



Worcester County's Initiative to Preserve Families

The Local Management Board

FY 2025 Request for Poverty Training Project

Release Date: March 17, 2025

Deadline for Submission: April 7, 2025 at 2:30pm

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Introduction

Local Management Boards (Boards) were established in the 1990s as part of a State/local collaboration committed to improving the well-being of Maryland's children, youth, and families. The Boards were created to promote improved, coordinated local decision-making that focuses on results and accountability. The premise was, and continues to be, that health, education, economic, and social outcomes are more likely to be improved if decisions about programs and strategies are made by local jurisdictions with the funding, support, guidelines, and accountability managed by the State.

The jurisdictions, through their Boards, bring the knowledge of local needs, resources, and strengths. The Boards bring together public and private agencies, local government, faith-based and civic organizations, families, youth, and community members to develop, implement, and review a community plan.

Purpose

Worcester County's Initiative to Preserve Families (Worcester County Local Management Board) and the Board of Directors are seeking proposals for Fiscal Year 2026 from qualified organizations that can provide and/or organize a minimum of 5 training courses in Worcester County centered around poverty.

Executive Summary

Worcester County's Initiative to Preserve Families' office is located in the central part of Worcester County in Snow Hill, Maryland. The Worcester County Local Management Board, Board of Directors is composed of six (6) ex officio members and four (4) at-large members; all of who are committed to improving the well-being and outcomes for children, youth and families in Worcester County.

Mission Statement: The mission of the Worcester County Local Management Board is to achieve a comprehensive system of education, health and human services that effectively and responsibly address the needs of Worcester County children and families through public and private interagency collaboration.

Vision Statement: The Worcester County Local Management Board envisions a caring, compassionate, inclusive community with leadership and government that fosters an environment which empowers all children, youth and families to thrive.

Proposal Specifics

The Local Management Board (LMB) is asking that interested parties develop a robust, succinct and concise proposal outlining a training plan focused on the impacts of poverty on children, youth and families. Organizations should illustrate a history of organizing/hosting trainings for individuals that work with or for children, youth and families. Organizations should enhance their proposal by demonstrating knowledge of evidence based models/trainings that are specific to poverty and/or children, youth and families living in poverty.

Interested organizations should be knowledgeable about Worcester County, MD and the surrounding areas. Interested organizations should have a strong background in organizing and/or hosting trainings. Organizations should also be able to illustrate their past work with other agencies to organize/host trainings. Organizations should be knowledgeable on the impacts of poverty within community, and have a strong understanding about the unique needs of children, youth and families that live in poverty. Organizations should be able to use state and local data and evidence based trainings to support their proposed training outline.

The chosen organization will be required to organize/host a minimum of five (5) trainings by September 30, 2025.

Please note, that this is a competitive, open Request for Proposal (RFP) process with preference given to professionals near or local to the Worcester County, MD region.

The Training Plan implementation will be expected to begin Mid-April, 2025 and end September 30, 2025. For this approximately 6-month Training Plan, the maximum amount available is \$83,175. This is an one-time-only grant agreement, with no possibility of extension past September 30, 2025.

The LMB reserves the right to negotiate the proposed budget with the chosen vendor. Additionally, the LMB reserves the right to award a lesser amount than requested. If a lesser amount is awarded, the applicant will have the opportunity to adjust the scope of the proposal and/or decline funding. The LMB reserves the right to discontinue funding if the program is not meeting deliverables or if funding is withdrawn from the Children's Cabinet.

ALL FUNDING IS CONTINGENT UPON AVAILABILITY OF FUNDS AND MAY BE AMENDED TO REFLECT CHANGES IN THE FINAL BUDGET APPROPRIATION BY THE GENERAL ASSEMBLY.

The LMB does not discriminate on the basis of race, color, sex, age, national origin, religion, disability or sexual orientation in matters affecting employment or in providing access to programs.

Selection Schedule

Release of RFP: **March 17, 2025**

Pre-proposal meeting will be held on **March 26, 2025 at 1pm** via Google Meets

Pre-Bid Meeting, Training Project

Wednesday, March 26 · 1:00 – 2:00pm

Time zone: America/New_York

Google Meet joining info

Video call link: <https://meet.google.com/gaf-fbwc-whi>

Or dial: (US) +1 413-853-2214 PIN: 114 222 106#

More phone numbers: <https://tel.meet/gaf-fbwc-whi?pin=2291251059292>

RFP due to the Worcester County Administration: **April 7, 2025 at 2:30pm**

Interested parties must submit one (1) unbound original and five (5) unbound copies of their proposal to the Worcester County Government by the established deadline. All copies of the Proposal Documents and any other documents required to be submitted with the Proposal Documents will be enclosed in a sealed envelope and will be identified with the project name: **WORCESTER COUNTY'S LOCAL MANAGEMENT BOARD FY2026 TRAINING PROPOSAL**. The Worcester County Government will ensure that all proposals received by the deadline are given to the LMB. Proposals should be addressed and mailed or hand carried to:

