



OFFICE OF THE LOCAL CHILDREN'S BOARD

HOWARD COUNTY DEPARTMENT OF COMMUNITY RESOURCES AND SERVICES

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Howard County Office of the Local Children's Board Request for Proposal Comprehensive Enrichment Summer Program

In partnership with the Howard County Public School System, the Howard County Office of the Local Children's Board (LCB) is launching a comprehensive Math Acceleration Program in Summer 2018 as part of the County's Achieve 24/7 Initiative. The four-week program will focus on preparing middle schoolers to be successful in Algebra 1, and provide enrichment activities to support their social and emotional development. The LCB is seeking proposals from comprehensive enrichment providers to deliver the four-week enrichment component of the Math Acceleration Summer Program. **The submission deadline is 4:00 pm ET, February 2, 2018**

As part of the Howard County Department of Community Resources and Services, the Office of the Local Children's Board is dedicated to ensuring that all children, youth and families in Howard County have the right to succeed, regardless of zip code, ethnicity or income level. The board facilitates a collaborative approach to providing supports to children, youth and families to ensure they grow and thrive.

Background Information

Administrators at schools in the Oakland Mills neighborhood have been working to design a summer program that provides academic intervention/preparation for Algebra I to middle school students. Knowing that a leading predictor of high school graduation is the successful completion of Algebra I by the end of a student's ninth grade year, the administrators hope that exposing youth to the concepts prior to the ninth-grade year would lead to increased numbers of students passing Algebra I in eighth and/or ninth grade.

While we know that academic success is crucial for college and career readiness, there have been increased links to youths' social emotional development and their preparedness for life after high school. To infuse opportunities for social emotional learning, Howard County's Local Children's Board will invest in an enrichment component to support the work for Oakland Mills Middle and High School. The comprehensive enrichment program will operate at Oakland Mills Middle School from July 2, 2018 to July 31, 2018, from 1:00pm to 4:00pm. Space and meals are being provided by Howard County Public School System. Please note that advertising and recruitment for this program will not be necessary as students are selected by school officials based on need for additional math instruction.

Scope of Services

The Howard County Office of the Local Children's Board is seeking proposals from comprehensive enrichment programs. We expect that any program applying to this RFP meets all the requirements included below.

1. Ability to provide high-quality comprehensive programming to middle-school aged youth. The program should incorporate best practices in youth development in its design and implementation. The program should be familiar with the national afterschool association's core competencies and/or other out-of-school time quality frameworks.

Please Note: To be considered a comprehensive program, the program must offer a variety of opportunities for youth to participate, as determined by youth voice and choice (ex: dance, pottery, cooking, basketball, fashion design, etc.) Please note that the vendor will work in partnership with Oakland Mills Middle School staff to engage youth prior to program to collect input on enrichment activities.

2. Familiar with Social Emotional Learning and competencies associated with Social Emotional Learning.

Organizations should understand and implement programs that support positive social emotional growth, particularly as it relates to positive youth development practices. The Office of the Local Children's Board is using CASEL's Social Emotional Competencies as a framework for implementing and evaluating Social Emotional Learning. In the proposal, please be sure to include examples that highlight familiarity and experience implementing SEL.

3. Able to provide programming on the dates and times indicated below.
 - July 2, 2018 to July 31, 2018 (except for July 4, 2018)
 - Daily 12:30pm to 4:30pm
4. Program lead and/or staff must be available to attend supplementary events listed below:
 - Partner Prep Meetings: March, April, May and June
 - Kick-Off Dinner: April 17, 2018
 - Trainings: TBD (May, June 2018)
 - Follow-Up Meeting: August 2018
5. Must meet the following staffing requirements.
 - Staffing capacity to serve 95 youth maintaining a 1:15 ratio
 - CPR/First Aid Certified
 - Completed FBI Background Checks
6. Experience providing programming to middle-school aged youth with varying levels of need. Middle-School is a critical transition period for youth where they begin to solidify the skills, attitudes and behaviors that will guide them through their high school career, and beyond. It is essential to have program staff that provide guidance and support to all youth, regardless of background, ability or behaviors.

Budget Information and Timeline

Programs should provide a budget that includes cost related to the Scope of Work, as outlined above, not to exceed \$20,000. In doing so, applicants are asked to provide a detailed cost breakdown that indicates hourly/daily rates, materials, and fees that are required to fulfill the scope of work. Be sure to include a budget narrative along with the detailed cost breakdown.

Key Dates:

January 2, 2018 – RFP released by Office of the Local Children’s Board
January 12, 2018 – Last day to submit questions
January 16, 2018 – Questions and answers submitted
February 2, 2018 – Proposals due
February 4, 2018 – February 10, 2018 – Proposals reviewed
February 12, 2018 – Selection announced

RFP Submission and Information

Submission should include:

- A. Introduction: Provide a brief introduction, which summarizes why your program is responding to this RFP, and detail all relevant organizational contact information.
- B. Experience: Provide a concise profile of previous or existing work that demonstrates the organization’s experience with similar work, preferably within Howard County. Please be sure to include, within this response, organizational history, detailed program descriptions, program measures and outcomes.
- C. Youth Development and Social Emotional Learning Philosophy: How does your organization and/or program view youth development and social emotional learning. Include unique ways that you encourage youth engagement in your program. Provide examples of ways that you train and evaluate staff to promote this philosophy.
- D. Partners: Please provide a short description and contact information of any organization that you have partnered with during the past year.
- E. Budget and Budget Narrative: Please provide a detailed cost breakdown and narrative (not to exceed \$20,000) for the four weeks of programming using the budget template provided.

Review Process

A qualified review panel will evaluate the responses based on the qualifications, background, experience, and apparent reasonableness of the applicant’s fee structure. The Howard County Local Children’s Board retains the right to negotiate the final proposed fee schedule prior to selecting any respondent for an award.

Submission and Questions

Applicants are required to submit proposals via email to Kim Eisenreich at kaeisenreich@howardcountymd.gov by 4:00pm ET on February 2nd. Email submission must be completed by the date detailed in this RFP. The deadline will be strictly enforced. Faxed, mailed, or hand-delivered proposals will not be accepted.

Questions may be submitted in writing via email to Kim Eisenreich through January 19, 2018. All questions must be in writing; telephone questions will not be answered. All responses to submitted questions will be compiled and published on the [LCB website](#).

If you need this document in an alternate format, contact the Office of the Local Children’s Board at 410-313-1461 (voice/relay) or email kaeisenreich@howardcountymd.gov.