



Agenda Report Form

Open Session Item

SUBJECT: Contract Award (PUR-1312) - Provision of Rural Out-of-School Time Initiative (ROSTI) in Washington County, Maryland

PRESENTATION DATE: May 24, 2016

PRESENTATION BY: Karen R. Luther, CPPO – Director of Procurement and Stephanie Lapole, Grant Manager – Office of Community Grant Management (OCGM)

RECOMMENDED MOTION: Move to award a contract to provide and implement the Rural Out-of-School Time Initiative (ROSTI) in Washington County, Maryland to the responsive, responsible sole proposer, **The Boys & Girls Club of Washington County, Inc.** in the amount of **\$105,000.00**, contingent upon approval by the Local Management Board (LMB) and Governor’s Office for Children (GOC).

REPORT-IN-BRIEF: The purpose of the service is to fulfill the requirements contained in Washington County’s Community Partnership Agreement (CPA) for fiscal year 2017 with the GOC. Please see the attached “Scope of Work” and “Population Served” excerpts from the Request for Proposal (RFP) that was processed to procure the subject services. The contract is for the period tentatively to begin August 1, 2016 and ending June 30, 2017 with an option by the County to renew for up to one (1) additional period ending through fiscal year 2018.

The Coordinating Committee was comprised of the following members: County Purchasing Director (Committee Chairperson Designee), OCGM Grant Managers, LMB Board Chairperson or designee, and the LMB Community Planning and Review Committee Chairperson. The RFP was advertised locally in the local newspaper and on the County’s web site, as well as on the State’s “eMaryland Marketplace” web site. Notice of the RFP was e-mailed to those individuals/firms on the LMB’s mail list. There were twenty-four (24) downloads from the web site by persons/firms accessing the RFP document. One (1) provider was represented at the pre-proposal conference. One (1) proposal was received.

DISCUSSION: N/A

FISCAL IMPACT: Funding from the Maryland Governor's Office for Children in the amount of \$105,000.00.

CONCURRENCES: Award as recommended unanimously by the Coordinating Committee and contingent upon the concurrence of the LMB Board at its meeting on Friday, May 20, 2016.

ALTERNATIVES: N/A

ATTACHMENTS: (1) “Scope of Work” and “Population Served” excerpts from the Request for Proposal, and (2) Program Budget prepared by the recommended service provider.

AUDIO/VISUAL TO BE USED: N/A

II. SCOPE OF WORK

At risk children, youth and families residing in rural areas of Washington County are sometimes underserved. This has held true for out-of-school time programming in the rural towns of Cascade, Hancock and Williamsport. The Rural Out-of-School Time Initiative (ROSTI) is a strategy directed toward meeting the out-of-school time needs of at-risk children, youth and families in these areas.

A. Overview of the Rural Out-of-School Time Initiative (ROSTI)

1. Minimum Requirements:

- a. The ROSTI will provide safe, nurturing school-based and/or community-based out-of-school time environments that offer supervision and alternative activities for a minimum of 15 hours a week during the school year for a minimum of:
 - 1) 45 at-risk elementary, middle and high school-age children and youth in Cascade;
 - 2) 45 at-risk elementary, middle and high school-age children and youth in Hancock;
 - 3) 45 at-risk elementary, middle and high school-age children and youth in Williamsport.
- b. Services will be provided for children and youth considered at risk for entering the juvenile justice system, which is further defined in Section III. POPULATION SERVED.
- c. In addition to after school hours, vendors are encouraged, whenever possible, to provide ROSTI on days on which school may be closed (i.e. professional days, inclement weather days, etc.).

2. Program Design:

- a. The program should incorporate several core components:
 - 1) The children, youth and families will be provided an opportunity to be involved in the program planning.
 - 2) The ROSTI will provide time for homework completion and staff will assist participants with homework.
 - 3) Nutritious snacks and/or meals will be provided to participants during each program day. The ROSTI will be required to participate in the federal nutrition programs for which the lead agency is eligible. Information will be provided to families on the Food Supplement Program, the Special Supplemental Nutrition Program for Women, Infants and Children (WIC), Free and Reduce School Meals Program and the Earned Income Tax Credit (EIC) Program.

- 4) Recreational and physical activities will be provided a minimum of 30 minutes total during each program day.
- 5) The ROSTI will provide structured, curricula-based activities for the remainder of the program day that connects to but does not repeat school day learning. The curricula should integrate academic skills with engaging hands-on activities. Projects and curricula are chosen based on the needs of the participants and/or targeted outcomes for the program. Learning opportunities must be developmentally appropriate. Programs that serve older youth should have increased opportunities for leadership and participation in decision-making as well as a focus on career and college readiness.
- 6) The ROSTI will plan and facilitate activities on at least a quarterly basis that encourage parental/family involvement.
- 7) The ROSTI shall be offered at low or no cost to families. Any fees must be approved in writing by the OCGM prior to implementation.

b. The ROSTI should:

- 1) have a well-designed schedule that apportions time appropriately between activities and that is shared in advance with staff, families and participants;
- 2) delineate a detailed plan for transition to and from the school day, in between activities and for orderly and safe dismissal; and
- 3) have appropriate staff-to-student ratios for activities (recommend 10 to 1 for academic, 15 to 1 for general activities).