**Office of the County Commissioners
Procurement Officer
Worcester County Government Center
One West Market Street, Room 1103
Snow Hill, MD 21863**

Internal Evaluation Meeting: **April 8, 2025**

County Commissioners meeting to submit vendor(s) selected: **April 15, 2025**

Chosen vendor(s) will be contacted by: **Email, no later than April 17, 2025**. A follow up meeting will then be scheduled. Vendors are expected to be ready for implementation by **April 21, 2025**.

Questions and Requests for RFP Documents

Agencies may submit questions and requests for an electronic copy of the RFP to the County's Procurement Officer, Nicholas Rice, via email at nrice@co.worcester.md.us

Evaluation

The LMB will utilize an Evaluation Committee to review and evaluate each proposal submitted by the guidelines established on the provided evaluation criteria. A total of five members will serve on the RFP panel. The panel will be assigned a facilitator who will assist the group through the process but will not have a vote. Members of the RFP panel will receive all the proposals once they have been received from the County Administrator. Agencies that are submitting a proposal cannot be part of the panel that reviews the proposals. This would prohibit past/present employees of the agency; persons with a current conflict of interest with an applying agency, and present/past board members of an applying agency. This will limit the number of available volunteers in this small community. *Examples of persons/agencies we may draw from could include: LMB Directors from other jurisdictions, clergy, representatives from civic groups, representatives from SU School of Social Work or professor(s) from WorWic and/or UMES, representatives from the United Way, etc.*

The top three (3) proposals (those receiving the highest scores) may be invited to be interviewed by a subset of the panel. This interview will be for the purpose of gathering additional information and negotiating terms of a potential agreement.

Following the rating and rankings and/or the interviews, the panel will meet to obtain consensus on the proposals submitted. Scoring details and notes regarding proposals will be forwarded to LMB staff.

The LMB staff will present the proposals to the Board of Directors for final discussion and considerations to move forward with presenting the selected proposal to the Worcester County Commissioners. Board members can call a motion to recommend changes for the program vendor to consider, but any such change would require a unanimous vote of support by the full Board.

After the LMB Board of Directors have voted to support the selected vendor, the LMB will then move to follow the Worcester County procurement policy where the selected vendor information will be presented to the Commissioners of Worcester County for approval.

Agencies wanting to appeal a decision reached for this RFP may do so in writing to the LMB Executive Committee within one week of the panel priorities being announced. The Executive Committee will either deny the appeal and inform the petitioner, or forward the appeal for consideration by the full Board. To reverse an earlier decision concerning the RFP made by the panel it will require a unanimous vote by the full Board.

Submission Details

Calibri, 11-point font, double-spaced, outline format, is required for proposals. The cover page should be a stand-alone page and each bulleted item below should be a denoted heading within the proposal, with sub-headings used as appropriate. Please ensure that the submission is unbound and no more than 10 typed pages.

1. Cover Page (1 page max)
 - a. Please provide a cover page that includes:
 - b. Applicant name
 - c. Full mailing address
 - d. Email address
 - e. Phone number & name of the primary contact person
2. Summary of Qualifications & Organizational Capacity (2 pages max)
 - a. Please provide a brief response to each of the following. Feel free to include additional relevant information that highlights how you will fulfill the desired qualifications.
 - i. Describe any relevant experience that will make you a good candidate to organize/host poverty trainings
 - ii. Describe your level of knowledge and expertise as it relates to promoting trainings, including means of communication and outreach
 - iii. Describe your knowledge of utilizing evidence based models/trainings and evaluation tools to ensure that participants gained insightful information
 - b. Organizational Chart
 - i. If the proposer is not a single individual, provide an organizational chart that identifies each member of the entity involved with the project. The chart should identify who will be the primary contact on the project, the organizational structure of the team, and the specialty and title of each team member. Include all individuals, employees, or sub-contractors who would be utilized on the project.
3. Proposed Approach (3 pages max)
 - a. Describe your approach to conducting the necessary trainings and produce the desired deliverables outlined in the specifications. The response should be no more than 3

typed pages and should include:

- i. Proposed project plan, including process and methodology to organize/host trainings that are poverty focused;
- ii. Identify the specific, existing trainings (evidence based models) that will be used to leverage existing professional development skills, education, and available resources;
- iii. Provide a robust outreach/communication plan to promote the trainings
- iv. Outline a plan to gather evaluations from trainings and provide an insightful overview about knowledge gained to the LMB

4. Timeline (1 page max)

- a. Provide a detailed outline of the poverty training project. Ensure that consideration is given to reviewing existing trainings, new trainings, analyzing, ranking of trainings, and initial discussion with the LMB of a final training schedule. The LMB is request that the chosen vendor complete 5 trainings by September 30, 2025. If you do not believe the desired timeline listed is feasible, propose a modified timeline with justification for changes.

