

Montgomery County Collaboration Council for Children, Youth and Families, Inc.

Open Solicitation 2019-65

Issue Date: Wednesday, June 19, 2019

Closing Date: 4:30 p.m. Monday, July 22, 2019

Local Management Board 2019 Community Needs Assessment Scope of Work

Background:

The Montgomery County Collaboration Council for Children, Youth and Families (Collaboration Council) and the Children’s Opportunity Fund (COF) are working in partnership to develop a Community Needs Assessment that will be beneficial for both parties. The goal of the Community Needs Assessment (CNA) is to establish a set of priorities for Montgomery County that will drive the focus of work for both the COF and the Collaboration Council.

The Children’s Opportunity Fund (COF) was created three years ago and is funded jointly by the government of Montgomery County, MD and Montgomery County Public Schools to leverage public funds to attract private investment. COF champions, plans and funds strategic investments that improve the lives of low-income children and families in the county. With a focus on innovative, evidence-informed efforts targeted at closing the opportunity gap, COF identifies priority areas for investment based on unmet need and aligns resources toward effective multi-sector collaborations serving the county’s most vulnerable youth and their families. COF seeks to deepen and expand existing community efforts by leveraging new tools, prioritizing strategic partnerships across sectors, and developing innovative approaches to addressing the region’s most pressing challenges.

Since 1992, the Montgomery County Collaboration Council for Children, Youth and Families has served as the Local Management Board for Montgomery County. A quasi-public nonprofit, the Collaboration Council is called to identify priorities and target resources for Montgomery County residents. The Council serves as a coordinator and non-partisan intermediary of collaboration for child and family services. They bring together local child-serving agencies, local nonprofit child providers, clients of services, families, and other community representatives to empower local stakeholders in addressing the needs of and setting priorities for their communities.

The partnership defines the CNA as a systematic method of describing the community’s strengths, challenges, gaps and opportunities. The CNA will be used to help both parties determine investments moving forward and help to identify additional resources and programs needed in Montgomery County.

Target Population

The target population for this review are programs and services for children and youth birth to age 24 in Montgomery County.

Scope of Work

Task 1: Literature Review

Conduct a literature review to see what the recent research has to offer and review relevant archival information and what previous needs assessments or other community level reports have been completed that are complimentary and informative to this work. The Collaboration Council completes a Needs Assessment every three years. Also, needs assessments are completed by Head Start and Early Head Start programs. Several local government and nongovernmental agencies, such as the Montgomery County Planning Department, County Council's Office of Legislative Oversight, Identity, and Healthcare Initiative Foundation release information that would be relevant to this work. This is not an exhaustive list. During the initial kick off process, the team can brainstorm relevant reports to include.

Task 2: Data Book

In previous years, the Collaboration Council has completed a Data Book which gathers data points and demonstrates trend data related to youth outcomes in Montgomery County. The contractor will work with COF and Collaboration Council to determine the relevant data points to include in this analysis.

Task 3: Landscape Analysis

The goal of this project is to complete a comprehensive information gathering of all of the programs working in the space of youth services, from birth to age 24 in Montgomery County. InfoMontgomery is an initial starting point www.infomontgomery.org; however there are several other database services available in the County.

Once we have the comprehensive list we would like to break them down by sub-categories such as home visiting, pre-school, elementary school level programs/services, middle school level programs/services, high school level programs/services, programs/services for Opportunity Youth (those not connected to school or work), and post-high school support services. Another critical element is what part of the county, or which schools are served by the programs. We know there are pockets of programs in some parts of the county, but programs and services struggle to serve all parts of the County where there might be need. As we gather the list, there might be additional layers of information that we would be interested in inquiring about, which might add more analysis or information to be tracked.

Having a comprehensive list of programs and services will allow us to analyze and determine where the gaps in services are, and help us determine what programs already exist but perhaps need assistance to expand to serve more youth in the County. Or, determine if there is a need to bring in programs to meet needs that are not being served by organizations or programs in our community.

Task 4: Focus Groups

Using small informal groups to discuss and reflect on issues surrounding our community will be critical to helping the Community Needs Assessment to include the community voice. The focus groups will consist of people who share a common situation, to some degree, and can provide insights on specific topics. As part of the scope of work, we would like to include 6-10 focus groups that would be conducted in different parts of the county, focused on different topics.

