



Agenda Report Form

Open Session Item

SUBJECT: Contract Award (PUR-1407) – Centralized Reengagement Services for Disconnected Youth

PRESENTATION DATE: April 23, 2019

PRESENTATION BY: Rick F. Curry, CPPO – Director of Purchasing and Stephanie Lapole, Senior Grant Manager – Office of Grant Management

RECOMMENDED MOTION: Move to award a contract to perform Centralized Reengagement Services for Disconnected Youth in Washington County to the responsive, responsible proposer Potomac Case Management Services, Inc. of Hagerstown, MD in the amount of \$109,740.00.

REPORT-IN-BRIEF: The purpose of the service to be provided is to fulfill the requirements of the County's Community Partnership Agreement (CPA) for fiscal year 2019 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 ending June 30, 2019, with an option to renew the awarded Contractor for up to two (2) consecutive one-year periods through fiscal year 2021.

The Coordinating Committee was comprised of the following members: County Director of Purchasing (Chairman Designee), OGM Director, OGM 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 forty (40) 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 \$109,740.00 for the completion of the scope of work herein provided. The County intends to expend this entire award for the Centralized Reengagement Services for Disconnected Youth. Accordingly, a successful proposal should expend no less or no more than \$109,740.00 for the purpose. Proposals were evaluated on the approach and work to be performed and the proposer's capacity to provide a quality service rather than price. Proposals with a price exceeding \$109,740.00 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