

OUT-WAYNE AND MONROE COUNTY CONTINUUMS OF CARE

YOUTH HOMELESSNESS SYSTEMS IMPROVEMENT (YHSI) REQUEST FOR PROPOSALS

REGIONAL SYSTEMS MAPPING

RFP Release Date: September 1, 2026

Proposal Deadline: October 1, 2026, at 5:00 PM

Anticipated Contract Start: November 2, 2026

Project Period: November 2026 – March 2027

Estimated Budget: \$50,000 – \$80,000

1. INTRODUCTION AND PURPOSE

Wayne Metropolitan Community Action Agency (WMCAA), lead agency for the Out-Wayne County Continuum of Care (CoC), in partnership with Monroe County Opportunity Program (MCOP), lead agency for the Monroe County CoC, is soliciting proposals from qualified consultants, consulting firms, organizations, or other entities to provide **Regional Systems Mapping services** under the Youth Homelessness Systems Improvement (YHSI) initiative.

The selected consultant will work with WMCAA, MCOP, the Regional Planning Committee (RPC), Youth Action Boards (YABs), Youth Serving Institutions (YSI) Subcommittee, and other community partners.

The purpose of this project is to examine how youth and young adults experience transitions from **Child Welfare and Juvenile Justice systems** and identify gaps, barriers, and opportunities to reduce the risk of homelessness across Wayne and Monroe Counties.

2. PROJECT BACKGROUND

WMCAA received a YHSI grant in 2024 to support transformation of the Youth Homelessness Response System in Wayne and Monroe Counties.

As part of this work, the CoCs are conducting regional systems mapping to better understand:

- How youth transition out of Child Welfare and Juvenile Justice;
- How policies and procedures operate in practice;
- How youth experience these transitions;
- Where gaps and barriers exist;
- Where youth may face increased risk of homelessness; and
- Where prevention, upstream intervention, and cross-system collaboration can be strengthened.

The project will build upon a previously completed youth-specific Needs Assessment. Relevant policies, procedures, stakeholder information, and other approved data sources will be provided to the selected consultant.

3. SCOPE OF WORK

The selected consultant will provide all services necessary to complete the regional systems mapping project.

A. Project Planning

The consultant will:

- Meet with WMCAA, MCOP, RPC, YABs, YSI Subcommittee, and other partners;
- Review existing project materials and the previous Needs Assessment;
- Review existing policies, procedures, and research;
- Develop a project work plan and systems mapping methodology; and
- Establish project milestones and communication procedures.

B. Policy and Systems Review

The consultant will review relevant policies and procedures from:

- Child Welfare;
- Juvenile Justice;
- Detroit CoC;
- Monroe County CoC;
- Out-Wayne County CoC; and
- Other relevant systems identified during the project.

The review should identify transition points, requirements, barriers, gaps, risks, and opportunities for prevention and improved coordination.

The consultant should distinguish between **what policies say should happen, what happens in practice, and how youth experience the process.**

C. Youth and Stakeholder Engagement

The consultant will develop and facilitate listening sessions, interviews, and/or other appropriate qualitative data collection activities with:

- Youth and young adults with relevant lived experience; and
- Child Welfare, Juvenile Justice, CoC, housing, homelessness, government, and other system partners.

Engagement must be youth-centered, trauma-aware, accessible, flexible, and respectful.

A youth/provider survey may also be developed if determined appropriate by the consultant and YSI Subcommittee.

D. Data Analysis

The consultant will analyze information from:

- Policy and procedure reviews;
- The previous Needs Assessment;

- Listening sessions and interviews;
- Surveys, if used;
- Other approved data sources; and
- Stakeholder input.

The analysis will identify key themes, transition points, gaps, barriers, homelessness risk factors, and opportunities for intervention and collaboration.

E. Visual System Map

The consultant will develop an accessible visual system map showing the youth transition experience and identifying:

- Systems and stakeholders;
- Key transition points;
- Intended processes;
- Actual practices;
- Gaps and barriers;
- Risk points; and
- Opportunities for prevention and intervention.

F. Findings and Recommendations

The consultant will prepare a written report summarizing:

- Methodology;
- Systems reviewed;
- Key findings and themes;
- Youth experiences;
- Policy and practice gaps;
- Critical transition points;
- Risk factors;
- Opportunities for upstream intervention; and
- Actionable recommendations.

