

Teen Spaces – July 2023 to June 2024

REQUEST FOR PROPOSAL



ISSUE DATE: February 1st 2023
Issued By:
Kent County Local Management Board
400 High St.
Chestertown MD 21620

The Kent County Local Management Board (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. Learn more at [Linktr.ee/KCLMB](https://linktr.ee/KCLMB)

TARGETED RESULT AREAS, INDICATORS AND STRATEGIC GOALS

KCLMB'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 High School.

Since 2021, KCLMB has been funding after-school programming at Kent County Middle School as part of the strategy to improve attendance and connection with school. This RFP seeks proposals that will expand this programming to High School students through the creation and operation of safe and healthy spaces for teens to socialize and to build stronger connections with both school and community.

In conjunction with improving attendance and strengthening connections, KCLMB views successful proposals as supporting students in gaining or enhancing a sense of autonomy and purpose, developing feelings of camaraderie and being part of something bigger than themselves (belonging), and improving their sense of competence and confidence.

KCLMB applies several lenses to all of our strategies and funded programs:

- **Youth Voice:** Programming and services should include the ideas, perspectives, and considerations of the youth the program intends to benefit and continually engage youth voice to enhance service delivery.
How will your proposal include youth voice? Were youth included in the development of this proposal? Are youth represented in your organization's structure?
- **Research Based Practices:** It is strongly preferred that proposals implement researched practices that have some demonstrated success with youth to include promising practices, best practices, and evidence-based practices.

Have other communities tried this approach and what did they learn from their experience? What kind of results did they achieve?

- **Racial and Ethnic Disparities (R/ED):** Include intentional efforts to address racial and ethnic disparities, including:
 - Creating and/or enhancing the collection of demographic-specific data to monitor progress and outcomes for program participants, and identify trends and challenges that prevent participants from successfully obtaining services and reaching goals.
 - Providing leadership and staff with training and technical assistance opportunities on R/ED related topics such as Racial and Ethnic Disparities in the youth justice system, Implicit Bias/Unintentional racial bias, Cultural Competency and/or Responsiveness, Adverse Childhood Experiences, Trauma-Informed care and approaches, other opportunities to improve awareness, and abilities to serve targeted populations.
 - Examining and reviewing policies and procedures with intentions of identifying objective eligibility requirements, criteria, guidelines, and internal processes that potentially impact youth of color and disadvantaged populations from enrolling in and successfully completing the program.
 - Providing access to family-connected and community-based services in youths' homes and communities, especially in jurisdictions that have disproportionately high rates of involvement of arrest and referrals to court/DJS intake. Examples of such programming include the following: youth diversion, mentoring, family/youth empowerment, economic mobility, maternal/parental and infant engagement, restorative justice, and other prevention-centered opportunities.

- **Adverse Childhood Experiences (ACEs) and trauma-informed practices (TIPs)-** Proposals should consider ways to incorporate ACE's and TIPs, including efforts focusing on reducing intergenerational transmission of ACEs and trauma. This can include:
 - Training staff and volunteers on ACEs and TIPs
 - Designing spaces, activities, and implementation elements informed by ACEs and TIPs.

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 programming that will support students in gaining or enhancing a sense of autonomy and purpose, developing feelings of camaraderie and being part of something bigger than themselves (belonging), and improving their sense of competence and confidence.

The proposal is suggested to include the following sections:

1. **Executive summary:** Applicant shall explain the capacity and structure of the organization to convene youth and implement enriching, well-structured activities and provide spaces (both physical and abstract) that are appealing and supportive for healthy youth development.

2. **Program Deliverables:** Applicant must show:

- a. Description of proposed activities within the designated timeframe and in alignment with the KCLMB goals (listed with description of justification). What will you do and/or provide? Where will the services and/or activities be provided? Identify, as applicable, any models, assessments, or curriculums that will be used and how they will be employed.
- b. Process to recruit youth and families for participation in the activities/program, specifically students with a record of chronic absenteeism. This can include a discussion on how the organization is already serving these families/students. What is the target number to be served?
- c. Discussion of the priority lenses to incorporate youth voice, racial and ethnic disparities strategies, and trauma-informed practices.
- d. A timeline from award acceptance to program commencement including full programmatic and fiscal reporting upon program completion (chart or bullet point).

3. **Reporting Template and Performance Measures:** Appendix A

4. **Budget:** Appendix B

APPLICATION SUBMISSION

Interested organizations must complete and submit an electronic submission of their proposal by 4:00pm on Wednesday **March 1st** to:

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

INTERESTED PARTIES MUST NOTIFY KCLMB OF THEIR INTENT TO APPLY IN ORDER TO RECEIVE ANY RFP NOTIFICATIONS OR CHANGES.

Appendix B: Budget

Budget requests should be no less than \$5,000 and can not exceed \$20,000. We anticipate multiple awards.

Include a budget for line items on the form provided in the Appendix A. Lines may be added for additional costs and subject to approval by the KCLMB. Budget must be all-inclusive.

EVALUATION CRITERIA

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

1. Organization's ability to administer the program (experience, stability, and record of past performance in service delivery. (20 points)

2. Organization's ability to incorporate youth voice, racial and ethnic disparities strategies, and trauma-informed practices (20 points)
3. Clear description of program goals and objectives, and how these will be achieved and measured. (20 points)
4. Demonstration of partnerships that will support and add value to the program. (15 points)
5. Clear and logical project timeline. (10 points)
6. Detailed budget with budget justification. (15 points)

PROPOSAL TIMELINE

Feb. 1 – March 1: Notify KCLMB of your organizations interest in the RFP

February 8th: Interest Call: Ask Questions, Meet other Applicants (optional) [Click Here for Link](#)

March 1st, 4:00 pm: Proposals Due

April 26th: Awards Announced

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:
 - a. General Liability - Minimum - \$2,000.000
 - b. Workers' Compensation Insurance as required as by law.
 - c. 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
 - d. 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.
 - e. 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

Appendix A: Reporting and Performance Measures Template

Funding for your proposal will require quarterly reporting. Selected proposals may adjust the performance measures listed below to better fit the activities proposed, but these are generally what is required.

Narrative:

Describe the story behind this initiative: What existed in its place before, or what were youth doing instead? What kind of experiences and connections have emerged?

Describe successes and or challenges:

Performance Measures:

Performance Measures
What/How Much We Do:
of participating youth
of activities
How Well:
% of associated staff/partners trained in trauma informed approaches
% of associated staff/partners trained in racial and ethnic disparities
Is Anyone Better Off?
% of participating youth with school attendance over 90% during the reporting period
% of participants reporting increased knowledge or skill development as a result of the program (please define knowledge/skill based on your proposal)

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



Budget justification shall include a breakdown of cost, FOR EXAMPLE:

Salary – give description of each position, rate of pay, and anticipated number of hours

Fringe – X% Percent of total Salaries

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