



Kent County Local Management Board (KCLMB)

400 High Street

Chestertown, MD 21620

410-810-2673

rramseygranillo@kentgov.org

Rosemary Ramsey Granillo, Director

FY 2024 Request for Written Quotes

Neighborhood Canvassing

Release Date – April 24, 2024

Eligibility: State and Local Agencies, Consultants, Non-Profit Organizations

Timeline
Quotes and Proposals Deadline May 7th
Award Notification May 8th
Project Implementation Period May 8th 2024 – June 30 2024

Submission Information: Electronic submission only to rramseygranillo@kentgov.org. Please ensure you receive a confirmation receipt after submission.

CONTEXT

KCLMB is seeking proposals to *prepare* for our FY2026-FY2029 Community Planning process. For the next Plan, KCLMB will be facilitating a youth and community centered and place-based process starting in FY2025, but prior to an official launch, we want to reach out broadly to the community to gather ideas, interests, and priorities.

We are seeking vendors who can canvass the Chestertown community through June 2024. Canvassers will share an introduction of the Community Planning process, survey and interview residents about their skills, interests, and priorities, and invite them to stay connected. Final documented deliverables will be due by July 15th, 2024.

SCOPE OF WORK

KCLMB seeks an experienced vendor to conduct preliminary canvassing of the Chestertown community, centered around the Henry Highland Garnet Elementary and Kent County Middle Schools, both of which will be Community Schools as designated by Blueprint in FY2025.¹

DELIVERABLES:

- a. Recruit, train and on-board community canvassers
- b. Coordinate with KCLMB staff for materials and resources for distribution.
- c. Create and implement survey and interview instruments.
- d. Canvass Chestertown neighborhoods within the stipulated timeline. There are about 2,000 households total. Priority communities are (but not limited to):
 - a. Immediate Garnet streets between Cannon, Calvert, and Washington Ave.; the surrounding Middle School area of College Heights, Chestertown Landing, Chestertown Cove, and Conley Dr.; and the Edge of Town Dr, Washington Park, Brook Meadow, and Coventry Farms.
- e. An Executive Summary that compiles residents' feedback by themes, compelling quotes, and priorities with raw data as an appendix.
- f. Document contact information for residents who select to stay connected.

KCLMB will request performance measures from the canvassing as follows:

- # of doors knocked
- # of Residents interviewed
- # of interested residents selecting to stay connected

2. Include a detailed budget. The budget narrative should include calculations that detail hourly rates, estimated number of hours you expect to spend on the initiative, snacks and food, and any other materials or supplies you will need to be successful.

¹ Chestertown is the only town in Kent County where there are over 200 households with school age children. Rock Hall has an estimated 130, and Millington 65. Based on KCPS transportation data from 2020.



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APPLICATION TEMPLATE

Neighborhood Canvassing

Organization Name: _____

Contact Name: _____

Street Address: _____

City, State, and Zip: _____

Phone Number: _____ E-mail Address: _____

Proposal

1. Please attach a brief proposal that details how your organization will complete the deliverables described in the Scope of Work, as well as a detailed budget.

Reservations

KCLMB reserves the right to make changes to this RFP at any time and will communicate changes to potential applicants who have indicated an interest in this RFP by contacting the point of contact via phone or email. Changes will not be re-advertised.

This RFP creates no contractual obligation on the part of the KCLMB. KCLMB is not responsible for any costs incurred by the respondent in preparing a response to this request. KCLMB reserves the right to reject any response or cancel this request at any time.

Grant Awards and Conditions

The submission of a proposal does not, in any way, guarantee an award. The grants available through this process will be funded as one-time only awards and will be disseminated according to the timeline outlined in this document. KCLMB will notify the applicant of the outcome of the review process. Applicants whose concepts are selected for an award will receive technical assistance from the KCLMB as necessary to finalize deliverables and budgets prior to the execution of a formal grant award.

