

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

OPEN SOLICITATION #2021-71

Identifying Vendors for Montgomery County Youth Sports Initiative

Issue Date: October 27, 2020

Deadline to Submit Questions: Thursday November 5, 2020

Closing Date: Thursday December 3, 2020

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).

**Youth Sports Initiative Overview & Purpose**

The County recognizes the need to provide youth sports in Montgomery County. Youth sports have significant social and wellness benefits to participants. In addition to promoting mental and physical health and activity, youth sports help develop confidence, keep youth engaged in productive activities, and help to teach team building and goal setting objectives.

An extensive body of research shows that physical activity has numerous and significant health, cognitive and academic benefits for children and adolescents. Yet, only about a quarter of children in the United States did the recommended daily 60 minutes physical activity in 2016. Children who play sports are more likely to meet physical activity guidelines compared with their peers. However, survey data show that the percentage of children under age 12 who played team sports "regularly" has declined in recent years, from 42% in 2011 to 38% in 2018. Data also show wide disparities in youth sports participation by family income, gender, and race and ethnicity.

The purpose of this funding is to increase the availability of youth sport services by supporting youth sports organizations through a grant process, to provide positive, structured activities for children who would otherwise lack access to these services that support their healthy development.

### 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 sports program vendors to serve Montgomery County youth. 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 sports programming services to youth in a successful letter of interest.

The maximum grant award is \$15,000, and the following criteria will be considered in determining the grant award and amount:

1. the number of low-income youth to be served,
2. the level of services, e.g., frequency, duration, and length of session,
3. participation fees,
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) certified as non-profit organizations
- Sole Proprietors certified as non-profit organizations

### 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.

### Services to Be Delivered

Organizations must deliver sports programming to vulnerable and/or low-income youth within Montgomery County, Maryland.

Sports 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 a Title I or High FARMS participation (60% or higher) County school or economically disadvantaged community;
4. Demonstrate a commitment to positive youth development.

Those providers selected for funding are also expected to:

- Assist in participant recruitment in each community surrounding their proposed programming location;
- Submit monthly program/ fiscal reports and invoices;

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

The Collaboration Council along with the Montgomery County Recreation Department believes that youth sports have significant social and wellness benefits to participants. In addition to promoting mental and physical health and activity, youth sports help develop confidence, keep youth engaged in productive activities, and help to teach team building and goal setting objectives. In the letter of interest, applicants must provide a statement addressing how they intend to approach diversity, equity and inclusion in their delivery of sports programming to the youth population they will be serving.

All applicants must submit the Cover Sheet included with this document with a Letter of Interest (5 pages maximum not including the Cover Sheet) that indicates the desire for inclusion on the Open Solicitation Vendor List and consideration for funding as a part of the Youth Sports Initiative that describes their experience and qualifications.

To be considered for funding, the proposed vendor's letter of interest should also communicate the vendor's record and/or capacity to deliver youth sports 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. describe the services to be provided;
2. identify the target population for services;
3. explain how the program will reach underserved population;
4. clarify how the proposed services will comply with applicable state and local health requirements, including those intended to reduce COVID-19 virus transmission;
5. detail a plan for program evaluation and outcome reporting;
6. include a proposed program budget that discloses all associated program costs as well as all fees charged to participants, including participation fees, uniform fees, supply fees, etc.; and
7. 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 no later than Thursday, December 3, 2020, at 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 2021-71** in the subject line.

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

Questions regarding this Open Solicitation are due in writing no later than Thursday, November 5, 2020. 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 YSI Open Solicitation 2021-71". Phone calls will not be accepted.

#### Next Steps

The Letters of Interest received by the December 3, 2020 5:00 p.m. deadline will be reviewed to determine eligibility by a cross-sector committee. Those organizations whose program appears to best respond to the needs identified in this solicitation will be contacted to secure further information about the program, which may include presenting their proposals to a cross-sector committee along with the detailed budget for the work proposed. Proposals will be reviewed and if selected, notified of award by December 30, 2020. Selected providers will be expected to participate in youth recruitment, program orientation, 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.



**Cover Sheet: Revised: 10/29/2020**  
**Identifying Vendors for Montgomery County Youth Sports Initiative**

The Letter of Interest with Cover Letter can only be submitted through email to:  
[procurement@collaborationcouncil.org](mailto:procurement@collaborationcouncil.org) referencing Open Solicitation 2021-71 in the subject line.

**Applicant Information**

Organization:					
Type of Organization:	<input type="checkbox"/> LLC	<input type="checkbox"/> Nonprofit	<input type="checkbox"/> Sole Proprietor		
Street Address:					
City:		State:		Zip Code:	
Main Contact:					
Phone:		Email:			
Do you have proof of Nonprofit Status*:			<input type="checkbox"/> Yes	<input type="checkbox"/> No	

\*If Yes, attach Proof of Good Standing with the State of Maryland to your Letter of Interest

**Program Information**

Program Name:					
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Program Location(s):					
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Sports Focus:					
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Proposed Number of Youth to be served:		Age Range:			
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**Proposed Program Period**

Start Date:		End Date:			
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Days of Operation:	<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday
	<input type="checkbox"/> Saturday	<input type="checkbox"/> Sunday			

Hours Program will Operate:	From:		<input type="checkbox"/> AM	<input type="checkbox"/> PM	To:		<input type="checkbox"/> AM	<input type="checkbox"/> PM
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I certify/attest to the accuracy of the information provided in the application