



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

**OPEN SOLICITATION #2023-76**

**Identifying Vendors for  
Montgomery County Community Youth Support & Engagement (MoCoCYSE)**

**Issue Date: July 14, 2022**

**Deadline to Submit Questions: July 29, 2022**

**Closing Date: August 19, 2022**

**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](http://www.collaborationcouncil.org).

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

Funding will be awarded to increase accessibility to quality youth programs, focused on the positive development, social-emotional, and overall well-being of the County’s youth. The Montgomery County Collaboration Council has been designated by the County to provide these program services 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. Demonstrated and authentic connections to the proposed target community for programming
2. Program approaches and models rooted in Positive Youth Development and effective community engagement principles
3. Number of youth/families to be served,
4. Level of services, e.g., frequency, duration, and length of session,
5. Program focus and scope,
6. Other sources of funding;
7. Geographic location of program; and
8. Reasonableness of budget/cost items.

**Eligible Providers can be**

- Non-profit organizations based in Montgomery County, MD 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 and provide criminal background checks for all staff, obtain/show evidence of insurance 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** to youth within Montgomery County, Maryland.

<b>MoCoCYSE Programming Vendors supported with funding will be expected to:</b>
<ol style="list-style-type: none"><li>1. Deliver no-cost programming (at no cost to the youth or their families)/services between <b>August 30 &amp; June 30, 2023 (within this date range funded program periods may vary)</b><ol style="list-style-type: none"><li>a. Special priority consideration will be made for proposals of programming in the following specific areas: Gaithersburg, Montgomery Village, Wheaton, Long Branch, and Lower East County (Briggs Chaney and White Oak neighborhoods).</li></ol></li><li>2. Have a majority of participants eligible for Free and Reduced-Price Meals (“FARMS”);</li><li>3. Target youth according to priority service areas in this OS, attending Community/Title I schools OR youth attending MCPS Summer School programming;</li><li>4. Demonstrate a commitment to positive youth development;</li><li>5. Provide direct service programming and referrals for additional supports to youth and/or their families; as well as submit a plan for parental engagement approaches</li><li>6. Identify program facilities and/or engagement supports within their proposed program model (including transportation plans, nutrition plans (according to environmental safety plans based current COVID-19 local and state guidelines) OR</li><li>7. Partner to identify adequate facilities (Proposers may identify facilities provided with private partners, MCPS, MC Recreation Department or Department of Health and Human Services).</li></ol>

**Those proposers selected for funding are 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%202028,%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;
- Meet all of the “capability requirements” noted above;
- 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](http://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. Previously funded programs are encouraged to apply and if their past programs were not located in one of the targeted parts of the County, they are encouraged to envision and articulate what it would take to site a program in one of these neighborhoods/areas.

<b>*Priority Service Areas &amp; Targets for Funding*</b>		
<b>Who</b>	<b>What</b>	<b>Where</b>
Children and young people in elementary school, middle school, & high school.	Community after-school engagement hubs to support young people and their needs through programs.	Gaithersburg, Montgomery Village, Wheaton, Long Branch, and East County (White Oak and Briggs Chaney neighborhoods)

**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 which 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 23 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/age and other characteristics);
3. Number of youth to be served and grouping plans (including staff: participant ratios for all program activities);
4. Demonstrate all existing and authentic connections to the proposed community to be served;
5. Demonstrate how the proposed program will reflect youth voice and leadership in design and implementation;
6. Explain how the program will reach the youth population in the targeted communities;
7. Identify program facilities and facilities plans to support youth engagement and access to the program supports;
8. Clarify how the proposed services will comply with applicable state and local health requirements, including those intended to reduce COVID-19 virus transmission;
9. Detail a plan for program evaluation and outcome reporting;
10. Include a proposed program budget that discloses all associated program costs (including facility use fees, transportation, supply fees, COVID-19 compliance costs etc.)
11. Describe how the proposed program engages parents/caregivers.
12. Disclose all other grant funding from Federal, State, or local sources.
13. Demonstrate compliance with MCCC COVID-19 requirements, as well as MCPS and/or MC Recreation Department background clearance and Child Abuse Training Requirements

### **Deadline for Submission**

The Collaboration Council must have the completed Letter of Interest in its possession by Friday, August 19, 2022 at 5 p.m. Open Solicitation Responses can only be submitted through:

<https://collaborationcouncil.smapply.io/prog/>

A rubric will be used to determine eligibility. It will be scored based on the responses to the nine 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 July 29, 2022. All questions may be submitted electronically through the information tab (top right corner) on link above. Phone calls will not be accepted.

### **Next Steps**

The responses received by the August 19, 2022, 5.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 October 3, 2022. Contracts will be negotiated for FY 23 on a rolling basis after selection of each vendor. Selected providers will be expected to participate in youth recruitment, program orientation, training in Youth Development and necessary meetings prior to and during the contracted program delivery period. Awarded organizations will conclude all program implementation activities and services by the contracted service period end date.