Grant awards will be issued by KCLMB and must be fully executed prior to the disbursement of funds.

The conditions below outline the basic terms and requirements for the use of funds provided for activities covered by selected programs. Failure to fulfill any of the following conditions may result in suspension or termination of the grant award.

1. Funds received by the vendor under this award will be used solely for the purpose of implementing the activities outlined in the grant award, which are taken from applicants' final program plan;
2. Prior to execution of an awarded contract, the successful bidder shall submit a "Certificate of Insurance" indicating it carries the specified insurances in the amount specified in this RFP. Coverage shall be maintained throughout the term of the contract. Coverage costs can and should be included in the proposal budget. Unless otherwise specified, coverage levels shall be required as follows:
 - B. General Liability - Minimum - \$2,000.000
 - C. Workers' Compensation Insurance as required as by law.
 - D. Comprehensive Liability Insurance with minimum limits of \$1,000,000 per person, \$2,000,000 per occurrence. Policy shall include the broad form of Comprehensive General Liability Endorsement or its equivalent
 - E. All required coverage shall include and specifically name the County as an additional insured and loss payee with respect to all operations under the contract.
 - F. The successful bidder will furnish the County any up-to-date certificates of insurance stating the requirements listed above at contract implementation.
3. Kent County Ethics Ordinance: By submitting a proposal in response hereto, the bidder acknowledges that it is familiar with the County's Code of Ethics, CPLL, Chapter 29, and certifies that it has no knowledge of any violation of that Chapter, that it has no knowledge of any conflict of interest which may exist or arise under Chapter 29 if the bidder is awarded a contract, and that it has not given any gift (as that term is defined in Chapter 29) to anyone who has or may participate in the awarding of this contract or the management of supervision thereof. Contact the County's Attorney Office at 410-778-3805 if any additional information is

required. Copies of Chapter 29 may be obtained by phoning the County at 410-778-4600, or by logging on to the County's web page and linking to the on-line version of the CPLL.

4. No amendment or modification to the activities covered under the grant award is binding unless it is in writing and signed by all parties with written approval by the KCLMB;
5. The vendor's use of these funds is subject to monitoring by the KCLMB. The vendor is required to submit program and financial reports to the KCLMB as specified in the notice of grant award, and to provide the KCLMB with any documents and access to other information to comply with any request made of the KCLMB in conformance with State or federal laws and regulations;
6. The vendor may not discriminate in the implementation of the program/project against any employee, applicant for employment, provider of services, or applicant for services because of race, color, religion, sex, age, national origin, disability, or any other characteristic forbidden as a basis for discrimination by applicable laws.
7. The vendor assures that:
 - a) It is qualified to do business with the State of Maryland and will take such action as, from time to time, may be necessary to remain so qualified;
 - b) It is not in arrears with respect to the payment of any fees due and owing the State of Maryland, or any Department, or agency thereof, including but not limited to, the payment of taxes and employee benefits and that they shall not become so in arrears during the term of this grant; and
 - c) It shall comply with all federal, state, and local laws applicable to its activities and obligations under this grant.
8. The vendor shall indemnify and hold harmless Kent County and the State of Maryland against liability for any suits, actions or claims of any character arising from or relating to the performance of the Vendor under this grant;
9. The Vendor shall immediately notify KCLMB of any claim or suit made or filed against the vendor regarding any matter resulting from or relating to the vendor's obligation under this grant, and will cooperate, assist, and consult with the State of Maryland and the KCLMB in the defense or investigation of any claim, suit, or action made or filed against the State as a result of relating the vendor's performance under this grant.
10. KCLMB may cease or reduce funding of grant awards if such reductions are necessary due to the reductions in federal or State appropriations or the KCLMB budget. In the event of such reductions, KCLMB shall pay the vendor fair and equitable compensation for costs reasonable incurred for activities consistent with this grant award before notice of any reduction in the award.
11. Funds expended in excess of the grant award are the responsibility of the vendor.