

**MASS MENTORING PARTNERSHIP
TECHNICAL ASSISTANCE PROJECT (TAP)**

2010 REQUEST FOR PROPOSALS (RFP)



Project Overview

Mass Mentoring Partnership (MMP) provides training and technical assistance for youth mentoring programs working to produce high quality mentoring relationships for youth across Massachusetts. MMP delivers large group trainings based on the nationally recognized best practices in youth mentoring called the Elements of Effective Practice. These trainings are general and connect various programs with one another while advancing the goal of developing the capacity of these programs to implement high quality practices. In addition to these general trainings, MMP provides dedicated technical assistance and small group trainings to organizations who seek enhanced support and development. Mass Mentoring recognizes the need for agencies to get specific training and support to meet their individual needs and support the implementation of their own individual practices and efforts. While MMP is unable to provide free and unlimited technical assistance to the over 165 programs in its network, MMP is dedicated to making some of these resources available to programs that need this financial support. Fee-for-service technical assistance is still available from MMP and can be accessed by contacting a member of the Program Services team.

Over the past several years, dedicated technical assistance was available at no charge to programs who were funded by the Mass Service Alliance, the United Way of Mass Bay and Liberty Mutual. In 2009, over 150 hours of technical assistance was provided to more 35 different programs across the state. While Mass Mentoring no longer has broad technical assistance grants through these partnerships due to shifts in funding priorities and the economic downturn, we remain committed to supporting programs who cannot afford to pay for these specific opportunities. The Technical Assistance Project (TAP) was developed to provide limited no-cost technical assistance to qualifying programs to continue this important service.

Project Description

The Technical Assistance Project will run from January of 2010 through July of 2010. Organizations will submit a brief proposal through this Request for Proposals process outlining their technical assistance and/or training needs, their commitment to provide staff time to support the project and ongoing implementation and a description of why they need to access this no-cost pool of technical assistance. Mass Mentoring has a goal of providing up to 140 hours of dedicated technical assistance through this project and will spread those hours over as many organizations as possible. The goal is to help programs improve their service delivery and serve as many young people as they can in the highest quality way possible. Examples of technical assistance projects that could be proposed include:

- Development of new or revamp of already existing mentor training materials
- Guidance and consultation on mentor recruitment plan and strategies
- Board of Directors development and action planning
- Analysis of match support process and consultation on strategies for improvement
- Review of match closure issues and creation of action plan for improvement
- Cultural competency training
- Train the Trainer on mentor training
- Program model review and adaption support

The project proposed must be one that will build your organizational and programmatic capacity. Proposals will be accepted and reviewed on a rolling basis throughout the duration of the project. Once a project is selected for implementation, a brief memorandum of agreement will be completed and work will begin on the project. Some proposals will be accepted on a preliminary basis pending changes or modification to the request. MMP's goal is to meet the needs of as many organizations as possible while maintaining the capacity to deliver high quality work. All selected organizations will participate in limited evaluation reporting and feedback mechanisms to ensure the effectiveness of the work completed.

Application Overview

Youth mentoring programs operating in Massachusetts who meet the following requirements are eligible to apply for technical assistance through this project:

- Programs must be a member of MMP through its Quality-Based Membership Initiative (QBM) or commit to becoming a member as part of this process.
- If a program is currently a QBM member, it must agree to work towards completing the highest level of membership that it is qualified for by June 30, 2010.
- Programs must demonstrate a need for no-cost technical assistance due to budget constraints.
- Programs must be committed to implementing the best practices in youth mentoring and using the Elements of Effective Practice as a guide for program operations.

Eligible programs should take note of the following information:

- 1) **Proposals can be submitted between Monday, January 11th, 2010 through Friday, June 18th, 2010** to Linda Peterson, Manager of Training and Technical Assistance at lpeterson@massmentors.org.
- 2) **Selected organizations will be notified within 2 weeks of receipt of their proposal regarding acceptance or denial of proposed project.** A signed Memorandum of Agreement (MOA) will be required between MMP and the participating agency committing to the proposed project and the time and effort necessary to implement the technical assistance being requested.
- 3) **Organizations will be assigned a primary staff person** to work with them and that staff person will be in touch to being the proposed project.

Project Details – Q & A

Please read through the following questions and answers as they will provide information that will be helpful in completing application for technical assistance.

What are the basic requirements to take part in the Technical Assistance Project?

- Must be a youth mentoring program operating in Massachusetts
- Program is required to become a member of MMP through its Quality-Based Membership Initiative (QBM)
- If a program is currently a QBM member, it must agree to working towards and completing the highest level of membership that it is qualified for by June 30, 2010.

How many hours of services will my program receive?

- Total hours will be dependent on the project request and the final number of RFP's that are accepted for the project

When will the services be available?

- Services are available between January and June 2010. Programs can access TA anytime during these months.

How will the services be awarded?

- MMP will begin reviewing requests in January and will continue to do so through June. Services will begin within 2 weeks of acceptance of a proposed project.
- Requests will be reviewed on a rolling basis during the six months of the project

How many times may a program request services?

- Programs may submit as many proposals as they can sustain with time and effort. Each proposal should include only one project but multiple proposals may be submitted throughout the year.

What if my RFP is not accepted, will it be reviewed again during the six months of the project?

- If your RFP is not accepted when you first submit it, you may request that it be reviewed anytime 30 days after it was initially submitted or submit a new request. All proposals not accepted will receive written feedback regarding their proposal.

What staff commitment is required?

- Programs must commit to having at least one staff person dedicated to working with MMP throughout the technical assistance process.

Can my organization decide to pay for training and technical assistance services rather than apply through TAP?

- MMP will continue to offer affordable fee-for-service technical assistance and training and programs may access these services by contacting a member of the program services team.

TECHNICAL ASSISTANCE PROJECT (TAP) PROPOSAL

Section 1: Applicant Information

Organization Name:

Mentoring Program Name:

Mailing Address:

City:

State:

Zip:

Website:

Contact Person:

Phone:

Fax:

Email:

Mentoring Program Budget:

Section 2: Understanding and Certification

In submitting this application to the Mass Mentoring Partnership, I certify that the information is true and correct to the best of my knowledge. I understand that if my agency's proposal is accepted, I am responsible for the following:

- Determination of one key staff person to be the primary point of contact with Mass Mentoring.
- Providing necessary time and energy to complete the technical assistance project that is requested.
- Completion of necessary documents including evaluation and other reporting as required.
- Overall commitment to implementing the Elements of Effective Practice (EEP) and working towards producing the highest quality mentoring program possible by completing the appropriate level of membership that our agency qualifies for.

Executive Director Name:

Executive Director Signature: _____ Date:

Section 3: Organizational Overview

Please provide a clear and concise description of your organization that includes your organization's mission, target population and geographic areas served as well as detail of the mentoring program model. Also include when you organization became a quality-based member of Mass Mentoring. (Limit 150 words)

Section 4: Project Overview

Please provide an **overview of the technical assistance project** that you would like Mass Mentoring to implement with your organization. Please indicate your intended outcome of the project, and how the project will increase your organization's ability to better serve youth in mentoring relationships (Limit 300 words).

Section 5: Demonstrated Need for no-cost services

Describe the need your organization has for no-cost services from Mass Mentoring. Please detail the overall reason your agency needs this support and why it is unable to pay for these services (Limit 150 words).