

**Wicomico County Purchasing Department
125 N. Division Street, Room B-3
Salisbury, Maryland 21801**



REQUEST FOR PROPOSAL

PROJECT: Truancy Absenteeism Program

DEPARTMENT: Wicomico Partnership for Families and Children

VENDOR:

NAME: _____

ADDRESS: _____

PROPOSAL OPENING:

DATE: Tuesday, August 10, 2021

TIME: 3:00pm

Summary

Wicomico Partnership for Families and Children with funding from the Governor's Office for Children has allocated funding for a Truancy Absenteeism Program. The Truancy Absenteeism program will focus on prevention of absenteeism with at risk students or intervention with students already experiencing chronic absenteeism. Wicomico Partnerships for Families and Children of Wicomico County is issuing a request for proposals to perform the following work:

Truancy Absenteeism

<u>Funding Level:</u>	Up to \$65,000.00
<u>Contract Period:</u>	July 1, 2021 to June 30, 2022
<u>Eligibility:</u>	Any licensed, certified or incorporated agency, professional individual with a specialization or organization, public or private, who can demonstrate the ability to successfully carry out the project, is eligible to apply. Experience, credibility, and accountability within the specialized field must be demonstrated.
<u>Submission Instructions:</u>	<u>Wicomico County requires all proposals to be sealed. Proposals are to be received no later than the date listed above by 2:30 PM at Wicomico Purchasing Department located at 125 N. Division St., Room B-3, Salisbury MD, 21801. Include one original with 4 copies. As well as an electronic copy provided on a flash drive.</u>
<u>Deliverables:</u>	All items listed under Proposal Content, Excel Budget Sheet, Resumes and Job Descriptions.
<u>Strategic Goal:</u>	Opportunity Youth
<u>Result Area:</u>	Children are Successful in School & Youth Will Complete School
<u>Indicator(s):</u>	Truancy, Educational Attainment
<u>Point of Contact:</u>	Nicholas Rice Wicomico Purchasing Department 125 N. Division St. Room B-3 Salisbury, MD 21801 purchasing@wicomicocounty.org Phone: 410-548-4805
<u>Questions:</u>	Please direct questions to point of contact, above. Email preferred. All questions will be answered in writing and delivered to any party that may be submitting a proposal.
<u>RECOMMENDATIONS:</u>	If you are considering submitting a response to the RFP, please advise our office so that we can send you updates and other information as necessary.

**Wicomico County Local Management Board
Wicomico Partnerships for Families and Children**

Request for Proposals:

Organization Name

Office/Department/Unit (if applicable):

Project Name (if different):

Address:

City:

State:

ZIP:

Federal Employee Identification Number (FEIN):

Amount Requested: Up to \$65,000.00

Matching Funds: (If applicable)

Personnel	Name	Phone Number	Email
Administrative Organization Director:			
Project Manager:			
Project Finance Manager:			

Complete each line under personnel, if one person is in multiple roles list them individually in each row. Do not leave information blank or write "same as".

Authorizing Signatures: *In submitting this application, applicants agree to abide by all terms of the WPCF General Grant Conditions as well as the terms of the Special Conditions for FY2022 set forth by this award.*

This grant application has been approved and is authorized for submission by:

Director/Administrative Authority:

Financial Authority:

<i>Printed Name</i>	<i>Printed Name</i>
<i>Title</i>	<i>Title</i>
<i>Signature</i>	<i>Signature</i>
<i>Date</i>	<i>Date</i>

A. Discussion of Priority Area and selected Evidence Based Practice

The Community Plan identified that the percentage of chronic absenteeism/truancy (defined as missing 20+ days in a school year) in the county has been increasing consistently since 2014 despite the fact that many other school indicators have improved (chart below). In particular, there was a concern that the high absenteeism was impacting graduation rates and the Board wanted to focus resources before the students were in full crisis and dropping out as truants.

The data indicate that the truancy rate in the two high schools is on a downward path. However, the two identified elementary schools that feed into James M. Bennett indicate an increasing truancy rate. The data also indicate that the truancy rate for the identified elementary school that feeds into Wicomico High School is decreasing, but it is still higher than the truancy rate at the other two elementary schools. All three elementary schools have a high percentage of students on Free and Reduced Meals.

