

Montgomery County Collaboration Council for Children, Youth and Families, Inc.

OPEN SOLICITATION #2022-74

Identifying Vendors for

Montgomery County Community Youth Support & Engagement Summer Program Hubs

Issue Date: June 24th, 2021

Deadline to Submit Questions: July 1st, 2021

Closing Date: July 22nd, 2021

Background

The Montgomery County Collaboration Council for Children, Youth and Families, Inc. (the Collaboration Council), is a quasi-public non-profit organization and the Local Management Board for Montgomery County, Maryland. The Collaboration Council's mission is to improve the well-being of children, youth and families through collaborative partnerships. For information regarding the Montgomery County Collaboration Council, its initiatives and programs, visit our website at www.collaborationcouncil.org.

Montgomery County Community Youth Support & Engagement Program Hubs (MoCoCYSE)

Overview & Purpose

The County recognizes that youth from low-income families face significant challenges as a result of the economic impacts resulting from the COVID-19 pandemic and social isolation arising from the need to prevent the spread of the virus. Continued distance learning in public schools and limited opportunities to congregate safely with peers, due to COVID-19 pandemic prevention measures, have increased feelings of alienation and isolation among young people and has impacted engagement of students in school.

The purpose of this funding is to increase accessibility to quality youth programs, focused on the positive development of and the academic, social-emotional, and overall well-being of the County's students. Montgomery County Collaboration Council has been designated by the County to provide these program services as a pilot providing summer program and service opportunities in partnership with MCPS. Montgomery County Recreation Department, Department of Health and Human Services and through the engagement of the youth serving provider community in contractual public-private partnerships.

Use of Open Solicitation Process

The Collaboration Council seeks Letters of Interest from organizations and qualified individuals to serve as a pre-approved pool of potential youth program vendors to serve Montgomery County youth. Vendors are strongly encouraged to secure non-MCPS /non-Montgomery County Recreation Department program facilities for all program services. Qualified applicants will be selected for the Open Solicitation Vendor List and remain on the list to receive priority announcements of future funding support. Selection for the Open Solicitation Vendor List is not a commitment by the Collaboration Council to contract with each vendor for these services. The Open Solicitation process allows the Collaboration Council the flexibility to secure specific services on a short-term or continuing basis from vendors who meet pre-established requirements.

Select respondents to the Open Solicitation may be considered for available funding contract awards based on the demonstration of capacity, commitment to positive youth development and quality in delivering programming services to youth in a successful letter of interest.

The following criteria will be considered in determining eligibility for a contract award and award amount:

1. the number of youth to be served,
2. the level of services, e.g., frequency, duration, and length of session,
3. program focus and scope,
4. other sources of funding; and
5. reasonableness of budget/cost items.

Eligible Providers can be

- Nonprofit organizations based in Montgomery County with certification of their 501(c)3 status
- Limited Liability Corporations (LLC)
- Sole Proprietorships

Capability Requirements:

All eligible providers must be able to submit to criminal background checks for all staff, obtain/show evidence of insurances to cover all program liabilities (including sexual misconduct and Worker's compensation coverage), provide consistent staff and supervision capable of serving in Montgomery County, and adhere to all current COVID-19 guidelines for gatherings and environmental safety within all program facilities. Eligible providers must provide proof of good standing with the state of Maryland to be considered for the Vendor Pool and/or contract award.

Services To Be Delivered

The funds appropriated by the County must be distributed through an application process that solicits requests for operating expenses to **deliver mentoring, enrichment, social-emotional learning, academic support, health/sports/fitness and/or wraparound youth mental health/family engagement support programming** during the summer to youth within Montgomery County, Maryland.

MoCoCYSE Programming Vendors supported with funding will be expected to plan to:

1. Deliver programming/services between June 16th-August 27th (within this date range funded program periods may vary)
2. Have a majority of participants eligible for Free and Reduced-Price Meals (“FARMS”);
3. Target youth attending Title I schools OR
4. Target youth attending MCPS Summer School programming
5. Target a special needs population;
6. Demonstrate a commitment to positive youth development;
7. Provide direct service programming to youth and/or their families;
8. Identify program facilities and/or engagement supports within their proposed program model (including transportation plans, nutrition plans according to environmental safety plans based on current COVID-19 local and state guidelines) OR
9. Partner to identify acceptable facilities (Proposers may identify facilities provided in partnership with MCPS, MC Recreation Department or Department of Health and Human Services. Find a list of available partnership locations and recommended MCPS Cluster areas for proposed FY 22 Summer program locations by following this [link](#)).