Focus groups could be based on geographic regions of the County (Up-County vs. East County). They could also be based upon population groups that we are interested in learning more about, such as Opportunity Youth (youth 18-24 who are not connected to work or school). We would also like to have

focus groups on specific topics such as third grade reading and math achievement and supports for kindergarten readiness.

Deliverables

The final deliverable is a Community Needs Assessment Report that will include the literature review, information from the focus groups, key data points and recommendations and analysis regarding next steps for strategic planning and thinking around how the Collaboration Council and the Children’s Opportunity Fund can focus their work to help meet the needs of the community.

Timeline

This Open Solicitation is issued **Wednesday, June 19, 2019**. The closing date for receipt of **Letters of Interest** is **4:30 p.m., Monday, July 22, 2019**. The project contract start date is **September 15, 2019**.

September 2019: Kick off meeting will take place to review the timeline, the contracting team who will be doing the work, and provide a general review of the process.

Milestone	Timeframe	Deliverables
Work Begins	September	Contract signed
Literature Review & Research	September – December	draft due by 12/10/19
Landscape Analysis	September – December	draft due by 12/10/19
Data Book	September – December	draft due by 12/10/19
Case Study Analysis	September – December	11/15/19 – list of target schools
Case Study Surveys	September – December	Survey Results by 12/31/19
Case Study Written Report	January – February	
Focus Groups Planning	January	
Focus Group Implementation	January - March	6-10 focus groups
Analysis Review Meeting	April 2020	
Final Report draft	May 2020	
Final Report Delivered	June 2020	

Use of Open Solicitation Process

The Collaboration Council seeks **Letters of Interest** from organizations and qualified individuals to serve as a pre-approved pool of potential vendors. Qualified applicants will be selected for the Open Solicitation Vendor List and remain on the list for a period of three years. Selection for the Open Solicitation Vendor List is not a commitment by the Collaboration Council to contract with each vendor for these services. The Open Solicitation process allows the Collaboration Council the flexibility to secure specific services on a short-term or continuing basis from vendors who meet pre-established requirements.

Individual or organizational applicants must submit the **Cover Sheet** included with this document with a **Letter of Interest**: *(The Cover Sheet does not count as part of the 5-page letter of interest.)*

The **Letter of Interest** should be succinct (a maximum of 5 pages is strongly suggested) explaining your work approach, prior experience conducting needs assessments, and the background and qualifications of the team members who will be working on the project. A rubric will be used to determine eligibility by a cross-partner committee.

In addition to the 5-page **Letter of Interest**, applicants should provide an estimate of how many hours of work this project will require, hourly rate and an estimate of the total cost of this work. It is recommended that a basic budget itemizing the costs of the various services be included; however, this **is not** considered as part of the 5-page **Letter of Interest**.

Also, there are multiple parts of this work that will evolve as we continue to work together, for example more or less focus groups, or further analysis of the current programs. When you are pricing out the work, please include detailed budget information and descriptions that clarify what you are including in the budget proposal versus what might be additional work, and how much the additional work might cost.

The **Letter of Interest** can be submitted **only** through personal delivery, postal or delivery service, to:

Montgomery County Collaboration Council for Children, Youth and Families, Inc.
RE: Open Solicitation #2019-65 for Community Needs Assessment
1801 Research Blvd., Ste.103
Rockville, MD 20850

Questions regarding this open solicitation process should be sent via email to: info@collaborationcouncil.org, no later than **July 15, 2019**. Please include the following information in the subject line: "in reference to Community Needs Assessment Open Solicitation 2019-65". All questions must be in writing. Phone calls will not be accepted.

Deadline for Submission

The Collaboration Council must have the completed **Letter of Interest** with **Cover Sheet** and **proposed budget** in its possession by **4:30 p.m. Monday, July 22, 2019**.

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1801 Research Blvd., Ste. 103
Rockville, MD 20850



COVER SHEET

Community Needs Assessment

Applicant:

Organization:

Street Address:

Suite, Apt.:

City:

State:

Zip Code:

Main Contact Name:

Title:

Email:

Phone:

Tasks: The attached Letter of Interest covers the following tasks:

Check all that apply

Task 1: Literature Review

Task 2: Data Book

Task 3: Landscape Analysis

Task 4: Focus Groups