

OPEN SOLICITATION #2018-59

Identifying Vendor to Design the Online Learning Platform for the Youth Development Community of Practice

Issue Date: Wednesday, January 17, 2018
Closing Date: Friday February 9, 2018 4:00 PM

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.

Youth Development Community of Practice

The Youth Development Community of Practice (CoP) of the Collaboration Council coordinates and establishes in person and online training and education/academic programs for youth development practitioners working in youth-serving fields such as workforce development, mentoring, recreation, and juvenile justice with a focus on disconnected youth ages 16-24.

Purpose of the Open Solicitation Process

The Collaboration Council seeks letters of interest/**proposals** from companies, nonprofit organizations and/or qualified individuals to plan, design, and develop the online learning platform for youth development practitioners in Montgomery County. This online platform will offer youth development practitioners opportunities to:

1. Share knowledge and effective practices gained from working with youth
2. Conduct online conversations of new learnings to document and reflect on best practices
3. Create face to face professional development experiences
4. Access online courses, webinars, and library materials.
5. Network and share individual and organizational resources for peer training, learning, and program innovation

This solicitation seeks to identify qualified organizations/companies to design an online learning platform to meet the above purpose for the Youth Development Community of Practice. To achieve the above purpose, the online platform must include the following:

1. User Friendly Landing Page:

- a) About Us/ Purpose of online CoP
- b) Sign In/ Sign Up
- c) FAQs
- d) Social Media Plug-ins
- e) Upcoming Events/Calendar

2. Capability for site host to:

- a) Self-manage site after platform is fully developed
- b) Post newsletters/public announcements
- c) Post Professional Development opportunities
- d) Create sub-communities for specific interests groups (i.e.: recreation, mentoring, transitioning aged youth)
- e) Facilitate discussion among members in specific sub-communities
- f) Update resource library and photo/file sharing
- g) Add and update plug ins (i.e.: Jotform registration, Outlook Calendar, Gmail)
- h) Have access to measure and analyze user activity

3. Capability for members to:

- a) Create a professional profile
- b) Share resources and communicate with other members
- c) Join and invite others to join sub-communities
- d) Post in discussion board
- e) Upload and share resources

Eligible Providers

- 1. Nonprofit organizations with certification of their 501c3 status
- 2. 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>)
- 3. For-profit organizations

PROPOSAL SUBMISSION REQUIREMENTS:

Interested applicants must submit a digital **Proposal** with sufficient detail to understand the general and unique approach, skills, and experience that will be brought by your company. The following minimum information must be included:

- Contact information including Contact Name, Title, Organization/Company Name, Phone Number and E-mail
- Describe the proposed approach to this particular project, based on experience with similar projects
- Address the accessibility of the project consultant that would be available to the Youth Develop Community of Practice team - including credentials and past experience
- Tasks and timeframes
- Fee for services and what is included
- Names and contact information of three clients served in the past two years as references

The **Proposal** should be succinct (a maximum of 3 pages is suggested) and directly relevant to the above requirements. A rubric will be used to determine the best qualified proposals. Those proposals will be reviewed by Montgomery County Collaboration Council staff and representatives from community partners. Vendors selected for further review will be contacted to secure additional information about the work proposed.

Next Steps

Proposals must be submitted electronically before 4:00 p.m., February 9, 2018. Please submit your proposal to info@collaborationcouncil.org. Please reference OS #2018-59 in the subject line.