We have identified students in the elementary school because we believe that early interventions are important for parents/guardians and students. The elementary years are when the routines, habits, and patterns are formed that can last for many years. Studies show that students are more likely to be successful in school, have higher test scores and higher graduation rates when they attend school regularly. Conversely, students with chronic absenteeism are less likely to read on grade level by third grade, more likely to drop out of school, and if they drop out, more likely to experience poor adult outcomes (outcomes, health, criminal justice).

There are many models/designs that may be chosen by the successful applicant. The RFP process will require evidence of effectiveness and corresponding scoring criteria within the proposal review process with a heavier weight for evidenced-based programs versus research-based or promising practices.

B. Target Population

1. Target # to be served
 - a. A minimum of twenty students per school will be served.

C. Scope of Work

1. The vendor will collaborate with Wicomico County Public Schools based on the funded program parameters. In addition to possible school-site based involvement, community activities may also be included.
2. Specific program/strategy will be chosen by successful applicant based on RFP requirements; however, the RFP will require two or more of the following best practices in absenteeism and truancy programs:
 - a. Multi-generational strategies to include parents/grandparents/other family members. Families would commit to the involvement and may be engaged with events like monthly family meals, individual resource planning, and forums focused on ACES/trauma.
 - b. Teacher-parent and teacher-student strategies
Program staff would meet with teachers to include their input
 - c. Youth Engagement Strategies like Youth Advisory Boards from community agencies to develop interventions

- d. Utilizing Out of School Time programs to engage students in attending school – including fun activities as well as homework time
- e. Mentoring focused on school engagement through with existing mentor programs like Big Brothers Big Sisters or Wicomico Mentoring
- f. Program Director and program staff have extensive training in their field, maintaining certifications as needed.
- g. Staff changes must be reported to Wicomico Partnership for Families and Children within 48 hours.
- h. Must be in compliance with COMAR regulations: Per COMAR 13A.16.08 Child Supervision; the ratio is as follows:
 - i. Minimum staff to student ratio of 1:10 for youth under 12 years of age
 - ii. Minimum staff to student ratio of 1:15 for youth over the age of 12 years of age
- i. Staff representing the organization will attend all mandatory meetings and participate in any technical assistance provided by Wicomico Partnership for Families and Children.
- j. Background checks and fingerprints will be maintained by program and for all staff/volunteers working with children.

D. Race Equity:

1. All programs and strategies must incorporate intentional efforts to address race equity issues.
2. Include a minimum of the following: Include a discussion of how a focus on racial equity will inform the implementation and evaluation of the program/strategy.
 - a. Race equity trainings will be required for all staff and volunteers to increase general cultural competence and to further develop the understanding of how language, nonverbal cues and data is impacted by unintentional race bias. The trainings will also be extended to teachers who are participating.
 - b. Data will be required to be disaggregated by race (as well as gender) for referrals received and those that enroll to evaluate initial engagement. The same data will also be required for quarterly retention reports and evaluation data to evaluate if program is able to retain certain races or genders more successfully than others and who, within those that stay enrolled, attend school more often and see stronger school engagement as measured by teachers. This information can then be used to review service planning quarterly. This may mean adjusting the recruitment plan, focusing retention strategies, and, if necessary, modifying the program as it is allowed within the parameters of the evidence-based model chosen.
 - c. the program will work with referral sources to conduct regular objective analysis of the pools of potential referrals to assess who was and was not referred for potential implicit bias effects. These comparisons throughout the process will be measured against the truancy population within the school.