The consultant will present the final findings to the RPC, YABs, and applicable subcommittees.

4. REQUIRED DELIVERABLES

At minimum, the selected consultant will provide:

- 1. Project Work Plan**
- 2. Systems Mapping Framework**
- 3. Policy and Procedure Analysis**
- 4. Listening Session/Interview Questions and Protocols**
- 5. Facilitated Youth and System Partner Engagement Sessions**
- 6. Survey Instrument and Protocols, if applicable**
- 7. Data Analysis and Preliminary Findings**
- 8. Final Visual System Map**
- 9. Written Findings Report**
- 10. Actionable Recommendations**
- 11. Final Presentation to the RPC and YABs**

5. EXPECTATIONS FOR COLLABORATION AND POWER SHARING

The selected contractor will be expected to work collaboratively with WMCAA, MCOP, the RPC, YABs, subcommittees, and participating community organizations.

The contractor should recognize that youth with lived experience of homelessness possess valuable expertise that should meaningfully inform the project's development.

The contractor will be expected to:

- Listen to and incorporate youth perspectives;
- Share information transparently;
- Explain technical concepts in an accessible manner;

- Provide meaningful opportunities for participation;
- Demonstrate responsiveness to feedback;
- Share decision-making where appropriate;
- Recognize lived experience as expertise; and
- Build trust with youth and community partners.

6. PROJECT TIMELINE

The anticipated project period is **November 2026 through March 2027**.

Period	Major Activities
November 2026	Project initiation, materials review, policy collection, work plan, methodology
December 2026	Finalize framework and engagement protocols; begin listening sessions
January 2027	Continued engagement, policy analysis, preliminary findings
February 2027	Complete analysis; develop system map, report, and recommendations
March 2027	Finalize deliverables and present findings to RPC/YABs

7. MEETING PARTICIPATION

The selected consultant should anticipate participation in:

YSI Subcommittee

Bi-weekly meetings, generally Thursdays **12:30 PM – 2:00 PM**, throughout the project.

Regional Planning Committee

Monthly meetings, generally Wednesdays **1:00 PM – 2:30 PM**.

The consultant should also be available for additional YAB and stakeholder meetings when needed.

Meeting schedules may be adjusted as necessary.

8. CONTRACTOR QUALIFICATIONS

Respondents should demonstrate:

- Experience conducting systems mapping or systems-level analysis;
- Qualitative and quantitative research experience;
- Experience conducting interviews, listening sessions, or focus groups;
- Experience analyzing qualitative data;
- Experience developing findings reports and recommendations;
- Experience working with youth and/or people experiencing homelessness;
- Experience collaborating with people with lived experience;
- Experience working across multiple systems and organizations;
- Experience with Child Welfare and/or Juvenile Justice;
- Experience with Continuums of Care and homelessness response systems;
- Experience with HUD-funded programs;
- Strong facilitation and communication skills;
- Trauma-aware and youth-centered practices; and
- Ability to complete the project within the required timeframe.

Experience with YHDP and/or YHSI is preferred.

A bachelor's degree in a relevant field is preferred. Equivalent professional experience and/or lived expertise may be considered.

9. PROPOSAL SUBMISSION REQUIREMENTS

Proposals must include:

Narrative Responses

1. Project Approach and Timeline

Provide a plan detailing how you will complete the Scope of Work within the given timeframe.

2. Systems Mapping Experience

Describe previous experience conducting systems mapping or similar systems-level analysis.

3. Qualitative Data Collection and Youth Engagement

Describe previous experience conducting listening sessions, interviews, or other qualitative data collection. How do you ensure activities are safe, accessible, and flexible for youth participants?

4. Data Analysis and Recommendations

Describe previous experience analyzing qualitative data and developing findings reports and recommendations.

5. Stakeholder Expertise and Perspectives

Describe how your approach would incorporate the expertise and perspectives of YABs, RPC members, youth with lived experience, and systems partners.

6. YAB Collaboration and Power Sharing

Describe your experience collaborating and power sharing with Youth Action Boards or similar youth advisory groups.

