

# Out of School Time Program Proposal – June 2022

## REQUEST FOR PROPOSAL



ISSUE DATE MAY 26, 2022

Issued By:  
Kent County Local Management Board  
400 High St.  
Chestertown MD 21620

KCLMB is an interagency forum dedicated to the health and well-being of our children, the families who raise them, and the communities that support their growth. Our vision is a Kent County where children, youth, and families have equitable access, shared assets, and full opportunity. Our mission is to harness our collective assets to connect and strengthen them.

Learn more at [Linktr.ee/KCLMB](http://Linktr.ee/KCLMB)

### TARGETED RESULT AREAS, INDICATORS AND STRATEGIC GOALS

Kent County Local Management Board's Community Plan for Children, Youth, and Families establishes local priorities and goals for programming and services in our community. One of the Maryland Child Well Being Result Areas targeted by KCLMB is Children are Successful in School, based on trends in chronic absenteeism at Kent County Middle School.

In fiscal year 2021 and 2022 KCLMB began funding the Trojan Influence After School Program to help improve attendance at Kent County Middle School through the Positive Action curriculum, academic support, and community service activities. As Fiscal Year 2022 closes there are additional funds available to align with the work begun by the Trojan Influence program. KCLMB is seeking proposals to complement the Trojan Influence After School Program's work during the month of June 2022. Proposals should be one-time expenditures that will be completed by June 30<sup>th</sup>, 2022.

### ELEMENTS OF PROPOSAL

Award of the program contract, resulting from this RFP, will be based upon the vendor's experience and capacity of the Organization to provide well-developed enrichment activities that will support positive attitudes toward school and community.

The proposal is suggested to include the following sections:

**Executive summary:** Applicant shall explain the capacity and structure of the organization to convene youth and implement enriching, well-structured activities. This should include a paragraph about the organizations experience with and commitment to addressing racial and ethnic disparities and a paragraph about qualifications and experience with using trauma informed practices.

**Program Deliverables:** Applicant must show:

- Description of proposed activities within the designated timeframe and in alignment with the KCLMB goals (listed with description of justification).
- Process to recruit youth and families for participation in the program, specifically students with a record of chronic absenteeism. This can include a discussion on how the organization is already serving these families/students. (1 paragraph)
- A timeline from award acceptance to program commencement including full programmatic and fiscal reporting upon program completion (chart or bullet point).

**Budget:** Appendix A

**APPLICATION SUBMISSION**

Interested organizations must complete and submit an electronic submission of their proposal by 4:00pm on Friday June 3<sup>rd</sup> to:

Kent County Local Management Board  
Rosemary Ramsey Granillo, Director  
rramseygranillo@kentgov.org

**Appendix A: Budget**

**Budget requests should be no less than \$450 and can not exceed \$30,800.**

Include a budget for line items on the form provided in the Appendix A. Lines may be added for additional cost and subject to approval by the KCLMB. Budget must be all inclusive and include a not to exceed amount.

**EVALUATION CRITERIA**

The following elements will be the primary considerations in evaluating all submitted proposals and in the selection of a Vendor:

1. Completion of all required responses. (20pts.)
2. An assessment of the Organization's qualification to administer the program deliverables. (20pts.)
3. The Organization's stability, experience, and record of past performance in service delivery. (20pts.)
4. Demonstration of partnerships that will support and add value to the program's implementation. (10pts.)
5. Detailed budget with justification. (30pts.)

**PROPOSAL DEADLINE**

Proposals are due by 4:00 p.m. on Friday, June 3<sup>rd</sup>, 2022.  
Awards will be announced by Wednesday, June 8<sup>th</sup>, 2022.

**Appendix A: BUDGET (Please use this in an Excel format)**



*Budget justification shall include a breakdown of cost for example:*

Salary – give description of each position and breakdown of pay

Fringe – ? Percent of total Salaries

Communications – 3 cell phones @ \$?? per month x 12 months, 1 Office Phone @ \$??? Per month x 12 months

DESCRIPTION	FY22 BUDGET	BUDGET JUSTIFICATION
Personnel		
Salary		
Fringe		
Operating Expenses		
Communications		
Postage		
Utilities		
Advertising		
Office Supplies		
Insurance		
Rent/Mortgage		
Printing/Duplication		
Travel		
Business Travel		
Conference/Conventions		
Contractual Services		
Training		
Consultant		
Accounting/Auditing		
Equipment		
Office Equipment		
Other		
Program Supplies		
Background checks		