E. Reporting Requirements:

- k. Monthly financial (with supporting documentation) reports for each month shall be submitted no later than the 10th of the following month for reimbursement.
- l. Performance Measures using the required data matrix (Item D: Evaluation, included) must be submitted as follows:
 - i. July, August, September DUE October 10th
 - ii. October, November, December DUE January 10th
 - iii. January, February, March DUE April 10th
 - iv. April, May, June DUE July 10th
- m. Site Visits will be completed quarterly by staff representing Wicomico Partnership for Families and Children.
- n. A sign-in sheet must be completed for each session and maintained in a notebook with other site documents.
- o. All required documentation for annual monitoring will be kept in a notebook. The notebook and all documentation in it will be provided to Wicomico Partnership for Families and Children, as requested.
- p. Photos should be taken throughout the funding period to document youth projects/activities. Photo releases must be obtained from parent (s)/legal guardian (s) for any projects/youth being photographed that may include use by Wicomico Partnership for Families and Children.
- q. A waiver from an audit requirement may be requested by February 1st, 2022.
- r. Required written approval. A budget modification or request for modification in expenditures must be submitted and approved by the Director of Wicomico Partnership for Families and Children for proposed changes in the following categories and/or line items, unless otherwise specified in the Memorandum of Understanding, whenever:
 - i. The vendor needs to make any personnel line item change
 - ii. Budget modifications in any other category do not require a written budget modification; however, a written request for modifications in expenditures must be submitted. Approval is required before changes in expenditures can be made.

F. Format

- a) All proposals must be double spaced, 12pt. font and must use one-inch margins throughout. Proposal should be ordered according to the prescribed convention. Proposals that fail to meet these requirements may be rejected.
- b) The proposal and all copies should be on standard size (8½” x 11”) paper of regular weight.

G. Proposal Content – Please see attached Scoring Rubric

- a) COVER PAGE
- b) ABSTRACT- (not to exceed 250 words) Should be a summary overview of the applicant’s total grant proposal

- c) **ORGANIZATIONAL CAPACITY-** (not to exceed 2 pages) Provide a brief overview of the history relative history of the applicant relating to the specific focus of the experience and capability. Describe any experiences that demonstrate an ability to attain the objectives of the RFP
- d) **NARRATIVE-** (Not to exceed 10 pages) The Narrative is your opportunity to convince the review panel that your project is sound and deserves to receive funding. The Narrative must be succinct and clear. The review panel needs to understand quickly and easily the components of your project and how they work together to address the requirements of this request.
 - a. Avoid jargon and define all acronyms.
 - b. Proofread the narrative once it is complete.
 - c. Check for style inconsistencies, redundancies, factual omissions, and unexplained assumptions.
 - d. A good strategy is to let someone unfamiliar with the project read and critique the proposal before you submit it; be as detailed as possible.
 - e. Experience, credibility, and accountability must be demonstrated.
 - f. The narrative justifies and describes the proposed site to be implemented based around the aforementioned requirements.
 - g. Demonstrate knowledge of evidence-based methods or best practices.
 - h. **THE NARRATIVE SHOULD ADDRESS THE FOLLOWING:**
 - i. A description of how each item under Section C. Scope of Work, will be addressed
 - ii. Clearly defined objectives
 - iii. Recruitment plan for the target population(s)
 - iv. Explanation of what curriculum/best practices will be used
 - v. Demonstrate commitment to and understanding of confidentiality and how it will be maintained
 - vi. Explain how the mandatory Performance Measures (included under section D. Evaluation) will be collected.
 - vii. Add any additional measures the program will collect and how they will be collected or a statement that no additional measures will be collected.
 - viii. Quality Assurance Mechanism (s).
 - ix. Staff qualifications and credentials (include resumes and/or jobs description and hiring requirements in appendices).
 - x. Provide a timeline of the program and how the program funds will be expended by the end of the fiscal year.
 - xi. Sustainability, how will this effort continue should funding be cut
 - xii. Reference (s) Page (include in appendices).
- e) **DETAILED BUDGET** (Excel template is attached)
 - a. Reasonable, realistic, and matches goals of program.
 - b. Written justification/narrative of budget projection that matches budget.

f) **EXTRA POINTS**

- a. Applicants may earn **up to three extra points** towards their total scores if the proposal addresses one or more of the following (one point for each area addressed):
- i. **Two-Generation Approach:** The proposal clearly demonstrates simultaneous interventions directed at both parents and their children/youth.
 - ii. **Multi-Lingual:** The proposal clearly demonstrates a plan to provide services and resources to non-English speakers.
 - iii. **Cash Match/In-Kind:** The proposal clearly demonstrates that the vendor has a cash match or in-kind funds which go towards directly supporting the program.

See attached Mandated Performance Measures in Appendix C.

H.Narrative Budget

Each budget item that is requested in the excel spreadsheet must be itemized in the narrative of this application. Describe what is needed under each category and for what purposes.

