



**REQUEST FOR PROPOSAL
CommUNITY Mentoring**

**Issued by:
Queen Anne's County Department of Community Services,
Local Management Board
also known as
Community Partnerships for Children and Families**

**104 Powell Street
Centreville, MD 21617
410-758-6677**

**Total amount of funds available for the FY22 program:
\$46,244**

Bid Due: August 6, 2021

Background

In the mid-1990s, the State established Local Management Boards (LMBs) throughout Maryland to identify local priorities and target resources within each jurisdiction resulting in a better quality of life for children, youth, and families. The State empowers Local Management Boards to address the needs of and set priorities for their communities by way of a Community Plan. The programs and strategies which have been developed continue to improve the health, education, economic, and social well-being of children, youth, and families through strong partnerships with child-serving agencies, local government, faith-based and civic organizations, and community members.

Local Management Boards are required to make intentional efforts to address childhood trauma, Adverse Childhood Experiences, as well as race equity, while implementing programs which address one or more of the State's Child Well-Being Results, which include: Babies Born Healthy; Healthy Children; Children Enter School Ready to Learn; Children are Successful in School; Youth will Complete School; Youth have Opportunities for Employment or Career Readiness; Communities are Safe for Children, Youth, and Families; and Families are Economically Stable.

The Queen Anne's County Local Management Board, also known as the Community Partnerships for Children and Families, oversees numerous strategies through multiple funding sources. Within its Community Partnership Agreement (CPA) grant from the Governor's Office of Crime Prevention, Youth, and Victim Services the LMB currently oversees five programs plus the Local Care Team, each addressing community needs. As one of the five programs funded by the CPA, the CommUNITY Mentoring program targets Opportunity Youth also known as Disconnected Youth (youth ages 16 through 24 who are not working nor in school) and At-Risk Youth (youth in grades 7 through 12), and focuses on the identified Result area: Youth Have Opportunities for Employment or Career Readiness.

Current US Census reports show nearly eight percent of the Queen Anne's County population are Disconnected Youth. During the Local Management Board's planning and assessment phase, the Quality of Life Survey results indicated the primary concern in the educational section was 'Access to high school or post high school vocational training and opportunities' and 'Jobs or employment training and opportunities.' Other areas of high concern were 'Civility or social skills training for youth or young adults,' and 'Afterschool activities such as academic, athletic, and enrichment.' The Board determined it was important to initiate a program which would address youth and young adults in our community by preparing them with life skills necessary to enter the workforce and the support necessary to thrive.

Objective

The Community Partnerships for Children and Families (LMB) received funds for FY 2022 for the CommUNITY Mentoring program. The CommUNITY Mentoring Advisory Council, a sub-council of the LMB, is currently seeking individual proposals from qualified providers able to implement the CommUNITY Mentoring program in Queen Anne's County.

Terms

A contract will be awarded for a 12-month period during FY 2022 from July 1, 2021 through June 30, 2022. The award will be contingent upon continued funding from the Governor's Office for Crime Prevention, Youth, and Victim Services and may be renewable for future performance periods.

General Information

The selected vendor or “Mentor Coordinator” will be responsible for adhering to requirements set forth by the State. Regular reporting will be required to track program activity including performance measures and spending. The vendor will submit demographics, program narrative, and contract compliance checklists in addition to annual, semi-annual, and performance measures reports to the LMB following Results Based Accountability. The Mentor Coordinator will be required to attend at least one Local Management Board Strategic Planning Committee meeting per year and regular CommUNITY Mentoring Advisory Council meetings to provide updates on program progress.

The selected vendor will be responsible for recruiting new mentors to the program who must be willing to commit to serving for at least one year. An extensive recruitment plan has been developed and can be added to by the vendor; the recruitment plan includes presenting program information and print material to potential mentors or organizations able to assist with recruiting new mentors. The program is currently required to recruit at least six reliable and consistent mentors from diverse backgrounds, with a goal of at least 25% being of minority populations. This number may include former mentors who wish to return to the program. The Mentoring Central training model will be used to train new mentors who must participate in an in-person orientation and attend at least two of the four additional trainings to be made available to program participants throughout the year.

