

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

OPEN SOLICITATION #2016-52

**Identifying Trainers/Facilitators for the  
Community of Practice Youth Development Practitioners**

Issue Date: Thursday, December 8, 2016

First Closing Date: Monday, January 12, 2017, 4 p.m.

**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).

**Community of Practice for Youth Development Practitioners**

The Community of Practice (CoP) of the Collaboration Council coordinates the 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.

This solicitation seeks to identify qualified trainers to deliver workshops with content that build/strengthen the core competencies of youth development practitioners and deepen the learning experience with facilitation guided by adult learning principles.

**Use of Open Solicitation Process**

The Collaboration Council seeks **Letters of Interest/proposals** from organizations and qualified individuals to conduct workshops identified from meetings and surveys of youth development practitioners in Montgomery County. Topic areas of particular interest include: cultural competencies, managing youth group dynamics, writing effective proposals, conflict resolution, working effectively with special populations of youth, (youth fleeing violence, LGBTQ youth, homeless youth, immigrant youth), marketing programs to disconnected youth ages 16-24, and program/staff management. As you know youth development practitioners core competencies include many more areas of knowledge and skills. We encourage you to submit proposals for topic areas not included in this list.

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 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 entities

### **Letter of Interest Submission Process**

Individual or organizational applicants must submit a **Letter of Interest** (no more than 2 pages) that describes your experience and qualifications responding to the following:

1. Prior training/facilitation experience with adults in the youth-serving, human services, or related fields
2. References and, if available, documentation of participant feedback
3. Experience and knowledge of the content area(s) of proposed workshop(s)
4. Space and equipment needs
5. List of materials included as part of the proposal

**NOTE:** In addition to Items 1-5 above, please submit as a separate attachment, Workshop(s) outline that includes learning objectives, structure, length, and costs

The following wording **must appear** at the top of the Letter of Interest:

### **RE: Open Solicitation 2016-52 Identifying Trainers/Facilitators for the CoP Youth Development Practitioners**

If you are proposing multiple workshop topics, please use a separate outline and cost for each proposed topic.

Proposals must be submitted electronically no later than 4:00 p.m. on January 12, 2017 and qualified applicants will be notified no later than January 23<sup>rd</sup>, 2017. Please submit your proposal 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 scored based on the responses to the 6 items listed above by Montgomery County Collaboration Council staff and selected members of the Career Pathways committee.

### **Next Steps**

The **Letters of Interest** received by the January 12<sup>th</sup>, 2017 4:00 p.m. deadline will be reviewed by the Collaboration Council and representatives from the Career Pathways committee. Those individuals or organizations whose proposal initially appears to best respond to the training needs identified by youth development practitioners will be contacted to secure further information about the workshops for the work proposed. Providers will be selected and contract negotiations will begin January 23<sup>rd</sup>, 2017.