Personnel This category is reserved for staff that would utilize salary and benefits which may include health insurance, taxes, social security. Please use line item labeled “Fringe Costs” for costs that are not salary. Use salary line item only for salary.

Operating Expenses This category is reserved for line items associated with costs needed for Operating the program.

Contractual Services This category is reserved for line items for Trainings, Consultants, Legal, and/or Accounting/Auditing.

Equipment This category is reserved for office equipment needed to operate the program.

Travel/Training This category is reserved for:

- Mileage (allowable cost is \$.58/mile)
- Registration Fees, Hotel, etc.
- Conferences/Conventions

Other Direct Cost This category is reserved for expenses that do not meet the existing categories. Some examples of “other” may be: Materials needed to implement program, Program Supplies, Professional Dues/Publications/Subscriptions, Office Supplies, and Food

See attached Excel Budget Template in Appendix B. This is a template, you can modify the template to include items needed that have not been listed previously. You can also omit line items that you will not utilize.

I. Grant Awards and Conditions

The submission of a proposal does not, in any way, guarantee an award. The grants available through this process will be funded as one-time only awards and will be disseminated according to the timeline outlined in this document. Wicomico County Partnerships for Families and Children will notify the applicant of the outcome of the review process. Applicants whose

proposals are selected for an award will receive technical assistance from the WPFC as necessary to finalize performance measures and budgets prior to the execution of a formal grant award.

Grant awards will be issued by WPFC and must be fully-executed prior to the disbursement of funds.

The conditions attached outline the basic terms and requirements for the use of funds provided for activities covered by this RFP.

Please see attached Wicomico County, Maryland Standard Terms and Conditions in Exhibit A.

J. Attach:

1. Proposal Content
2. Excel Budget Sheet
3. Resume(s) and/or Job Description

Appendix A

EXHIBIT A

WICOMICO COUNTY MARYLAND STANDARD TERMS AND CONDITIONS

The provisions below are applicable to all Wicomico County (“County”) contracts. These provisions are not a complete agreement. The provisions must be attached to an executed document that identifies the work to be performed, compensation, term, incorporated attachments, and any special conditions.

This document and the Contract are intended to be complementary. If the terms and conditions and the Contract conflict, then the Contract will prevail.

The term “Contract” includes a document entitled “agreement” or other title denoting a contract. The Wicomico County Executive is the person authorized to enter contracts for Wicomico County.

Amendment. This Contract is the entire agreement between the parties. All other prior communications related to this Contract are superseded by this Contract. No amendment to this Contract is binding unless in writing and signed by the parties.

Bankruptcy. Upon the filing of a bankruptcy proceeding by or against the Contractor or upon the appointment of a receiver, trustee, or assignee for the benefit of creditors:

- A. The Contractor must notify the County immediately; and
- B. The County may cancel the Contract or affirm the Contract and hold the Contractor responsible for damages.

Compliance with Law. The Contractor warrants that:

- A. The executed Contract will be a valid obligation enforceable in accordance with its terms;
- B. Contractor will perform in a workmanlike manner and in accordance with applicable professional standards;
- C. Contractor is qualified to do business in the State of Maryland and that it will remain qualified;
- D. Contractor is not behind in the payment of any obligations due to the County and that it will not become behind during the term of this Contract;
- E. Contractor will comply with all applicable federal, State, local laws, regulations, and ordinances; and
- F. Contractor will obtain, at its expense, all licenses, permits, insurance, and governmental approvals needed to perform its obligations under this Contract.

Contingent Fee Prohibition. The Contractor warrants that it has not directed anyone, other than its employee or agent, to solicit this Contract and that it has not promised to pay anyone a commission, percentage, brokerage fee, contingent fee, or other consideration contingent on the making of this Contract.

Counterparts and Signature. This Contract may be executed in several counterparts, each of which may be an original and all of which will constitute the same instrument. Unless otherwise specified by the County, this Contract may be signed in writing or by electronic signature, including by email. An electronic signature, a facsimile copy, or

computer image of this Contract will have the same effect as an original signed copy.

Force Majeure. The parties are not responsible for delay or default caused by fire, riot, acts of God, County-declaration-of-emergency, or war beyond their reasonable control. The parties must make all reasonable efforts to eliminate a cause of delay or default and must, upon cessation, diligently pursue their obligations under the Contract.

