



**UNITED STATES INTERAGENCY COUNCIL ON HOMELESSNESS OFFICE OF
FINANCE AND ADMINISTRATION
REQUEST FOR QUOTE
PROFESSIONAL SERVICES – ADDRESSING YOUTH HOMELESSNESS**

**DATE OF ISSUANCE: APRIL 5, 2024
RESPONSES DUE BY 5:00 PM E.T. ON APRIL 12, 2024**

I) MISSION AND ORGANIZATION

The U.S. Interagency Council on Homelessness (USICH) is the only federal agency with a sole mission focused on preventing and ending homelessness in America. The council consists of nineteen federal agencies that help create and catalyze implementation of the Federal Strategic Plan to Prevent and End Homelessness. USICH works across federal, state, and local governments, as well as the private sector, to help communities create partnerships, use resources in the most efficient and effective ways, and employ evidence-based best practices.

II) INTRODUCTION

USICH seeks vendors to provide professional consulting services to assist with the development of a whole of government collaboration to design and implement a comprehensive federal workplan to prevent and end youth homelessness through meaningful collaborations with young people, their communities, and stakeholders with expertise in centering the needs of youth and their lived experiences.

III) BACKGROUND

USICH continues to expand the work of implementing *All In, The Federal Strategic Plan to Prevent and End Homelessness* and in doing so, the Agency has identified several opportunities to catalyze actions related to specific subgroups impacted by the plan. As USICH continues to find additional opportunities to expand on the work of *All In*, the convergence of interest in addressing youth homelessness- particularly among federal partners and the philanthropic community, provides an opportunity to create a targeted initiative to address youth homelessness.

USICH intends to launch of a whole of government collaboration to design and implement a comprehensive federal workplan to prevent and end youth homelessness through meaningful collaborations with young people, their communities, and stakeholders with expertise in centering the needs of youth and their lived experiences. The initiative will complement the ongoing

implementation of *All In*, the federal strategic plan to prevent and end homelessness.

IV) DEFINITIONS

When used in this document, the following terms have the identified definitions.

Term	Definition
Youth	a person who is age 24 or younger (has not reached their 25th birthday).
Unaccompanied Youth	a person who is age 24 or younger, who is the only member of the household.
Pregnant or Parenting Youth	individual heads of households who are age 24 or younger who are pregnant or who are the parents or legal guardians of one or more children who are present with or sleeping in the same place as that youth parent.
Transition Age Youth	persons between age 18 and 24.
Lived Experience	personal knowledge about homelessness gained through direct, first-hand involvement with being homeless at some point in their lives.
Homelessness	the state of not having a fixed, regular, and adequate night-time residence or a person who resides in a shelter, welfare hotel, transitional program or place not ordinarily used as regular sleeping accommodations, such as streets, cars, movie theatres, abandoned buildings, etc.
Research Agenda	planned research that will shape federal priorities on homelessness policy and create a national roadmap to build a strong evidence base for effective prevention and elimination of homelessness.
Youth Homelessness Plan	a process that will identify federal priorities on youth homelessness policy and create a framework for interagency coordination.

V) APPLICABLE DOCUMENTS

Item No.	Title	Date
1	Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009	5/20/2009
2	All In: Federal Strategic Plan to Prevent and End Homelessness (FSP)	12/19/2022
3	From Evidence to Action: A Federal Homelessness Research Agenda 2024-2028	11/2023

VI) SCOPE

USICH seeks the partnership and services of a public academic institution to provide professional consulting services designed to implement *All In: The Federal Strategic Plan to Prevent and End Homelessness*, with a focus on coordinating federal policy on preventing and addressing youth homelessness.

USICH contemplates the award of an MOA with a firm-fixed price.

Specifically, the agency seeks to:

- Increase the talent pool of youth with lived and learned experience to lead federal planning and implementation processes effectively and authentically.
- Coordinate federal efforts to address the most urgent needs through utilizing effective practices, research, and progressing equity with an emphasis on youth.
- Develop federal strategies to prevent entry into homelessness by addressing transitions from foster care, juvenile justice, and other institutions to ensure timely issuance of resources and connections to supportive communities for at-risk youth.
- Marshall federal resources, knowledge, and expertise to contribute to increasing the capacity of state, local, and communities to address the needs of youth-at-risk of becoming homeless; and
- Create accountability structures that reinforce the values of the process while effecting outcomes that demonstrate overall impact.

VII) PERIOD OF PERFORMANCE

The period of performance for this engagement is from date of award through April 30, 2025.