7. Trauma-aware Practices

How will you ensure deliverables are rooted in trauma-aware best practices?

8. Project Capacity

Describe your capacity to participate in regular bi-weekly meetings and additional YAB meetings when needed.

Supporting Documentation

Respondents must also provide:

- Examples of previous systems mapping or similar systems-level work;
- Example of a qualitative findings report or similar product;
- Detailed budget and budget narrative;
- Letter(s) of recommendation; and
- Resumes of proposed project personnel.

10. PROJECT BUDGET

The anticipated project budget is:

\$50,000 – \$80,000

Respondents must provide a detailed budget and budget narrative explaining proposed costs and how funds will be used to complete the Scope of Work.

WMCAA reserves the right to negotiate the final Scope of Work, budget, deliverables, and contract terms.

11. PROPOSAL EVALUATION AND SCORING

Proposals will be evaluated using a **43-point scoring system**.

Evaluation Category	Points
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Narrative Responses	32
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Supporting
Documentation **8**

Bonus Qualifications **3**

Total Possible Points 43

Narrative Responses – 32 Points

Each of the eight narrative questions is worth **4 points**.

Question	Points
Project Approach and Timeline	4
Systems Mapping Experience	4
Qualitative Data Collection and Youth Engagement	4
Data Analysis and Recommendations	4
Stakeholder Expertise and Perspectives	4

YAB Collaboration and Power Sharing	4
Trauma-aware Practices	4
Project Capacity and Meeting Participation	4
Total	32

Narrative Scoring Scale

Score Description

4	Excellent – comprehensive, specific, highly relevant, and demonstrates strong capability
3	Good – clearly addresses the requirement and demonstrates relevant capability
2	Adequate – addresses the requirement but lacks detail or specificity
1	Weak – minimally addresses the requirement or demonstrates limited capability

0 No response, incomplete response, or unacceptable response

Supporting Documentation – 8 Points

Documentation	Points
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Previous Work Examples	3
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Budget Narrative	2
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Letter(s) of Recommendation	1
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Resumes of Proposed Personnel	2
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Total	8
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Bonus Qualifications – 3 Points

Qualification	Points
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Prior YHDP and/or YHSI Experience	1
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Existing Knowledge of Wayne & Monroe Counties and Their CoCs 1

Lived Expertise in Youth Homelessness, Child Welfare, and/or Juvenile Justice 1

Total 3

Bonus points will only be awarded when the respondent provides sufficient information demonstrating the applicable qualification.

The highest-scoring proposal will not automatically result in contract award. WMCAA and MCOP reserve the right to consider qualifications, methodology, cost, references, interviews, and overall value consistent with applicable procurement requirements.

12. INTERVIEWS

WMCAA, MCOP, RPC, and/or designated YAB representatives may invite selected respondents to participate in an interview or presentation.

Interviews may be used to clarify proposals, discuss methodology, evaluate project personnel, and further assess the respondent's ability to complete the project.

13. PROCUREMENT TIMELINE

Activity	Date
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RFP Released	September 1, 2026
RFP Closes	October 1, 2026 – 5:00 PM
Proposal Review	October 8, 2026
Candidates Notified	October 9, 2026
Interviews	October 12–24, 2026
Selection	October 28, 2026
Selected Candidate Notified	October 29, 2026
Project Begins	November 2, 2026

WMCAA reserves the right to modify the procurement timeline as necessary.

14. GENERAL RFP CONDITIONS

WMCAA reserves the right to:

- Reject any or all proposals;
- Request clarification or additional information;
- Conduct interviews;

- Negotiate the Scope of Work and budget;
- Modify or cancel the RFP;
- Modify the procurement timeline; and
- Select the proposal determined to be in the best interest of the project and participating CoCs.

Submission of a proposal does not guarantee contract award.

The selected respondent must enter into a formal written agreement with WMCAA and comply with all applicable contractual, financial, programmatic, confidentiality, and other requirements.

15. CONFIDENTIALITY AND YOUTH-CENTERED PRACTICES

The selected consultant may have access to sensitive information concerning youth, homelessness, Child Welfare, Juvenile Justice, and other systems.

The consultant must maintain appropriate confidentiality and use reasonable safeguards when collecting, storing, analyzing, and presenting project information.

