



Open Session Item

SUBJECT: Contract Award (PUR-1305) – Consulting Services to Conduct a Needs Assessment in Relation to the Maryland Children’s Cabinet Strategic Goals

PRESENTATION DATE: February 2, 2016

PRESENTATION BY: Karen R. Luther, CPPO – Director of Purchasing and Jim Hovis, Director – Office of Community Grant Management

RECOMMENDED MOTION: Move to award a contract to perform Consulting Services to Conduct a Needs Assessment in Relation to the Maryland Children’s Cabinet Strategic Goals to the responsive, responsible proposer, **Stratigix Consulting, LLC of Columbia, MD** in the amount of **\$25,000.00**.

REPORT-IN-BRIEF: The purpose of the service to be provided is to fulfill the requirements of a Contractual Agreement for fiscal year 2016 with the Governor’s Office for Children (GOC). For further details of the services, please refer to the attached excerpt of the *Scope of Work* from the Request for Proposal (RFP) document.

The contract entered into pursuant to this Request for Proposals shall commence after contract execution and issuance of a Notice to Proceed and end ninety (90) calendar days thereafter. There is no option for renewal or extension.

The Coordinating Committee was comprised of the following members: County Director of Purchasing (Chairman Designee), OCGM Director, OCGM Grant Manager, LMB Board Chairperson, or designee and LMB Community Planning and Review Committee Chairperson or designee. The Request for Proposal (RFP) was advertised in the local newspaper, on the State’s “e-Maryland Marketplace” web site, and on the County’s web site. The RFP document was accessed from the web site by sixty-eight (68) firms/individuals. Three (3) providers were represented at the pre-proposal conference. Two (2) providers’ proposals were received by the deadline for receipt of proposals; one (1) firm was considered non-responsive. Only the recommended provider’s Q&E/Technical Proposal was determined to be responsive and its Price Proposal was opened and evaluated.

DISCUSSION: N/A

FISCAL IMPACT: The County has received an award of \$25,000 for the completion of the scope of work herein provided. The County intends to expend this entire award for the development of a written needs assessment document. Accordingly, a successful proposal should expend no less or no more than \$25,000 for the purpose. Proposals were evaluated on the approach and work to be performed and the proposer’s capacity to produce a quality needs

assessment rather than price. Proposals with a price exceeding \$25,000 were not to be considered for award.

CONCURRENCES: Coordinating Committee as outlined above

ALTERNATIVES: N/A

ATTACHMENTS: “Scope of Work” excerpt from the Request for Proposal

AUDIO/VISUAL NEEDS: N/A

II. SCOPE OF WORK

- A. In fiscal year 2017, funding provided to Washington County by the Governor's Office for Children must impact one (1) of the Maryland Children's Cabinet four (4) strategic goals. In order to develop programs that impact these goals we must first conduct a community needs assessment to determine the needs of the community in relation to these goals. We must collect data to support these needs and identify current programs that address those needs. We must also identify gaps in services which may exist and ultimately develop a Community Plan to positively impact the needs. The assessment shall identify needs, currently available services, gaps in services and strategies to address those gaps.
1. The Strategic Goals identified by the Maryland Children's Cabinet and their respective definitions are:
 - a. Improve Outcomes for Disconnected Youth: Defined as teenagers and young adults between the ages of 16 and 24 who are neither working nor in school.
 - b. Reduce the Impact of Incarceration on Children, Families, and Communities: Impact of incarceration is specific to individuals, with minor children, who are currently or were previously incarcerated in a State or local correctional facility for adults or juveniles, including those under criminal justice supervision prior to or following a period of incarceration.
 - c. Reduce Childhood Hunger: Food insecurity is defined as the limited or uncertain availability of nutritionally-adequate and safe foods, or limited or uncertain ability to acquire acceptable foods in socially acceptable ways.
 - d. Reduce Youth Homelessness: Defined as those individuals under the age of 25 who lack a fixed, regular, and adequate nighttime residence; this includes those living in motels, hotels, camping grounds, emergency or transitional shelters, cars, parks, public spaces, abandoned buildings, and bus or train stations for whom it is not possible to live with their parent, guardian or relative and have no other safe alternative living arrangement.
 2. Data collection is key to determining the needs of the community. Data to be collected should include but not be limited to: number/percent neither of youth currently not working nor in school between the ages of 16 to 24, number/percent of homeless youth in the community (per the Governor's definition), number/percent of incarcerated parents or parents on parole and probation, and number/percent of youth with food insecurity. Additional demographics regarding these populations are preferred.
 3. 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 record input from those in the community including youth and parents.

4. The vendor shall complete an inventory of local resources serving the four target populations that identifies 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 goals.
5. Complete a written analysis of the needs of the targeted population and identify gaps in resources within Washington County.
6. Recommend direction and strategies to meet the identified service gaps for children and families in Washington County.
7. The vendor shall compile a final report and executive summary in presentation form that shall include the collected data, an 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 vender shall submit ten (10) copies of the final report in presentation binders.
8. The deadline for completion of work to be performed is no greater than ninety (90) calendar days after the date of execution of the subsequent contract.

B. Parameters of the Award of Funds

1. The award of funds for Consulting Services to Conduct a Needs Assessment in Relation to the Maryland Children's Cabinet Strategic Goals will commence upon receipt of a fully executed contract between the Board of County Commissioners of Washington County and the selected vendor.
2. The provisions of the awarded contract shall expire upon the receipt and approval by the OCGM of a final written Needs Assessment document.
3. The County has received an award of \$25,000 for the completion of the scope of work herein provided. The County intends to expend this entire award for the development of a written needs assessment document. Accordingly, a successful proposal should expend no less or no more than \$25,000 for the purpose. Proposals will be evaluated on the work to be performed and the proposer's capacity to produce a quality needs assessment rather than price.
4. Proposals with a price exceeding \$25,000 will not be considered for award.