Progressive Life Center

FISCAL YEAR 2026
REQUEST FOR PROPOSALS (RFP)
For
FAMILY ENGAGEMENT

Department of Youth Rehabilitation Services

Publication Date: 11/3/2025

Application Deadline: 12/2/2025

at 4:00 PM

Progressive Life
Center 1933
Montana Avenue,
NE Washington, DC
20002

GENERAL INFORMATION

Introduction

Progressive Life Center (PLC), on behalf of the Department of Youth Rehabilitation Services (DYRS) is looking for a provider to support DYRS mission of delivering robust family engagement services.

About the Department of Youth Rehabilitation Services (DYRS)

The Department of Youth Rehabilitation Services (DYRS) of the Government of The District of Columbia is the District's Juvenile Justice Agency.

The Department of Youth Rehabilitation Services (DYRS) is the single District of Columbia agency responsible for delivering juvenile justice services, serving males and females up to the age of 21 that have been remanded to its custody by the Superior Court of the District of Columbia Superior Court. The youth served by DYRS have been court-ordered to temporary custody or made wards of the district. DYRS' mission is to improve public safety and give court-involved youth the opportunity to become more productive citizens by building on the strengths of youth and their families in the least restrictive, most homelike environment consistent with public safety.

The vision of DYRS is to provide the nation's best continuum of care for court-involved young people and their families through a wide range of programs emphasizing individual strengths, skill development, personal accountability, family empowerment, community engagement, and public safety. For those youth in the community, DYRS is looking for provider to provide family engagement services.

About the Progressive Life Center (PLC)

PLC seeks high-quality applications from high-performing organizations to conduct programming in DYRS Achievement Centers. Efforts that engage the community are one of the most cost-effective ways of protecting public safety and supporting youth in their success.

The Progressive Life Center (PLC) was founded in 1983, by Dr. Frederick Phillips (1946-2018), a clinical psychologist who dedicated his career to child welfare and family development. PLC began with one program and a staff of five, providing community-based mental health services with a culturally and spiritually based approach to adjudicated African American youth and their families in Washington, DC. Today, PLC has nearly 100 staff in offices in the District of Columbia; Baltimore, MD; Prince George's County, MD; Philadelphia and York, PA; and Newark, DE.

PLC is dedicated to helping individuals and families recognize and maximize their inner resources and strengths, enhance their relationships, and function harmoniously in broader environments. PLC is a 501 (c)(3) nonprofit organization and is licensed as a child placement agency in the State of Maryland, State of Delaware, and the Commonwealth of Pennsylvania. In addition, PLC is accredited by the Council on Accreditation.

Scope

The Department of Youth Rehabilitation Services (DYRS) is looking for a provider to support DYRS mission of delivering robust family engagement services.

1. Provide a work schedule/calendar with events, activities, and proposed agenda topics for DYRS approval
2. Participate in monthly meetings with DYRS assigned team to report out the completion of identified scope of work and deliverables as noted below.
3. Provide up to 4 hours per week of family support groups, that occur either virtually or onsite related to the areas listed above. For a maximum of 16 hours per month
4. Conduct 1 monthly (2 hour) support meeting for all family engagement Mentors, this meeting will occur 1 time per month, each month of the contract
5. Conduct up to 10 weekly outreach attempts by phone, and/or email. These attempts shall be directed towards engaging 10 additional committed families at DYRS, who are not engaged in Anchored in Strength (AIS)or other DYRS services for families and youth. Maximum timeframe 3 hours weekly.
6. Provide support as requested by other DYRS departments such as Behavioral Health, Care Coordination, etc. Supportive services such as: Educating Care Coordinator's on AIS, engaging a family, facilitate a training. Maximum 4 hours per month.
7. Facilitate Family Engagement Centered Trainings for FEM's (including CM's). Maximum 1 per quarter
8. Conduct a maximum of 2 pro-social activities per month. Must be approved by DYRS Program team.
9. All contacts or engagements will be documented in FAMCare (DYRS data management system) under Family Engagement.
    a. For committed and post committed families, FamCare notes are required within 48 hours of contact.

Deliverables

Deliverable	Description	Reporting Requirement	Due Date
Monthly Calendar and Proposed Agenda	Provide a work schedule/calendar, and agenda to DYRS for approval	Monthly Calendar and Agendas	Monthly (month prior to delivering services)
FamCare Submission	Document all outreach attempts in FamCare; All Family Engagement support groups conducted; family orientations conducted	Document encounters in FamCare	Monthly & For committed and post committed families, within 48 hours of contact
Monthly Report	Summary of family engagement activities and support delivered	Submit a written monthly summary to include progress	Monthly

	each month.	against scope of work: 1. Family support groups conducted, the topics discussed. 2. Support Meetings conducted for family engagement mentors 3. Outreach attempts via phone or email (results) Attendance sheets must be attached to support documentation for each activity.	