3. Program Quality and Accountability:

- a. The ROSTI will adopt and apply the Maryland Out-of-School Time (MOST) Quality Standards Framework – sharing and reviewing the framework with all staff in the program. Information regarding MOST can be found at:
www.mdoutofschooltime.org/uploads/MOST_Standard_Core_Final_2010.pdf
- b. The ROSTI will participate in the statewide Quality Improvement System – including, but not limited to, all required trainings, professional development opportunities and internal and external assessments.
- c. The ROSTI will offer an opportunity for youth to demonstrate and document mastery of skills (as related to targeted outcomes for program).

4. Required Data Collection:

a. The vendor shall provide proposed detailed outcomes or goals of the Rural Out-of-School Time Initiative (ROSTI). Performance Measures will be provided annually by the Office of Community Grant Management (OCGM) and the vendor will be required to submit Performance Measure reports quarterly to the OCGM Grant Manager. Examples of the types of measures include, but are not limited to the following:

- 1) Number of unduplicated children and youth served
- 2) Average daily attendance of out-of-school program per site
- 3) Number of staff at each site
- 4) Number of staff completing YPQA Basics Training
- 5) Number of hours of structured supervised activities available per child (calculated as hours per day x number of operational days)
- 6) School attendance rate for children and youth participating in the out-of-school time program
- 7) Attendance rates for student bodies at schools of participating children and youth
- 8) Number and percent of children with one or more “at-risk” characteristics as defined in Section III.

b. In addition to the Performance Measures, the vendor will collect and submit any other relevant data requested by the Office of Community Grant Management.

B. Parameters of the Award of Funds

1. The maximum award of \$105,000 for the Rural Out-of-School Time Initiative (ROSTI) will begin on August 1, 2016 and end June 30, 2017 with an option by the OCGM to renew the awarded Contract for up to one (1) additional year through fiscal year 2018.
2. Renewal of this agreement is at the discretion of the Local Management Board and is contingent upon the following: 1) the continual award of funds from the GOC, 2) the performance of the Contractor and 3) the goals/outcomes desired by the GOC.

III. POPULATION SERVED

A. The ROSTI will provide services for children and youth considered at-risk for entering the juvenile justice system; therefore, at least 51% of enrollees should have two or more of the following documentable characteristics:

1. Free and Reduced Meals recipient
2. Poor academic performance

3. Poor daily school attendance
4. Previous history of disciplinary actions
5. Family history of substance use/abuse
6. Mental health diagnosis or developmental disability/delay
7. Household income is at or below 200% of poverty level
8. Residing with a single parent
9. Parent has been/or is currently incarcerated
10. High level of parent/child conflict
11. Involved in the Diversion Program or Juvenile Services
12. Maladaptive/bullying behaviors
13. Gang or pseudo gang involvement

Budget Justification:

Describe how the budget reflects the funding needed based upon the work-plan and timeline for implementation.

Program Budget					
Expenditure Category Total	Requested Funds	Local Cash Match	Other Funding Sources	In-kind Match	TOTAL
A. Personnel	95157.90	0	0	0	95157.90
B. Operating Expenses	4592.10	0	64800.00	68502.00	137894.10
C. Travel	0	0	1278.51	0	1278.51
D. Contractual Services	0	0	0	0	0
E. Equipment	0	0	0	0	0
F. Other	5250.00	0	0	0	5250.00
TOTAL	105,000.00	0	66078.51	68502.00	239580.51

Justification and/or Explanation of Above: (Attach additional sheet if necessary.)

Please include any indirect costs in line F. Other. Please note there is a cap of 5% for indirect costs.

IN-KIND MATCH:
 Cascade and Hancock In-Kind(school facility use) from Board of Education=4278.00/month x 9=38502.00
 Williamsport In-Kind(building use) from Town of Williamsport=2500.00/month x 12=30000.00
 TOTAL=68502.00

OTHER FUNDING SOURCES:
 Meals from Board of Education=64,800/year
 Travel provided by BGCWC-1278.51
 TOTAL=66078.51

REQUESTED FUNDS:
 Personnel=95157.90
 Operating=4592.10
 Indirect-Jim Deaner-Executive Director-admin duties
 Lori Sipes-Office Manager-admin duties
 5250.00
 TOTAL REQUESTED FUNDS: 105000.00