All engagement activities must be youth-centered and trauma-aware. The consultant must respect youth autonomy, confidentiality, lived expertise, and participant choice and should avoid unnecessary retraumatization.

16. PROPOSAL SUBMISSION

Complete proposals must be submitted electronically to:

cocoutwaynecount@waynemetro.org & procurement@waynemetro.org

Proposal Deadline

5:00 PM on Thursday, October 1, 2026

Late proposals will not be considered.

Respondents are responsible for ensuring that complete proposals are received by the stated deadline.

17. PROPOSAL SUBMISSION CHECKLIST

Respondents should use the following checklist to confirm that their proposal is complete:

- ☐ Cover/Introduction Letter
- ☐ Organizational/Consultant Background
- ☐ Response to Question 1 – Project Approach and Timeline
- ☐ Response to Question 2 – System Mapping Experience
- ☐ Response to Question 3 – Qualitative Data Collection and Youth Engagement
- ☐ Response to Question 4 – Data Analysis and Recommendations
- ☐ Response to Question 5 – Stakeholder Expertise and Perspectives
- ☐ Response to Question 6 – YAB Collaboration and Power Sharing
- ☐ Response to Question 7 – Trauma-aware Practices
- ☐ Response to Question 8 – Project Capacity
- ☐ Examples of Previous System Mapping or Similiar Systems-Level Work
- ☐ Examples of Previous Qualitative Findings Report or Similiar Product
- ☐ Budget
- ☐ Budget Narrative
- ☐ Letter(s) of Recommendation
- ☐ Resumes of Proposed Project Personnel
- ☐ Information Demonstrating YHDP/YHSI Experience, if applicable
- ☐ Information Demonstrating Wayne/Monroe County CoC Experience, if applicable
- ☐ Information Describing Lived Expertise in Youth HOmelessness, Child Welfare, and/or Juvenile Justice, if applicable

18. CONTACT INFORMATION

Wayne Metropolitan Community Action Agency
Out-Wayne County Continuum of Care

Email: cocoutwaynecount@waynemetro.org

Proposal Deadline:
5:00 PM – October 1, 2026

19. GLOSSARY OF TERMS AND ACRONYMS

CoC – Continuum of Care

A HUD program designed to promote a community-wide response to ending homelessness through coordination and planning of homeless services and priorities, funding homeless programming, and improving services provided to individuals and families experiencing homelessness.

CES – Coordinated Entry System

A standardized process that allows individuals and families experiencing homelessness or at risk of homelessness to be assessed and connected to appropriate services and housing resources.

HUD – U.S. Department of Housing and Urban Development

The federal department responsible for administering federal housing and urban development programs and serving as a primary funder of homeless programming in the United States.

MCOP – Monroe County Opportunity Program

The lead agency for the Monroe County CoC and a subrecipient of the Out-Wayne County CoC YHSI grant.

RPC – Regional Planning Committee

A group of organizations and YAB members within Wayne and Monroe Counties involved in planning and implementing the YHSI initiative, including Coordinated Entry improvement, HMIS activities, youth leadership, and collaboration with youth-serving institutions.

YHSI – Youth Homelessness System Improvement

A HUD funded grant which seeks to transform and improve Youth Homelessness Response Systems through the development of Youth Action Boards and partnership between organizations, building communities' capacity for addressing the needs of youth experiencing and at risk of homelessness.

YAB – Youth Action Board

A group of young people with lived experience of homelessness who advise and advocate for youth-responsive homeless programming.

YHDP – Youth Homelessness Demonstration Project

A HUD-funded initiative intended to reduce youth homelessness through a coordinated community approach, including youth-specific housing programming.

YHSI – Youth Homelessness System Improvement

A HUD funded grant which seeks to transform and improve Youth Homelessness Response Systems through the development of Youth Action Boards and partnership between organizations, building communities' capacity for addressing the needs of youth experiencing and at risk of homelessness.

YHRS – Youth Homelessness Response System

The network of organizations, systems, entities, programs, and groups within a community that provide homeless services, programming, coordination, and planning.

WMCAA – Wayne Metropolitan Community Action Agency

The lead agency for the Out-Wayne County CoC and recipient of the YHSI grant.