Governing Law. This Contract is governed by the laws of the State of Maryland and Wicomico County.

Indemnification. The Contractor will indemnify the County, its officers, agents, and employees from all liability, penalties, costs, losses, damages, expenses, causes of action, claims, or judgments (including Attorney's fees) resulting from injury to or death of any person or damage to property of any kind, which injury, death, or damage arises out of, or is in any way connected with the performance of the work or failure to perform its obligations under this Contract.

This obligation applies to any acts, omissions, or negligent conduct, including acts or omissions of Contractor's agents or employees, except that it is not applicable to injury, death, or damage to the property arising from the sole negligence of Wicomico County, its officers, agents, or employees.

Independent Contractor.

- A. Contractor is an "Independent Contractor." Although the County may determine the delivery schedule for the work and evaluate the quality of the work, the County will not control the means or manner of the Contractor's performance. The Contractor will comply promptly with County requests relating to the emphasis to be placed on aspects of the work. But Contractor is responsible for determining the appropriate means and manner of performing the work.
- B. Contractor warrants that Contractor is not an employee of the County, is not currently employed by the Federal Government, and is not an officer, employee, or agent of the County.
- C. Contractor is responsible for all federal or state taxes applicable to any compensation or payments paid to Contractor under this Contract. Contractor is not eligible for any federal Social Security, unemployment insurance, or workers' compensation benefits from compensation paid to Contractor.
- D. Contractor agrees to immediately provide the County notice of any claim made against Contractor by any third party. Contractor also agrees not to assign to any third party, without the County's written consent, any obligation of the County to indemnify Contractor for any actions under this Contract.

Insurance Requirements.

- A. Contractor must obtain and keep in effect Commercial General Liability Insurance in the amounts listed below for its activities and operations. The insurance must include coverage for personal injury, discrimination, and civil rights violation claims. All insurance must name County, its employees, and agents as "ADDITIONAL INSURED". A copy of the certificate of insurance must be filed with the County prior to the time this Contract is executed, providing coverage in the amount of \$1,000,000 per occurrence, \$2,000,000 general aggregate, and \$500,000 for property damage. Coverage must be written on an occurrence form.

- B. Contractor must obtain and keep in effect, automobile insurance on all vehicles used in this Contract to protect Contractor against claims for damages resulting from bodily injury, including wrongful death, and property damage that may arise from the operations of any owned or hired automobiles used by Contractor in connection with the Contract. All insurance must name County, its employees, and agents as “ADDITIONAL INSURED”.
- C. Contractor must provide the County with a certification of Workers’ Compensation Insurance, with employer’s liability in the minimum amount required by Maryland law in effect for each year of this Contract.
- D. All insurance policies must have a minimum 30 days’ notice of cancellation. The County must be notified immediately upon cancellation or restriction by the insurance company of any insurance policy referred to in this section.
- E. When insurance coverage is renewed, Contractor must provide new certificates of insurance prior to expiration of current policies.

Nondiscrimination. Contractor may not discriminate against any worker, employee, or applicant because of religion, race, sex, age, sexual orientation, physical or mental disability, or perceived disability. Contractor agrees that this provision will be incorporated in all subcontracts related connection to this Contract.

Ownership of Documents and Materials: Intellectual Property.

- A. The Contractor agrees that all documents, including reports, drawings, studies, specifications, estimates, maps, photographs, designs, graphics, mechanicals, artwork, or computations prepared for this Contract will be available to the County upon request and become the exclusive property of the County upon termination or completion of the services. The County has the right to use the documents without restriction or without additional compensation to the Contractor. The County will be the owner of the documents for the purposes of copyright, patent, or trademark registration.
- B. If the Contractor obtains, uses, or subcontracts for any intellectual property, then it must provide an assignment to the County of ownership or use of the intellectual property.
- C. The Contractor must indemnify the County from all claims of infringement related to the use of any patented design, device, materials, or process, or any trademark or copyright, and must indemnify the County, its officers, agents, and employees with respect to any claim, action, costs, or infringement, for royalties or user fees, arising out of purchase or use of materials, construction, supplies, equipment, or services covered by this Contract.