Those proposers selected for funding are also expected to:

- Recruit participants in each community surrounding their proposed programming location;
- Maintain a 2:13 group ratio for indoor and outdoor programming following youth camp regulations
- Follow Current COVID-19 guidelines in MD State and Montgomery County and those equivalent to guidelines for MD Youth Camps (For reference: <https://www.montgomerycountymd.gov/covid19/face-coverings.html>; <https://phpa.health.maryland.gov/OEHFP/CHS/Documents/COVID%20Documents/Youth%20Camp%20FAQ%20May%2028,%202021.pdf>;)
- Retain participants in every selected program at a minimum rate of 75% per session;
- Participate in training, networking and coaching including but not limited to those provided through the Collaboration Council;
- Submit scheduled fiscal reports and invoices;
- Participate in program monitoring and evaluation through the collection of certain data, completion of performance reports and use of tools that measure program quality as outlined in the Youth Program Quality Intervention (YPQI) process (see www.cypq.org for more information).

Depending upon the needs of the communities served and funding availability, contracts may be executed for multiple locations and multiple programs within an organization. Funding for providers will be disbursed on a reimbursement basis, based on approved budgeted program expenditures, up to the maximum contract award amount for each funded organization. Selected organizations must also agree to program observations conducted by Montgomery County Collaboration Council staff and partners.

[Letter of Interest Submission Process](#)

In the letter of interest, applicants must provide a statement addressing how they intend to approach diversity, equity and inclusion in their delivery of programming to the youth population they will be serving and/or families of enrolled youth.

All applicants must complete the Open Solicitation response application that indicates the desire for inclusion on the Open Solicitation Vendor List and consideration for funding as a part of MoCoCYSE Summer Initiative and that describes their experience and qualifications.

To be considered for funding, the proposed vendor's letter of interest should indicate their desire to be considered to provide funded programming for FY 22 as well as communicate the vendor's record and/or capacity to deliver youth programming that serves systemically- impacted communities and diverse cultures in a manner that demonstrates positive youth development, program quality, accessibility, equity and inclusion as core values.

Additionally, the proposing organization must:

1. Indicate the program focus described in the services to be provided;
2. Identify the target youth population for services (grade band and other targeted group characteristics);
3. Number of youths to be served and grouping plans (including staff:participant ratios for all program activities)
4. Explain how the program will reach the youth population in the targeted communities
5. Identify program facilities and facilities plans to support youth engagement and access to the program supports;
6. Clarify how the proposed services will comply with applicable state and local health requirements, including those intended to reduce COVID-19 virus transmission;
7. Detail a plan for program evaluation and outcome reporting;
8. Include a proposed program budget that discloses all associated program costs (including facility use fees, transportation, supply fees, COVID-19 compliance costs etc.)
9. Disclose all other grant funding from Federal, State, or Local programs.

Deadline for Submission:

The Collaboration Council must have the completed Letter of Interest in its possession by Wednesday, July 22, 2021. **Open Solicitation Responses can only be submitted through:**

<https://collaborationcouncil.smapply.io>

A rubric will be used to determine eligibility and will be scored based on the responses to the 9 items listed above by a cross-sector committee of members from varying agencies and organizations.

Questions regarding this Open Solicitation are due in writing no later than Thursday July 1st, 2021. All questions must be submitted electronically to procurement@collaborationcouncil.org. Please include the following information in the subject line: **"in reference to MoCoCYSE Summer Open Solicitation 2022-74 [ORG Name]"**. Phone calls will not be accepted.

Next Steps

The responses received by the July 22nd, 2021 5:00 p.m. deadline will be reviewed to determine eligibility by a cross-sector committee. Those organizations whose program initially appears to best respond to the County's needs and will help offer an array of activities will be contacted to secure

further information about the program which may include presenting their programs to a cross-sector committee along with the detailed budget for the work proposed. Proposals will be reviewed, selected with award notification weekly on a rolling basis up to July 30th. Contracts will be negotiated for FY 22 on a rolling basis after selection of each vendor. Selection of all funded vendors will conclude by July 30th, 2021. Selected providers will be expected to participate in youth recruitment, program orientation, training in Youth Development and necessary meetings prior to and during contracted program delivery period. Awarded organizations will conclude all program implementation activities and services by contracted service period end date.