

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

OPEN SOLICITATION # 2017-58

Peer Connector Outreach Pilot

Issue Date: Monday, November 20, 2017

Closing Date: Monday, December 11, 2017

Background

**Montgomery County Collaboration Council**

The Montgomery County Collaboration Council for Children, Youth and Families, Inc. (the Collaboration Council), is a quasi-public non-profit organization and the Local Management Board for Montgomery County, Maryland. The Collaboration Council's mission is to improve the well-being of children, youth and families through collaborative partnerships. For information regarding the Montgomery County Collaboration Council, its initiatives and programs, visit our website at [www.collaborationcouncil.org](http://www.collaborationcouncil.org).

FY18 Peer Connector Outreach Pilot

On any given day in Montgomery County, thousands of disconnected youth (ages 16-24 who are neither in school or working) can be found in need of opportunity and reconnection to education or employment. In many cases, these youth aren't easily identifiable and therefore aren't steered toward reengagement activities that could improve their long-term outcomes. This solicitation seeks to identify and select a qualified community-based organization with strong ties to the East County community (Briggs Chaney, White Oak, and Burtonsville) and its surrounding neighborhoods. Qualified applicants will be organizations either willing to hire or currently having on staff at least two individuals who have lived experience having been disconnected in Montgomery County that can serve as "peer outreach connectors". The peer connectors will be charged with conducting outreach efforts in East County that can connect disconnected youth with reengagement activities furnished by the partners of the Collaboration Council. It is expected that the peer connectors will serve as the key conduit to reengagement by recruiting and providing information and support to disconnected peers who wish to reengage. Peer connectors should have first-hand experience and understanding of the challenges that face disconnected youth, as well as a high school diploma, GED or equivalent. It will be expected that they can effectively capture and assess a client's needs through the use of an approved intake tool for appropriate program recommendations for clients they engage. Strong relationship skills, the ability to connect with and serve youth from diverse backgrounds, strong written and oral communication skills as well as the ability to effectively manage time is strongly preferred. An organization's ability to track a client's engagement via E.T.O. or a similar data system is mandatory.

Use of Open Solicitation Process

The Collaboration Council seeks Letters of Interest from organizations to participate in the process.

\*Qualified applicants will be selected for the Open Solicitation Vendor List and remain on the list for a period of two 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.

### Eligible Participants

Participants can be:

- Nonprofit organizations with certification of their 501c3 status

### Letter of Interest Submission Process

Applicants must submit a Letter of Interest that describes your qualifications responding to the following items:

- 1) Experience, years of service in and knowledge of the East County community.
- 2) Reason(s) for why your organization is best suited to address the needs of disconnected youth.
- 3) List successes reaching out to youth with multiple barriers and/or disconnected youth.
- 4) Past fiscal year numbers served, along with demographics and outcomes where applicable.
- 5) Organization's annual budget.

\*Please limit Letter of Interest to a maximum of three pages

**NOTE: All Letters of Interest must include** the following information on the front page for the Primary Point of Contact:

- Full Name of Primary Point of Contact Person and Title
- Mailing Address
- Phone Number
- Email Address

Letters of Interest must be submitted electronically no later than December 11, 2017 at 4pm. Please submit your Letter of Interest or any questions referencing Open Solicitation #2017-56 to [info@collaborationcouncil.org](mailto:info@collaborationcouncil.org).

The Letter of Interest should be succinct and address all of the above requirements. A rubric will be used to determine eligibility and will be evaluated based on the responses to the 5 items listed above by Montgomery County Collaboration Council staff.

### Next Steps

The Letters of Interest received by the December 11<sup>th</sup> deadline will be reviewed and ranked by Collaboration Council staff. Those organizations who's Letter of Interest appears to best fit

the criteria to operate this project will be asked for an in-person interview during the week of December 18th.