



Agenda Report Form

Open Session Item

SUBJECT: Contract Award (PUR-1357) – Community Planning and Program Development Consultant in Washington County, Maryland

PRESENTATION DATE: September 12, 2017

PRESENTATION BY: Rick Curry, CPPO – Director of Purchasing and Stephanie Lapole, Grant Manager – Washington County Office of Community Grant Management (OCGM)

RECOMMENDED MOTION: Move to award the contract for the Community Planning and Program Development Consultant in Washington County, Maryland to the responsible proposer with the responsive proposal, **Thomas P. Miller Associates** of Indianapolis, IN in the amount of **\$120,000.00**.

REPORT-IN-BRIEF: The purpose of the service is to fulfill the requirements of a Contractual Agreement for fiscal year 2018 with the Governor’s Office for Children (GOC). The award of funds for Community Planning and Program Development Consultant shall commence upon receipt of a fully executed contract between the Board of County Commissioners of Washington County and the awarded vendor. The awarded contract shall expire on June 30, 2018. There are no options for renewal or extension.

The Coordinating Committee was comprised of the following members: Director of Purchasing (Chairman Designee), OCGM Director designee, OCGM Grant Manager, LMB Board Chairperson, or designee and LMB Community Planning and Review Committee Chairperson or designee. The RFP was advertised locally in the 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 OCGM’s e-mail list. Seventy-one (71) persons/firms accessed the RFP document from the web site. One (1) provider was represented at the pre-proposal conference.

DISCUSSION: N/A

FISCAL IMPACT: Funding from the Maryland Governor’s Office for Children in the amount of \$120,000.00.

CONCURRENCES: Award as unanimously recommended by the Coordinating Committee.

ALTERNATIVES: N/A

ATTACHMENTS: Scope of Work (excerpt from RFP document).

AUDIO/VISUAL NEEDS: N/A



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PUR-1357
Community Planning & Program Development Consultant

II. SCOPE OF WORK

- A. The Washington County Local Management Board (LMB) will utilize the services of a consultant with human services expertise to analyze existing community data and compile additional data to assist the LMB with developing one or more strategies which will impact the prioritized goal population of disconnected youth. Disconnected youth are defined as teenagers and young adults who are between the ages of 16 and 24 who are neither working nor in school. They are sometimes referred to as opportunity youth.

The consultant will work closely with the LMB, staff and members of Washington County's Annie E. Casey Results for Leadership team to access the unique needs of the disconnected youth population in Washington County and will develop effective programming to assist this population in gaining employment or enrollment at an educational institution and ultimately becoming self-sufficient.

1. Data collection is key to determining the needs of the community. Data to be collected should include but not be limited to: number/percent of youth currently not working nor in school between the ages of 16 to 24, geographic concentrations of the population within the County, and racial/ethnic composition. Additional collection of demographics regarding this population is strongly encouraged, with a focus on determining common characteristics so that effective interventions can be created.
2. The vendor will be expected to utilize recognized data collection methods and incorporate other data collection methods such as focus group meetings, surveys, and interviews to collect uncollected or unreported data on the target populations and receive input from those in the community including youth and parents.
3. The vendor shall complete an inventory of local resources serving the target population that identify existing available resources in the community. The inventory shall also identify any gaps in service and/or insufficient programs addressing the issues and needs in regards to the strategic goal.
4. The vendor shall coordinate and share information with the LMB's Annie E. Casey Leadership group.

5. The vendor shall provide monthly updates of progress towards goals and deliverables to LMB staff.
6. The vendor shall complete a written analysis of the needs of the targeted population and identify gaps in resources within Washington County.
7. The vendor will recommend strategies(s) and or programs(s), with a preference towards evidence based programs to meet the identified service gaps for disconnected youth in Washington County. The vendor will present the Local Management Board with recommended strategies/programs. Once a strategy/program has been selected and approved by the LMB, the vendor shall develop and provide detailed information about the program/strategy which will be incorporated into the FY19 Governor's Office for Children Community Partnership Agreement application, these details will include projected budget, scope of work, personnel requirements, etc.
8. The vendor shall compile a final report and executive summary in presentation form that shall include the collected data, and analysis and summarization of the work performed. The final report shall be submitted in draft form to the OCGM Grant Manager for approval. Once that approval is obtained the vendor shall submit 30 copies of the final report in presentation binders and an electronic document.
9. If necessary, the vendor will participate in relevant trainings and/or meetings hosted by the Governor's Office of Children or community partners as directed by the LMB.
10. The vendor will meet the due dates outlined in the schedule of deliverables/timeline below:
 - September 2017 – December 2017 – Conduct various data collection methods such as surveys, focus groups, interviews, etc. Develop interventions and programs.
 - January 2018 – Present the LMB with recommended strategies and initiatives impacting the target population at the January Community Planning and Review Committee (CPAR) meeting.
 - January – February 2018 Provide LMB staff with detailed scope of work and projected budget for selected initiative(s) no later than March 1, 2018.
 - February - April 2018 – Present draft of final report and executive summary to OCGM Grant Manager no later than April 1, 2018
 - March –May 2018 – Provide assistance as needed for the development of the Governor's Office for Children's Community Partnership Agreement application with LMB staff.
 - May 2018 – Present final report and executive summary at the May LMB meeting.
 - June 2018 – Assist LMB staff as needed with any special conditions that may be associated with the FY18 award.