The selected vendor will be responsible for recruiting new mentees to the program. The program is currently required to recruit at least 12 youth who are either opportunity youth or at-risk. This number may include former mentees who wish to return to the program. The program uses approaches and developmental techniques from “Elements of Effective Practice for Mentoring,” and Maryland Mentoring, evidence-based models. The Mentor Coordinator will be responsible for holding monthly events for mentees and mentors having aspects of learning, life skills, and fun, including recreational events. Together with their mentors, the mentees will attend at least one Local Care Team meeting per year to ensure developmental needs are being met (if deemed necessary). Participants will be given satisfaction surveys twice per year to track the mentee’s experience and improvements toward goal attainment.

The Results Based Accountability Performance Measures used to track CommUNITY Mentoring include:

How much did we do?

- # of eligible mentees who were served
- # of eligible mentors who were recruited and approved to serve

How well did we do it?

- % of mentees who report they are satisfied or very satisfied with CommUNITY Mentoring services as measured twice per year using the Mentoring Satisfaction Survey
- % of mentors who made weekly contact with their matched mentee

Is Anyone Better Off?

- % of participants who showed improved self-worth/self-esteem as measured twice per year using the Mentoring Satisfaction Survey
- % of participants who met their academic/career/college goals as measured internally annually by the Mentor Coordinator
- % of Opportunity Youth participants who report a re-connection to work and/or school
- % of at-risk youth participants who report maintaining connections

Requirements

An Intent to Apply will be **required** by July 30, 2021. The LMB requests an e-mail be sent to QALMB@qac.org indicating the organization's name, contact person's name, phone number, and e-mail address. The LMB will confirm receipt of the e-mail within two business days. **If confirmation is not received, please call the LMB to confirm receipt, 410-758-6677.** Proposals will only be accepted from organizations which have submitted an Intent to Apply.

Proposals shall describe the planning process that the vendor will use to implement the CommUNITY Mentoring program in addition to relevant experience.

The vendor shall possess and describe its:

- ✚ Experience in program design and implementation (15 points)
- ✚ Experience in mentoring service (15 points)
- ✚ Experience in vetting and background verifications to ensure child and participant safety (10 points)
- ✚ Experience in working collaboratively with community partners (10 points)
- ✚ Familiarity with Queen Anne's County's youth and families (10 points)
- ✚ Plan for implementing the CommUNITY Mentoring program (30 points)
- ✚ Proposed budget based upon the \$46,244 allotment (5 points)
- ✚ Available start date for program implementation (5 points)

Sealed proposals will be accepted until 1:00pm, **Friday, August 6, 2021**, in the office of the Local Management Board, 104 Powell Street, Centreville MD 21617. Sealed proposals shall be marked "FY22 LMB CommUNITY Mentoring Program Proposal." Proposals will be reviewed by an evaluation committee and scored based upon the points noted above. A recommendation of award will be made to the Executive Committee by August 20, 2021 with notice of award being sent on or around August 23rd. All inquiries shall be directed to Mike Clark, LMB Director, at MClark@qac.org.

Specifications

In awarding the proposal, the Local Management Board and/or the County Commissioners reserve the right to reject any and all proposals, waive formalities, informalities and technicalities therein, and to take whatever proposal they determine to be in the best interest of the County considering lowest or best proposal, quality of goods and work, time of delivery or completion.

The selected vendor will be required to sign a Memorandum of Agreement with the Local Management Board and adhere to all agreements made therein. The Agreement will be formed as a collaborative partnership in which the Queen Anne's County LMB will invite the vendor to engage with the Queen Anne's County LMB to implement and operate a program of service known as CommUNITY Mentoring. The Queen Anne's County LMB will provide the primary funding for services and administration to be provided by the CommUNITY Mentoring program with the vendor making a meaningful in-kind contribution to the implementation and operation of the project. Funding for the program will be at a rate of \$46,244.00. This rate shall be renegotiated in the event that the Queen Anne's County LMB's funding from the State is increased or decreased for this program during the term of the contract.

All service records, reports, data, studies, or other materials in any form generated or arising from the use of state funds are the sole and exclusive property of the State. In accordance with federal and state law, the LMB and its vendors shall maintain the confidentiality of children and families served and shall not disclose the name or other identifying information about the child and/or family, including in its written or electronic correspondence with the Governor's Office or other entities, except as permitted by law.

Additional information on Maryland's Local Management Boards can be found here:

<http://goccp.maryland.gov/local-management-boards/>.

Additional information on the Community Partnerships for Children and Families can be found here:

<https://communitypartnerships.info/>.