



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

OPEN SOLICITATION #2018-61

Identifying Out-of-School-Time Providers for Excel Beyond the Bell Middle Schools

Issue Date: Monday, August 6, 2018
First Closing Date: Monday, August 13, 2018

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.

Excel Beyond the Bell Overview

The Collaboration Council leads Excel Beyond the Bell (EBB), the County's initiative to create a local out-of-school time (OST) system that will increase the number of quality programs promoting positive youth development, especially in our most vulnerable communities, that will inspire children and youth to achieve their full potential (see www.excelbeyondthebell.org for more information).

Excel Beyond the Bell Middle School Program

As part of this initiative, a three-year out-of-school time pilot was created in partnership with the Montgomery County Recreation Department (MCRD) and Montgomery County Public Schools (MCPS). In its first year, EBB programs were located at Argyle Middle School in Wheaton, Roberto Clemente in Germantown, and A. Marion Loiederman in Silver Spring. EBB school sites have expanded to include Francis Scott Key in Silver Spring, Forest Oak in Gaithersburg, Montgomery Village in Montgomery Village, Neelsville in Germantown, and Col. E. Brooke Lee in Silver Spring.

EBB is designed to provide students with immediate access to after-school recreational and social programming, academic enrichment, meals, and bus transportation home. EBB also provides professional development for all youth development practitioners. This innovative system establishes a supportive out-of-school environment empowering youth to develop necessary academic and life skills in an effort to successfully transition from youth to adulthood.

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 out-of-school time vendors to serve middle school

students at a particular school or schools within the Excel Beyond the Bell Middle School out-of-school time system. Vendors are strongly encouraged to consider operating at more than one location.

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.

Eligible Providers

Providers can be:

- Nonprofit organizations with certification of their 501c3 status
- Individual proprietors with a license to do business in the state of MD (information about registering as a small business may be found at: <http://www.montgomerycountymd.gov/dgs-lbp/home.html/index.html>)
- For-profit organizations

Services To Be Delivered

All selected providers will be expected to:

- Accept any youth expressing interest through registration in the program.
- Deliver one or more out-of-school time programs that focus on one or more of the following areas*:
 - STEM (science, technology, engineering and math)
 - Language and culture (sign language, rites of passage, etiquette, foreign language)
 - Cooking and nutrition
 - Leadership and civic engagement
 - Workplace and career exploration
 - Creative and performing arts (art, photography, theater, dance, music, woodworking, etc.)

*Special consideration will be afforded to proposers providing programming focused on one or more the following areas: STEM, Cooking, Visual Arts, Music Production, Spoken Word/Performance Poetry, or Latin Dance.

- Provide program activities and staffing for either: (1) Two one hour classes from 3:30 pm to 4:30 pm and again from 4:30-5:30 OR (2) One two-hour class from 3:30-5:30 for 12-14 weeks. (Note: Two 12-14 week sessions are held during each school year; programs may change from one session to the next.)
- Have a 1:10 staff to student ratio and accept up to 20 participants in each class.
- Use a positive youth development approach that engages middle school youth through a safe, nurturing and consistent environment and include daily program activities that establish a welcoming environment, sense of belonging, clear objectives for each program day, and time for participant reflection.
- Identify and utilize strategies to include and meet the needs of English language learners and youth with special needs.

Those providers selected are also expected to:

- Assist in participant recruitment at each school location through active involvement in school-scheduled family events, lunch time school visits, flyers, contacts with counselors and other school personnel, with special efforts to attract and retain youth needing extra support through the registration process
- Participate in free training, networking and coaching provided through the Collaboration Council
- Participate in program evaluation through the collection of certain data and use of tools that measure program quality as outlined in the Youth Program Quality Intervention (YPQI) process (see www.cypq.org for more information).

Depending upon the needs of the school and funding availability, contracts may be executed for multiple locations and multiple programs within an organization.

Funding for EBB providers is at a fixed rate, depending on the number of programs and schools involved. Funding is also included to compensate staff for their time to attend required professional development and EBB provider meetings, such as the EBB kick-off meeting prior to the beginning of the program. Selected organizations also must agree to program observations conducted by Excel Beyond the Bell staff and partners.

Letter of Interest Submission Process

Individual or organizational applicants must submit the Cover Sheet included with this document with a Letter of Interest that describes your experience and qualifications responding to the following: (*The Cover Sheet does not count as part of the 5-page letter of interest.*)

1. Prior successful experience in conducting high-quality, inclusive out-of-school time programs for middle school youth; include any data that you used to measure success.
2. Describe specific program objectives, activities and any established curriculum that the program uses.
3. Describe how the program has worked with youth and their families who are not English language proficient or who are culturally diverse.
4. Describe staff qualifications (education, training, and experience) and how the organization currently supports professional development to successfully work with adolescents.
5. Describe how you include youth voice and choice in the design of your program.
6. **(Only to be addressed for those who have participated as a vendor for EBB before this open solicitation):**
Please indicate how you plan on modifying the content/delivery of your past program offering to encourage student participation for new and returning EBB youth.

The Letter of Interest should be succinct (a maximum of 5 pages is strongly suggested) and address all of the above requirements. A rubric will be used to determine eligibility and will be scored based on the responses to the five items (new providers) or 6 (previous EBB providers) listed above by a cross-partner committee.

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 #2018-61 for Excel Beyond the Bell Providers
1801 Research Blvd., Ste.103
Rockville, MD 20850

Questions regarding this open solicitation process should be sent via email at: info@collaborationcouncil.org, no later than **Wednesday, August 8, 2018**. Please include the following information in the subject line: "in reference to EBB Open Solicitation 2018-61". **No phone calls please.**

Deadline for Submission

The Collaboration Council must have the completed **Letter of Interest** in its possession by Monday, **August 13, 2018, 2:00 p.m.**

Next Steps

The **Letters of Interest** received by August 13th 2:00p.m. dead line will be reviewed to determine eligibility by a cross-partner committee. Those organizations whose program initially appears to best respond to a school's needs and will help offer an array of activities will be contacted to secure further information about the program and the detailed budget for the work proposed. Providers will be selected and contracts negotiated for the fall 2018 EBB session no later than August 24, 2018. Selected providers will be expected to participate in student recruitment, training and meetings prior to the delivery start date in early October 2018.

A cover page must be included with your Letter of Interest. Please see next page for the cover page.

Open Solicitation #2018-61

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



COVER SHEET

Identifying Out-of-School-Time Providers for EBB Middle Schools

Applicant: _____

Organization: _____

Address, City/Zip: _____

Main Contact: _____

Phone: _____

Email: _____

Program

Please list the programs that you are submitting for consideration in your Letter of Interest. Indicate the type of activity category among the following:

ACTIVITY TYPES

- STEM
- Language and culture
- Cooking and Nutrition
- Leadership and Civic engagement
- Entrepreneurship and Workplace and Career Exploration
- Visual and Performing Arts

Program Name	Activity Type

Schools of Interest

We encourage all providers to be prepared to offer programs at any EBB Middle School. If you are unable to do so, please indicate the schools you would be willing to serve.

- | | | |
|--------------------------------------|--|--|
| <input type="checkbox"/> ALL EBB MS | <input type="checkbox"/> Col. E. Brooke Lee MS | <input type="checkbox"/> Loiederman MS |
| <input type="checkbox"/> Argyle MS | <input type="checkbox"/> Forest Oak MS | <input type="checkbox"/> Montgomery Village MS |
| <input type="checkbox"/> Clemente MS | <input type="checkbox"/> Francis Scott Key MS | <input type="checkbox"/> Neelsville MS |