Payments. Payments to the Contractor pursuant to this Contract will be within 30 days of the County’s receipt of a proper invoice from the Contractor. If an invoice remains unpaid 45 days after the invoice was received, interest will be charged at a rate of 6% per year.

Records. Contractor must maintain all fiscal records relating to this Contract in accordance with generally accepted accounting principles. Contractor must maintain any other records pertinent to this Contract in a manner that clearly documents Contractor’s performance. Contractor agrees that the County and its agents can all records of the Contractor that are relevant to this Contract. All relevant records must be retained by Contractor and kept accessible for at least three years after final payment, termination of

this Contract, or until the conclusion of any audit, controversy, or litigation related to this Contract, whichever is later. All subcontracts must comply with these provisions.

Remedies.

- A. **Corrections of errors, defect and omissions.** Contractor agrees to perform work necessary to correct errors, defects, and omissions in the services required under this Contract, without undue delays and without cost to the County. The County's acceptance of the work will not relieve the Contractor of the responsibility of subsequent corrections of errors.
- B. **Set Off.** The County may deduct from any amounts payable to the Contractor any back-charges, penalties, or damages sustained by the County, its agents, or employees caused by Contractor's breach. Contractor will not be relieved of liability for any costs caused by a failure to satisfactorily perform the services.
- C. **Cumulative.** These rights and remedies of County and Contractor are cumulative and without waiver of any other rights or remedies.

Responsibility of Contractor.

- A. The Contractor must perform the services with the standard of care, skill, and diligence normally provided by a Contractor in the performance of services similar the services.
- B. Notwithstanding any review, approval, acceptance, or payment for the services by the County, the Contractor will be responsible for the accuracy of any work, design, drawings, specifications, and materials furnished by the Contractor under this Contract.
- C. If the Contractor fails to perform the services in conformance with the standard set forth in subparagraph A above, then it must, if required by the County, perform at its own expense any service necessary for the correction of any deficiencies or damages resulting from the Contractor's failure. This obligation is in addition to any other remedy available to the County.

Severability/Waiver. If a court finds any term of this Contract to be invalid, the validity of the remaining terms will not be affected. The remaining terms will be construed as if the Contract did not contain the invalid term. The failure of either party to enforce any term of this Contract is not a waiver by that party.

Subcontracting or Assignment. The Contractor may not subcontract or assign any part of the Contract without the prior written consent of the County. The County has the right to withhold consent for any reason the County deems appropriate.

Substance Abuse and Drug Testing. Contractors and its employees are subject to the County's policy on substance abuse and drug testing for the use, possession, or sale of drugs or alcohol while performing County business or while in a County facility. Violation or refusal to cooperate may result in a ban from County facilities or from participating in County operations.

Survival. The terms, conditions, representations, and all warranties contained in this Contract survive the termination or expiration of this Contract.

Termination. If the Contractor violates any provision of the Contract, the County may terminate the Contract by written notice to the Contractor. The notice will specify the cause for termination. All finished or unfinished work provided by the Contractor will, at

the County's option, become the County's property. The County will pay the Contractor fair compensation for satisfactory performance that occurred before termination less the amount of damages caused by the Contractor's breach. If the damages are more than the compensation payable to the Contractor, the Contractor will remain liable after termination and the County can affirmatively collect damages.

Termination of Contract for Convenience. Upon written notice, the County may terminate the Contract, in whole or in part, when the County determines termination is in the County's best interest. Termination for convenience is effective on the date specified in the County's written notice. The County will pay for reasonable costs allocable to the Contract for work or costs incurred by the Contractor up to the date of termination. But the Contractor will not be reimbursed for any anticipatory profits that have not been earned up to the date of termination.

Termination of Multi-year Contract. If funds are not available for any fiscal period of this Contract after the first fiscal period, then this Contract will be cancelled automatically as of the beginning of unfunded fiscal period. The effect of termination of the Contract will be to discharge both the Contractor and the County from future performance of the Contract but not from their rights and obligations existing at the time of termination. The Contractor will be reimbursed for the reasonable value of any non-recurring costs incurred but not amortized in the price of the Contract. The County will notify the Contractor if it has knowledge that funds are not available for the continuation of this Contract for a fiscal period beyond the first period.