5. Budget (1 page max)

- a. Estimated cost to complete the project, including the name, title, rate per hour and estimated number of hours for all personnel and indirect costs including travel. Please include any in-kind resources you/the entity is willing to provide. Consider providing a narrative or justification of the budget as appropriate.

6. References and Work Samples/Case Studies (2 pages max)

- a. Provide at least two references for previous projects, ideally that are similar in nature and/or scope to this project. Applicants may also provide links to work products like this project.

| <u>Evaluation Criteria Categories</u> | Maximum Score |
|--|---------------|
| <p>Organizations Capacity: Is there a history of organizing/hosting trainings, promotion, and using evidence-based models? Was an Organizational Chart/description provided?</p> | 2 |
| <p>Proposed Approach: Is there a clear commitment to organizing/hosting trainings centered around poverty? Does the proposal identify existing trainings that can be used and/or partnered with to provide trainings? Is there a clear and robust outreach plan? Are evaluation tools clearly identified?</p> | 4 |
| <p>Timeline: Is there a clear timeline for the project? Is there a commitment to providing 5 trainings before September 30, 2025?</p> | 4 |
| <p>Worcester: Is the agency located within Worcester County? Is there clear discussion on how the agency will promote trainings to all areas of Worcester County?</p> | 4 |
| <p>Budget: Does the budget include projected expenses? Is there a budget narrative that includes a description of the cost and the calculation of how the cost was derived?</p> | 4 |
| Total | 18 |

Budget

A maximum award of \$83,175 is available for the Poverty Training Project.

Proposals must include projected expenses for an approximated 6-month budget, beginning mid-April 2025, and ending September 30, 2025. Monies not expended or committed by the end of the funding period will not be transferable to other line items and will be subject to return to the LMB.

Proposals must include a detailed budget narrative with description of the cost and show the calculation of how the cost was derived. detailed budget narrative:

- Salaries: \$15,000 (Coordinator 40hrs a week, at \$7.20 an hr for 52 weeks (40hr x \$7.20 x 52 weeks)
- Utilities: \$6,000 (Telephones \$203 a month (12 x 203) Electricity \$297 a month (12 x 297))

The LMB reserves the right to negotiate the proposed budget with the chosen vendor. Additionally, the LMB reserves the right to award a lesser amount than requested. If a lesser amount is awarded, the applicant will have the opportunity to adjust the scope of the proposal and/or decline funding.

ALL FUNDING IS CONTINGENT UPON AVAILABILITY OF FUNDS AND MAY BE AMENDED TO REFLECT CHANGES IN THE FINAL BUDGET APPROPRIATION BY THE GENERAL ASSEMBLY.

FY26 Poverty Training Project Proposed Budget

| DESCRIPTION | FY26 Project Budget | | | |
|--|---------------------|---|------------|--|
| | LMB Budget | Non-LMB funds that Directly Support the Project (Cash Only) | Total | Detailed Budget Narrative - Show Calculations that Support How Expenses Were Derived |
| Budget for FY26 Grant: Needs Assessment | | | | |
| Salaries | | | \$0 | |
| Fringe Costs | | | \$0 | |
| Communications | | | \$0 | |
| Postage | | | \$0 | |
| Business Travel | | | \$0 | |
| Training | | | \$0 | |
| Conferences/Conventions | | | \$0 | |
| Utilities | | | \$0 | |
| Advertising | | | \$0 | |
| Accounting/Auditing | | | \$0 | |

| | | | | |
|---|-----------------|------------|------------|--|
| Legal | | | \$0 | |
| Consultant (other than Legal & Accounting/Auditing) | | | \$0 | |
| Supplies | | | \$0 | |
| Equipment | | | \$0 | |
| Insurance | | | \$0 | |
| Rent/Mortgage | | | \$0 | |
| Printing/Duplication | | | \$0 | |
| Professional Dues/Publications/Subscriptions | | | \$0 | |
| IT Systems/Repairs/Maintenance | | | \$0 | |
| Vehicle Operating (other than Insurance) | | | \$0 | |
| TOTAL Budget | \$83,175 | \$0 | \$0 | |