

## Request for Concepts Summary Page

Kent County Local Management Board (KCLMB), is issuing a request for concepts:

### FY21 Programming

- Eligibility: State and Local agencies, Schools, Non Profits.
- Submission: All proposals must arrive by e-mail and/or hard copy by the due date otherwise they will NOT be considered.
- Point of Contact: Rosemary Ramsey Granillo  
Kent County Local Management Board  
400 High St.  
Chestertown, MD 21620  
rramseygranillo@kentgov.org  
Phone: 410.810.2673
- Questions: Questions may be asked to the point of contact. All questions will be answered in writing and delivered to all parties submitting a proposal.
- RECOMMENDATIONS: If you are considering submitting a response to the RFC, please notify Rosemary Ramsey Granillo at [rramseygranillo@kentgov.org](mailto:rramseygranillo@kentgov.org) to be included in all related correspondence.

Date	Action
March 23 <sup>rd</sup>	Call for Concepts release
April 10 <sup>th</sup> 2:00p.m.	Concepts due. Concepts that score well will be invited to complete a detailed program plan.
April 18 <sup>th</sup>	Notification to accept Concept and refine proposal
May 4 <sup>th</sup> 2:00 p.m.	Detailed program plan due.
May 12 <sup>th</sup>	Award letters granted
July 1 <sup>st</sup> 2020 – June 30 <sup>th</sup> 2021	Programming implementation period

## Detail

### I. Background

This RFP seeks program providers to further the goals identified in the Community Plan, in alignment with the priorities established by the Governor's Office of Crime Prevention, Youth, and Victim Services.

The below chart highlights the alignment of the priorities and measures for this RFC. KCLMB seeks to implement programming that improves outcomes for children and youth experiencing poverty.

State Priorities:	Kent Priority Results:	Kent Priority Measure:
Reducing Childhood Hunger  Increasing Trauma Informed Services and Preventing Adverse Childhood Experiences (ACE's)	Families are Safe and Economically Stable	Child Poverty
		Child Hunger
	Youth Have Opportunities for Employment and Career Readiness	Youth Employment
		Racial and Ethnic Disparities

KCLMB is releasing up to \$30,000 for one or more innovative programs in FY21.

### **II. Scope**

1. Goal: Provide Opportunities for youth experiencing poverty to expand career pathways. Examples include:
  - a. Enhancing leadership, apprenticeship, and personal development opportunities for youth.
  - b. Include supports to build resiliency among youth and their families, like resources and support for drivers' education, housing, and food security.
2. Population to be served: students eligible for free and reduced meals

3. Evidence Based Models: Proposals should use evidence-based *practices* to structure their program, or implement an evidence-based *program* to fidelity.
4. Trauma Informed: Proposals should include training and implementation of trauma informed approaches.

### **III. Concept Paper Content**

Concepts should be no longer than three pages.

1. Concept Title, Name of Person/Company/Organization (Vendor), and Contact information
2. Experience and Qualifications
  - a. Demonstrate the qualifications, competence and capacity to implement the proposed program.
3. Work Plan
  - a. Description of the intervention/service. What will be done? Who will be served?
  - b. Timeline for developing and implementing program components and activities, including staff on boarding and training.
  - c. Where will services be provided? (towns, school catchment areas, neighborhoods)
  - d. Model, assessment, curriculum, and how employed? If a model program, how fidelity to the model will be ensured/maintained.
4. Budget
  - a. Provide estimates for the following budget categories
    - i. Personnel (# of Full Time and part time personnel assigned to program and reimbursement rate)
    - ii. Operating Expenses
    - iii. Travel
    - iv. Contractual Services
    - v. Equipment
    - vi. Other

### **IV. Selection Process**

A review committee will meet to make recommendations on proposals received. Recommendations will be based on the criteria listed; successful proposals will incorporate an understanding of these criteria. Final selection will not be able to be appealed.

### **V. Reservations**

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

This RFC 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.

## **VI. Grant Awards and Conditions**

The submission of a concept paper 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, GOC, 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.