Project Timeline

January 1, 2026- September 30, 2026

Expected Budget

Final Award will be based on detailed budget and reasonable costs. DYRS reserves the right to issue multiple awards or no awards because of this solicitation.

Award Type

DYRS expects to issue a not-to-exceed contract whereby meals are billed per unit delivered.

Instructions

This will function as the project proposal. Acceptable narratives are clear and concise and must answer each area listed below (Detailed description of response areas is in **Application Review and Scoring**)

1. Technical Approach & Work Plan
2. Experience & Qualifications
3. Cultural Competency & Community Engagement
4. Reporting, Documentation & Communication
5. Budget & Cost Reasonableness

Applications are limited to 3 pages of narrative ONLY. This DOES NOT include the Budget and Budget Narrative. The format for the applications should be in Times New Roman 12-point font with 1-inch margins, double spaced.

Applicants are required to submit all sections. Specifically, applicants must submit a budget narrative, using the budget template provided, which offers a description of costs associated with each line item and clear justification for the line items in the numeric budget. The explanation should be thorough enough to allow a reviewer to understand why expenditure is proposed and how the line-item amounts were derived.

Required Documents

Each of the following documents must be submitted as part of a complete application submission. Applications that do not include ALL the required documents will be deemed ineligible for review. The following items are required:

1. Certificate of Good Standing

   Each Applicant must submit a current Certificate of Good Standing from the District Department of Licensing and Consumer Protection. DYRS requires that the submitted Certificate of Good Standing reflects a date within a six-month period immediately preceding the application's submission.

2. IRS W-9 Tax Form

   The applicant must submit a current completed W-9 form prepared for the U.S. Internal Revenue Service (IRS). DYRS defines "current" to mean that the document was completed within the same calendar year as that of the application date.

Submission

All applications must be submitted by Tuesday, December 2, 2025, at 4:00 PM. Applications must be submitted by email to applications@plcntu.org. No applications will be accepted after the deadline. Applicants must submit ALL documents related to the grant in ONE (1) email. Applications that do not include all the required documents will not be eligible for review.

PLC strongly recommends that applicants use appropriately descriptive file names (e.g., Narrative, Budget Narrative, Proposed Budget, Separation of Duties, etc.) for all attachments. DYRS recommends that applicants submit resumes in a single file.

Application Review and Scoring

Review Panel

This is a competitive proposal. The review panel will read, score, and rank each applicant's proposal. The panel will recommend the top scorers for award of the proposal.

The recommendations of the review panel are advisory and not binding on DYRS. Final decisions on funding and awards vests solely with the Director based on assessment of the recommendations of the review panel, and any other information considered relevant.

Each applicant, whether successful or unsuccessful, will receive notification of the final decision on the application. Applicants should expect notifications by December 15, 2025.

Scoring Criteria

Proposals will be reviewed against the following criteria:

Category	Description	Points
Technical Approach & Work Plan	Demonstrates understanding of DYRS's mission and provides a detailed plan for family engagement services (support groups, outreach, mentor meetings, trainings, prosocial activities, and FamCare documentation).	30
Experience & Qualifications	Demonstrated experience providing family engagement or youth services, with qualified staff and relevant certifications.	25
Cultural Competency & Community Engagement	Evidence of understanding and experience working with diverse youth and families in the District.	15
Reporting, Documentation & Communication	Clear plan for FamCare documentation, monthly reports, and collaboration with DYRS staff.	10
Budget & Cost Reasonableness	Budget includes detailed costs, is reasonable, and aligns with deliverables and staffing.	20

Contractor Document Requirements

Submissions If Applicant Will Receive the Grant

Upon acceptance of a grant award, the grantee must provide the following documents.

Certificate of Insurance

The grantee shall submit a certificate of insurance giving evidence of the required coverage outlined in the General Terms and Conditions. PLC will not adjust approved budgets to cover the costs of grantee insurance.

Banking Information

The grantee shall submit proof of banking information to PLC. This information will be used for PLC to facilitate all payments through direct deposits.

Clearances

DYRS requires all staff under this grant to obtain and maintain FBI and CFSA clearances, and DC Criminal background clearances. Clearance must be on file and in possession prior to delivery of services.

Contact Information and Application Support

PLC Point of Contact

All questions regarding the application should be sent to applications@plcntu.org. Once grantees are selected, each grantee will be given information on PLC staff to contact for programming, capacity building, and financial management specific questions.

Updates, Questions and Answers (Q&A)

Additional information may become available before the application is due. It is the applicant's responsibility to review the status and requirements of the grant for which it is applied. Questions for this application can be submitted to applications@plcntu.org up to 5pm on Friday, November 14th. Responses to all questions will be posted to PLC's website by Monday, November 17th.