statement of Qualifications

PfH reserves the right to reject any and all responses, to amend the Request for Qualifications and the process itself, or to discontinue the process at any time.

Terms and Conditions

All proposals and supporting materials as well as correspondence relating to this RFP become property of PfH when received. Any proprietary information contained in the Response should be so indicated. However, a general indication that the entire contents, or a major portion, of the proposal is proprietary will not be honored.

A. All applicable State of Georgia and federal laws, City and County ordinances, licenses, and regulations of all agencies having jurisdiction shall apply to the Respondent and project throughout and are incorporated herein. The contract with the selected Respondent, and all questions concerning the execution, validity or invalidity, capability of the parties, and the performance of the contract, shall be interpreted in all respects in accordance with the laws of the State of Georgia.

B. Professionals requiring special licenses must be licensed in the State of Georgia, and shall be responsible for those portions of the work as may be required by law.

C. Sub-Respondents as part of the Project team must be clearly identified in the Response, including roles, resumes of key personnel, and project references.

D. No Response shall be accepted from, and no contract will be awarded to, any person, Respondent, or corporation that (i) is in arrears to PfH, Invest Atlanta, or the City with respect to any debt, (ii) is in default with respect to any obligation to PfH, Invest Atlanta, or the City, or (iii) is deemed irresponsible or unreliable by PfH. If requested, the Respondent shall be required to submit satisfactory evidence that they have the necessary financial resources to provide the proposed services.

E. From the date PfH receives a Respondent's proposal through the date a contract is awarded to a Respondent(s), no Respondent may make substitutions, deletions, additions or other changes in the configuration of Respondent's proposal or members of Respondent's team.