

## RFQ 2025-001

### Evaluation of YES Indy

### Questions and Answers

1. The RFQ mentions that initial findings should be provided to EmployIndy no later than October 1, 2025 for sharing with the funder. Does EmployIndy want the draft report or final report to be ready by October 1? Alternatively, would preliminary findings be sufficient, prior to the completion of the draft report or final report?
  - a. *EmployIndy requests a draft report of the initial findings no later than October 1, 2025. Preliminary findings prior to the draft report would be further helpful but not accepted in place of initial findings.*
2. Does your organization or founder have any prerequisite requirements for eligible research firms? For instance, size of organization, billings, etc. At this time, we are a start-up founded by local Indianapolis college professors who bring over 50 years of combined market research expertise to the table but may not meet other expectations your organization may have for its partner.
  - a. *EmployIndy does not have any formal prerequisites regarding the size, billing history, or organizational tenure of evaluation partners. We welcome proposals from both established firms and newer entities, including start-ups, provided they demonstrate strong methodological rigor, relevant expertise in youth/workforce program evaluation, and a clear, feasible work plan. Proposals will be scored according to the criteria outlined in the RFQ, with emphasis on evaluation design, qualifications, and an equity- and participant-centered approach. We encourage your team to apply if you can meet the scope and deliverables of this project.*
3. In the RFP it notes that "The evaluation period is expected to last 3–6 months from contract signing. A proposed timeline with key milestones should be included in all submissions. Initial findings should be provided to EmployIndy no later than October 1, 2025, for sharing with the funder." What constitutes "initial findings?" Is the expectation that all qualitative and quantitative data has been collected and analyzed, along with the ETO data, by this point?
  - a. *Initial findings are intended to answer early evaluation questions. Examples of initial findings may include early insights from ETO data analysis, survey and qualitative data themes, implementation findings, longitudinal and historical comparisons, equity and access considerations, and recommendations for deeper analysis.*
4. When would the partner be informed they have secured the contract? Assuming notification of July 1, that would leave 3 months to complete the research rather than the 3-6 month timeframe noted in the RFP. Just seeking some clarification of the actual expected turn-around for this project.
  - a. *The contract period will begin no later than July 1.*

5. The terms "partners," "providers," and "participants" are used intermittently throughout the RFP. Can EmployIndy confirm the specific audiences desired for research? Who are the program partners? By providers do you mean the contracted network of 10 community-based providers? More clarification on the desired audience for research would be appreciated.
  - a. *The audiences to be researched are: 1) Opportunity Youth (young people, aged 16-24, disconnected from education and/or employment due to barriers such as poverty, justice involvement, parenting responsibilities, or housing instability) that are currently, or have previously, participated in YES Indy programming. This audience is referred to as participants throughout the RFQ. 2) Community-Based Organizations that provide YES Indy services to participants. This audience is referred to as providers within the RFQ. The terms providers and partners are often used interchangeably; however, partners can include entities referring participants to YES Indy, funders, employers, etc.*
6. Can it be assumed that EmployIndy will provide the research partner with a data set of the appropriate contact information (name, phone, email) of the potential targets to be contacted and/or recruited for research?
  - a. *Researcher is expected to work with EmployIndy to identify potential targets to be contacted, along with identification through ETO data.*
7. Can the market research partner provide an incentive for research participation?
  - a. *Yes. If participant research incentives are included in the proposal, estimated costs must be included in the proposed budget.*