Third Party Beneficiaries. The County and Contractor are the only parties to this Contract and are the only parties entitled to enforce its terms. Nothing in this Contract gives any benefit or right to third persons unless individually identified by name and expressly described as intended beneficiaries of the terms of this Contract.

Time is of the essence. Time is of the essence in Contractor's performance of each and every obligation and duty under this Contract.

Use of County Facilities. Contractor and its employees or agents have the right to use only those facilities of the County that are necessary to perform the services under this Contract. County has no responsibility for the loss, theft, disappearance of or damage to equipment, tools, materials, supplies, or other personal property of Contractor or its employees, subcontractors, or agents which may be stored on County premises.

Whole Contract. This Contract constitutes the complete and exclusive statement of the Contract between the parties relevant to the purpose described and supersedes all prior agreements or proposals, oral or written, and all other communication between the parties relating to the subject matter of this Contract.

APPENDIX C

Performance Measure (Subject to change per state contract)	For Percentages, Indicate the Numerator and Denominator (NUM/DEM)
What/How Much We Do:	
# of youth served	
# of family members engaged in services	
How Well We Do It:	
#/% youth completing the program	NUM: # of youth completing program
	DEN: # of youth completing intake
#/% of youth satisfied with the program	NUM: # of youth satisfied
	DEN: # of youth completing survey
Is Anyone Better Off?	
School Engagement Performance Measure tbd	NUM:
	DEN:
Attendance Performance measure tbd	NUM:
	DEN:

<p>Who will be responsible for gathering the evaluation data for your organization?</p>
<p>Describe the process for gathering data for the project.</p>

WICOMICO PARTNERSHIP FOR FAMILIES AND CHILDREN
 REQUEST FOR PROPOSALS
APPLICATION REVIEW AND RECOMMENDATION

Applicant _____

Reviewer _____

Proposal Application _____

Date _____

Proposal Content	Range of Points					Actual Points	Comments
	Poor	Weak	Adeq.	Good	Excell.		
1. Abstract (5) <ul style="list-style-type: none"> ▪ Does not exceed 250 Words 0-1 ▪ Is a summary overview of the applicant's total grant proposal 0-4 	1	2	3	4	5		
2. Organizational Capacity (10) <ul style="list-style-type: none"> ▪ Provided history of capacity relative to grant 0-5 ▪ Experience and capability demonstrated and adequate 0-5 	0-2	3-4	5-6	7-8	9-10		
3. Programming Implementation (25) <ul style="list-style-type: none"> ▪ Plan for classes & sample schedule in appendices, virtual component 0-3 ▪ Description of how each item under "Scope of Work" will be met 0-15 ▪ Target Population- 	0-5	6-11	12-17	18-23	24-25		

APPENDIX D

<p>recruitment plan and methods to serve to target number) 0-5</p> <ul style="list-style-type: none"> ▪ Partner with other Wicomico County agencies. 0-2 							
<p>4. Personnel (15)</p> <ul style="list-style-type: none"> ▪ Vendor qualifications 0-5 ▪ Staff qualifications/ requirements (if necessary, if no staff, add these points automatically) 0-5 ▪ Resumes and/or job description and requirements 0-5 	0-3	4-7	8-10	11-13	14-15		
<p>5. Soundness (25)</p> <ul style="list-style-type: none"> ▪ Sustainability Plan 0-5 ▪ Clearly Defined Objectives 0-3 ▪ Relevant Research Support 0-2 ▪ Sample Schedule is balanced and reasonable 0-3 ▪ Maintenance of confidentiality 0-3 ▪ Quality assurance mechanisms in place 0-4 ▪ Performance measures (How all measures will be addressed, any additional measures that are 	0-5	6-11	12-18	19-22	23-25		

APPENDIX D

proposed) 0-5							
6. Fiscal Management Capability (20) <ul style="list-style-type: none"> ▪ Budget is reasonable and realistic 0-5 ▪ Budget matches goals of program 0-7 ▪ Budget Narrative is detailed and calculations match the budget 0-8 	0-5	6-10	11-14	15-18	19-20		
7. Extra Points (up to 3) <ul style="list-style-type: none"> ▪ Two Generational Approach 0-1 ▪ Multi-Lingual 0-1 ▪ Cash Match/In-Kind 0-1 							
TOTAL 100 points							

Proposal Content Definitions