

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

OPEN SOLICITATION #2021-72

Identifying Vendors for  
Montgomery County Community Youth Support & Engagement Program Hubs

Issue Date: February 18th, 2021

Deadline to Submit Questions: February 26th, 2021

Closing Date: March 12 , 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](http://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 targeting the communities in the following MCPS Cluster areas: Gaithersburg, Wheaton, Paint Branch (East County-Downcounty Consortium) and Watkins Mill in partnership with MCPS 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, 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 provider 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 afterschool mentoring, enrichment, social-emotional learning, academic support, and/or wraparound family engagement support programming** to youth within Montgomery County, Maryland.

MoCoCYSE Programming Vendors supported by grant funding must:

1. Have a majority of participants eligible for Free and Reduced-Price Meals (“FARMS”);
2. Target a special needs population; or
3. Deliver service in or near one of the targeted clusters and the surrounding community;
4. Demonstrate a commitment to positive youth development;
5. Provide a minimum of 9 weeks of direct service programming to youth and/or their families;
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).

Those proposers selected for funding are also expected to:

- Assist in participant recruitment in each community surrounding their proposed programming location;
- Maintain a 2:8 ratio for indoor and outdoor programming (Current COVID-19 gathering guidelines);
- 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 monthly 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](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 is at a fixed rate and will be disbursed on a reimbursement basis, based on 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 submit the Cover Sheet & Program Plan Proposal templates included with this document with a Letter of Interest that indicates the desire for inclusion on the Open Solicitation Vendor List and consideration for funding as a part of MoCoCYSE Initiative and that describes their experience and qualifications responding to the following: (The Cover Sheet and Program Plan Proposal templates do not count as part of the 5-page letter of interest.)

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 21 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 letter of interest 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 youth 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 non-MCPS and non-Montgomery County Recreation Department 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.

The Letter of Interest should be succinct (a maximum of 5 pages) and address all of the above requirements.

**Deadline for Submission:**

The Collaboration Council must have the completed Letter of Interest in its possession by Friday, March 12, 2021 5:00 p.m. The Letter of Interest can only be submitted through email to: [procurement@collaborationcouncil.org](mailto:procurement@collaborationcouncil.org) referencing Open Solicitation 2021-72 in the subject line.

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 Friday, February 26 , 2021. All questions must be submitted electronically to [procurement@collaborationcouncil.org](mailto:procurement@collaborationcouncil.org). Please include the following information in the subject line: "in reference to MoCoCYSE Open Solicitation 2021-72". Phone calls will not be accepted.

**Next Steps**

The Letters of Interest received by the March 12, 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 April 13<sup>th</sup>. Contracts will be negotiated for FY 21 on a rolling basis after selection of each vendor. Selection of all funded vendors will conclude by April 13, 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 June 30, 2021.