VIII) REQUIREMENTS

The vendor shall work closely with USICH to design and implement a comprehensive federal workplan to prevent and end youth homelessness. Therefore, the vendor shall complete the following tasks to achieve the goals of this procurement pursuant to the scope and background:

- a) The vendor shall develop a federal youth advisory board/council, if feasible, or comparable nationally representative youth advisory input group to review *All In* and identify priority areas for addressing youth homelessness. Tasks will include:
 - 1) Scan of existing national partners with youth advisory boards
 - 2) Scan of existing federal youth advisory efforts
 - 3) Summary of complementary efforts to address youth homelessness in the federal space
 - 4) Written analysis of the feasibility of developing and compensating a formal advisory group in the federal structure
 - 5) Identification of unique activities for a youth advisory group, and
 - 6) Recruit, form, and implement advisory group structure (as suitable).
- b) The vendor shall develop a workforce pipeline by training, hiring, and deploying youth with lived and learned experience to support as many of the project tasks as possible.

- 1) Identification of tasks that are suitable for proposed workforce.
 - 2) Develop a summary of administrative and logistical needs to support the hiring of contractors.
 - 3) Recruitment and training of sub-contractors
 - 4) Orientation to the federal policy making environment.
 - 5) Develop employment contracts with youth sub-contractors/interns to carry out core functions.
- c) The vendor shall review the federal research agenda and existing research to develop recommendations on research related to youth homelessness including,
- 1) Reviewing existing research to identify research to elevate awareness across agencies to ensure knowledge exchanges across housing and human services agencies, respectively.
 - 2) Convening experts to discuss research and evaluation on youth homelessness including unique challenges and opportunities.
 - 3) Facilitating participatory and transformative research models to address youth-specific aspects of the federal research agenda that further equity and center youth partners.
- d) The vendor shall review the federal strategic plan and identify implementation priorities and establish a broad youth work plan that works across the FSP pillars and establishes a federal working group on youth homelessness that includes both federal and national stakeholders. This includes:
- 1) Reviewing existing federal workgroups and workplans to identify touch points related to youth and develop a related crosswalk among plans and workgroup goals and *All In*
 - 2) Convening federal partners to establish a federal framework for addressing youth homelessness and implementing a workgroup structure that facilitates cross-agency/initiative collaborations, coordination, and alignment.
 - 3) Partnering with national stakeholders to implement a public-private workgroup to further the work of the FSP beyond the federal space.
- e) The vendor shall identify areas for preventing and ending youth homelessness and facilitating the marshalling of federal resources, knowledge, and expertise to increase state, local, and community capacity to address the needs of youth-at-risk of becoming homeless and youth experiencing homelessness.
- 1) Work with federal partners and national partners to identify community capacity building needs related to prevention and intervention.
 - 2) Develop a summary of capacity building needs and socialize across multiple sectors to support advancement of capacity building activities.
 - 3) Develop a process to capture innovative practices at a local level and foster scaling and coordination (where possible) of these efforts.
 - 4) Develop a capacity building plan for USICH related to specific items the agency is best positioned to further.

- f) The vendor shall create accountability structures that reinforce the values of authentic youth engagement and transparency, while affecting outcomes that demonstrate overall impact.
- 1) Conduct a scan to identify existing impact measures, federal, state, and local, that measure changes in youth homelessness
 - 2) Formalize federal impact measures to report on the changes in youth homelessness.
 - 3) Partner with communities and national stakeholders to establish impact measures that are inclusive of equity measures.
 - 4) Develop a process for sharing data for transparency with youth and national stakeholders.
 - 5) Develop on-going reporting structure to provide updates to various stakeholders.
 - 5) Develop formal recommendations for sustainability and next steps to ensure continued progress.

All responses should include:

- Institutional capabilities
- Cost Estimate
- Bios/Resumes for Key Personnel
- Addition information as needed

IX) DELIVERABLES

Deliverable	Quantity	Format and Method of Delivery (e.g., Email, etc.)	Due Date
(Section VIII,a) Scan of national youth advisory boards with a summary of existing federally led youth efforts and assessment of feasibility for a USICH sponsored youth advisory group	1	Document	No later than April 30, 2025
(Section VIII,b) Hiring and on-boarding plan and management structure.	1	Document	No later than April 30, 2025
(Section VIII, c) Complimentary Youth Participatory Research Plan	1	Document	No later than April 30, 2025
Review of federal workgroups and crosswalk creations.	1	Document	No later than April 30, 2025
(Section VIII,d) Federal	1	Document	No later than April 30, 2025

Youth Workplan			
(Section VIII,e) Capacity building needs assessment	1	Document	No later than April 30, 2025
(Section VIII,e) USICH capacity building plan	1	Document	No later than April 30, 2025
(Section VIII,f) Impact measures for federal and local efforts; reporting structure and data sharing	1	Document	No later than April 30, 2025

X) INDEPENDENT GOVERNMENT ESTIMATE

USICH intends to allocate an amount not to exceed \$204,000.

XI) KEY PERSONNEL

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END SOLICITATION